
List of tentative documents required for transfer of GCP due to merger or de-merger

A. The merger of a Pvt. Ltd. company into another Pvt. Ltd. Co.

Where a business of a Pvt. Ltd. company is taken over or merged with another Pvt. Ltd. company, the following documents are required:

1. Copy of Business Transfer Agreement
2. Minutes of the Meeting of transferor company to transfer the business in favour of transferee company
3. Copy of the invoice of the transferor company for the sale of inventory / assets in favour of transferee company or Business Transfer Agreement
4. Copy of the acknowledgment towards surrender of VAT/GST number of the transferor company
5. Letter on the letterhead of the transferor company requesting for transfer of GCP in favour of transferee company. This letter will be signed by one of the Director with name and designation. If all the Directors are common in both the Pvt. Ltd. / Ltd. company, then any Director can sign this letter else uncommon Director will sign this letter.
6. Letter on the letterhead of the transferee company requesting for transfer of GCP in favour of transferee company with reference to the letter submitted by transferor company. This letter will be signed by one of the Directors with name and designation. If all the Directors are common in both the Pvt. Ltd. / Ltd. Co., then any Director can sign this letter, else uncommon Director will sign.

Please note: GS1 Company Prefix number will not be transferred based on the transfer of Brand name, Trademark or transfer of any Division of a Transferor Company.

On receipt and review of the above documents or as demanded from time to time, GS1 India will decide on the name change request.

The decision of GS1 India shall be final and binding in all circumstances.

If approved, you would be required to submit:

- a. Copies of MOA, PAN and VAT/GST of transferee company
- b. Form to update GS1 India Records
- c. Fee, as applicable, towards updating the company's name.

B. The merger of a Pvt. Ltd. company into Ltd. Co.

Where a business of a Pvt. Ltd. company is taken over or merged with Ltd. company, the following documents are required:

1. Copy of High Court order
2. Copy of the acknowledgment towards surrender of VAT/GST number of the Pvt. Ltd. company
3. Letter on the letterhead of the transferor company requesting for transfer of GCP in favour of transferee company. This letter will be signed by one of the Director with name and designation. If all the Directors are common in both the Pvt. Ltd. / Ltd. company, then any Director can sign this letter else uncommon Director will sign this letter.
4. Letter on the letterhead of the transferee company requesting for transfer of GCP in favour of transferee company with reference to the letter submitted by transferor company. This letter will be signed by one of the Director with name and designation. If all the Directors are common in both the Pvt. Ltd. / Ltd. company, then any Director can sign this letter else uncommon Director will sign this letter.

Please note: GS1 Company Prefix number will not be transferred based on the transfer of Brand name, Trademark or transfer of any Division of a Transferor Company.

On receipt & review of the above documents or as demanded from time to time, GS1 India will decide on the name change request.

The decision of GS1 India shall be final and binding in all circumstances.

If approved, you would be required to submit:

- a. Copies of MOA, PAN and VAT/GST of transferee company
- b. Form to update GS1 India Records
- c. Fee, as applicable, towards updating the company's name.

C. De-merger of the business of a Pvt. Ltd. / Ltd. Co.

When a business of a Pvt. Ltd. / Ltd. company is de-merged and decided to use GCP by the de-merged division, the following documents would be required:

1. Copy of High Court order
2. Copy of the Minutes of the meeting of in which it was decided to de-merged the business / division
3. Copy of Minutes of the Meeting, in which it was decided who would be using the GS1 Company prefix number and other divisions / de-merged companies shall apply separately to get a new GCP from GS1 India if they wish to use the barcode on their products
4. Letter on the letterhead of the transferor company requesting for transfer of GCP in favour of transferee company. This letter will be signed by one of the Directors with his name and designation. If all the Directors are common in both the Pvt. Ltd. / Ltd. company, then any Director can sign this letter, else uncommon Director will sign this letter.

Please note: GS1 Company Prefix number will not be transferred based on the transfer of Brand name, Trademark or transfer of any Division of a Transferor Company.

On receipt & review of the above documents or as demanded from time to time, GS1 India will decide on the name change request.

The decision of GS1 India shall be final and binding in all circumstances.

If approved, you would be required to submit:

- a. Copies of MOA, PAN and VAT/GST of transferee company
- b. Form to update GS1 India Records
- c. Fee, as applicable, towards updating the company's name.