

## Checklist for Changes in Address of Authorised Person

Sr. No.	Particulars	Documentation
1.	<b>Change in Office Address (Individual &amp; Sole Proprietor)</b>	<ul style="list-style-type: none"> <li>• Covering Letter from Member &amp; Authorised Person requesting to change in Office Address(Contains old address &amp; new address)</li> <li>• Annexure II</li> <li>• Office address proof</li> </ul>
2.	<b>Change in Residence Address (Individual &amp; Sole Proprietor)</b>	<ul style="list-style-type: none"> <li>• Covering Letter from Member &amp; Authorised Person requesting to change in Residential Address (Contains old address &amp; new address)</li> <li>• Annexure III</li> <li>• Residence Address Proof</li> </ul>
3.	<b>Change in Office Address (Corporate)</b>	<ul style="list-style-type: none"> <li>• Covering Letter from Member &amp; Authorised Person requesting to change in Office Address (Contains old address &amp; new address)</li> <li>• Form 18 and R.O.C Copy</li> <li>• Annexure II</li> <li>• Address Proof of New Office</li> </ul>
4.	<b>Change in Office Address (Partnership Firm)</b>	<ul style="list-style-type: none"> <li>• Covering Letter from Member &amp; Authorised Person requesting to change in Office Address of AP (Contains old address &amp; new address)</li> <li>• Annexure II</li> <li>• Address Proof of New Office</li> <li>• Supplementary Partnership deed</li> </ul>

- Applicant Request Letter Should Contain “New” & “Old” Address, AP Registration Code.
- Latest Address Proof required