**To,**

**The President,**

**Board of Management,**

**Multan Industrial Estate,**

**Multan.**

Ref.No # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Application for Change of name/ trade.**

Dear Sir,

We M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are allottees of plot no. \_\_\_\_\_\_ situated in Multan Industrial Estate, Phase \_\_\_\_\_\_. As per record, approved Name/ Trade for our unit is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Now, due to our business requirements, we hereby require change of Name/ Trade to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Following documents are enclosed herewith:

|  |  |  |
| --- | --- | --- |
| ***Sr.*** | ***Document*** | ***Status (Yes/No)*** |
| 01. | No Objection/ Written Statement in favor of Change of Name:1. ***If Partnership Firm:*** Affidavit duly executed by all the partners of the firm on stamp paper.
2. ***If Company:*** Certified Copy of Board Resolution.
3. ***If Sole Proprietor:*** Affidavit duly executed on stamp paper.
 |  |
| 02. | Entity Document:1. ***If Partnership Firm:*** Certified Copy of Certificate of Change of Name issued by Registrar of Firms & Certified Copy of Amended/ Revised Partnership Deed.
2. ***If Company:*** Certified Copy of Certificate of Change of Name issued by SECP.
3. ***If Sole Proprietor:*** Attested template of letter head with new Company Name, Business Card.
 |  |
| 03. | Latest NTN Certificate. |  |
| 04. | No Objection Certificate from Bank in case of Mortgage/ Lien on Property. |  |
| 05. | Proof of Payment of Prescribed Fee  |  |

It is therefore, requested that requisite Change of Name/ Trade may be approved as per above mentioned details.

We hereby undertake as under:

1. That our requested change of Name/ Trade is not prohibited by any law & regulations.
2. That we have completed all the applicable legal formalities in lieu of obtaining necessary approvals/ licenses/ NOCs (*where applicable*) from the concerned Government/ Regulatory Authorities.
3. That new trade does not require any structural changes in the approved building plan, and we shall be liable to seek approval of the authority of BOM-MIE regarding amendment of site plan/ building map before commencement of new trade.

For & On Behalf of:

M/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**S/o, D/o, W/o:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CNIC No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sign & Stamp**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_