

<b>Checklist for Change of Constitution/ Transfer</b>	
Sl.	Required Documents
1	Allotment Letter / Transfer Order of the Existing Unit.
2	Physical Possession order.
3	Affidavit in original by the proposed Proprietor / All Partners/ Authorized Director/ Authorized Trustee regarding liabilities of existing units. Authorization documents (If Applicable).
4	Affidavit in original by the existing Proprietor /All Partners /Authorized Director /Authorized Trustee regarding change in constitution/ transfer.
5	If the change of constitution is related to Inheritance/ succession then Genealogy Certificate by C. O.
6	Shareholding pattern certified by Chartered Accountant, documents related with Memorandum of Association and ROC (only for LLP/Pvt.Ltd./Ltd.).
7	Registered / Notarized Partnership deed in case of partnership firm of proposed unit.
8	Dissolution of partnership deed (in case of change in partnership of unit). (Not applicable for 100% change in constitution/ transfer)
9	Project Report (Project Cost, Promoter's Contribution, Cost of P&M, Employment, Pre-ETP, Plan layout, Bar-Chart regarding time frame).
10	Photographs, copy of Identity Proof and PAN Card of proposed proprietor/ partner/ director.
11	Dues of BIADA along with application.