**CHANGE IN NAME OF THE COMPANY**

**Relevant provisions:**

* Sections 10, 11, 12, 13, 22 and 150 of the Companies Act, 2017 read with Rule 30 of the Companies (General Provisions and Forms) Rules, 1985.
* Regulation 4 of the Companies (Incorporation) Regulations, 2017
* Regulation 6(a) of Companies (Registration Offices) Regulations, 2003

**Mode of documents submission:** Both online and offline.

**Circumstances of change in name of a company:**

* Where a Company, through inadvertence or otherwise, is registered by a name in contravention of the provisions of section 10; or
* Where the name was obtained by furnishing false or incorrect information; or
* Where the registrar issues direction for rectification of the name; or
* Where a company otherwise decides to change its name.

**Requirements for change of name:**

* Passing of Board and Special Resolution
* Approval of the Registrar

**(Note:** No approval is required where change in the name of the Company is only the addition thereto, or the omission therefrom, of the expression “(Private)” or “(SMC-Private)” or “(Guarantee) Limited” or “Limited” or “Unlimited”, as the case may be, consequent upon the conversion of the status of a company in accordance with the provisions of section 46 to 49)

**The following links are also to be checked before applying for the change of name:**

**List of Prohibited Words**

<https://www.secp.gov.pk/document/list-of-prohibited-words/>

**Company Name Search**

<https://www.secp.gov.pk/company-name-search/>

**Stepwise Procedure to be followed:**

**STEP 1**

**Pass a resolution in Board of Directors meeting for change of company name**

**STEP 2**

**Seek name availability of desired name from registrar**

**STEP 3**

* **Issue at least 21 days Notice for holding General Meeting of the members of the Company in accordance with the provisions of the Act**
* **Hold General meeting (AGM or EOGM) of members .**
* **Pass special resolution for change of company name in General Meeting of members**

**STEP 4**

**File application for change of company name along with following supporting documents with the registrar.**

1. **Special resolution on Form-26 within 15 days of passing of special resolution in General Meeting;**
2. **Minutes of general meeting (AGM or EOGM) of members;**
3. **Justification/reason for proposed change of company name;**
4. **Amended copy of Memorandum of Association;**
5. **Amended copy of Articles of Association, where company has filed Articles of Association;**
6. **Copy of name availability letter issued by registrar;**
7. **Consent by registered creditors;**
8. **Paid ‘original’ challan of prescribed fee for change of company name**
9. **Affidavit on stamp paper of appropriate value; and**
10. **NOC of respective regulatory authority (in case of special nature of the business of Company)**

**STEP 4**

**STEP 5**

* **The change of name shall be complete on issuance of altered certificate of incorporation on change of name by the registrar.**
* **The company shall for a period of 90 days from the date of certificate by the registrar continue to mention its former name along with its new name on the outside of every office or place in which its business is carried on and in every document or notice referred to in section 22 (Publication of Name)**