

## **Checklist for Change Request**

### **Checklist for Change Request – Project Name**

	Field Name	Description	File Size
1.	Project Name (Proposed)	The Proposed Project Name for Change	-
2.	Reason for Changing the Project Name	Reason for Change	-
3.	Board Resolution Copy	Board Resolution Copy	Up to 1MB
4.	Affidavit	Affidavit	Up to 1MB
5.	Project Plan	Project Plan	Up to 30MB
6.	Competent Authority Letter	Letter by competent authority	Up to 1MB

### **Checklist for Change Request – Bank Account Details**

Sl. No	Field Name	Description	File Size
1.	New Bank Account Number*	New Bank Account Number	-
2.	New IFSC Code*	IFSC Code of new bank	-
3.	New Bank Name*	Name of New Bank	-
4.	Branch Name*	-	-
5.	State*	-	-
6.	District*		
7.	Reason for Changing Bank Account Details*	Reason for Change	-
8.	Board Resolution Copy*	Board Resolution Copy	Up to 1MB
9.	Affidavit*	Affidavit	Up to 1MB
10.	Old Bank Account Statement*	Last Statement from Old Bank	Up to 1MB
11.	CA Certificate*	Certificate from Chartered Accountant	“ “
12.	Bank Pass Book Copy*	Pass Book copy of New Bank	Up to 1MB

### Checklist for Change Request – Promoter Name

Sl. No	Field Name	Description	File Size
1.	Proposed Promoter Name*	Proposed Name of Promoter	-
2.	Reason for Changing Promoter Name*	Reason for Change	-
3.	Board Resolution Copy*	Board Resolution Copy	Up to 1MB
4.	Affidavit*	Affidavit	Up to 1MB
5.	Project Plan	Project Plan	Up to 30MB
6.	GSTIN Certificate*	GSTIN Certificate	Up to 1MB
7.	NOC's	NOC's	Up to 1MB
8.	PAN Card*	Pan Card	Up to 1MB

### Checklist for Change Request – Email ID

Sl. No	Field Name	Description	File Size
1.	Proposed EMAIL ID*	Proposed Email ID	-
2.	Reason for Changing Email ID	Reason for Change	-
3.	Authorization Letter*	Letter of Authorization	Up to 1MB