
List of tentative documents required for conversion from Proprietorship firm to Pvt. Ltd. or Ltd. Co.

- A. In the case of direct conversion from Proprietorship firm to Pvt. Ltd. or Ltd. Company, please see the Memorandum of Association (MOA). The name of Proprietorship firm must be mentioned in the objective clause of the MOA and the proprietor must be one of the Directors in the Pvt. Ltd. or Ltd. Company. The following documents would be required:-
1. A copy of the MOA of the Pvt. Ltd. or Ltd. Co. as the case may be, which clearly states that the Proprietorship firm has been converted into Pvt. Ltd. or Ltd. Company.
 2. Forwarding Letter on the letterhead of the Pvt. Ltd. or Ltd. Co. to be signed by one of the Directors, except the Director who was the Proprietor in the firm as there would be more than one Directors.

The forwarding letter should mention:

The (Proprietorship firm's name) is registered subscriber of GS1 India vide GS1 Company Prefix (GCP) number (mention GCP). The said proprietorship firm has now been converted into Pvt. Ltd. or Ltd. Co. The proprietor (name of the proprietor) of the firm is one of the Directors in the said Pvt. Ltd. or Ltd. Company. Therefore, please allow us to use the same GS1 Company Prefix number in the new Pvt. Ltd. or Ltd. Company.
 3. Another letter would be required on the letterhead of the proprietorship firm to be signed by the proprietor of the firm and the letter should mention:

The (Proprietorship firm's name) is registered subscriber of GS1 India vide GS1 Company Prefix (GCP) number (mention GCP). The said firm has now been converted into Pvt. Ltd. or Ltd. Company. I, Proprietor, (name of the proprietor) of the firm, am one of the Directors in the said Pvt. Ltd. or Ltd. Company. Therefore, please allow us to use the same GCP in the new Pvt. Ltd. or Ltd. Company.
 4. Copies of PAN card and VAT/GST certificate of the Pvt. Ltd. or Ltd. Company.
 5. Form to Update GS1 India Records
 6. Fee, as applicable, towards updating the company's name.
- B. In the case of first Company is registered as Pvt. Ltd. or Ltd. and then the business of the **proprietorship firm** is taken over by them. The proprietor of the firm must be one of the Directors of the Pvt. Ltd. or Ltd. Company.

1. A copy of the Memorandum of Association of the Pvt. Ltd. or Ltd. Co. as the case may be.
2. Forwarding letter on the letterhead of the Pvt. Ltd. or Ltd. Company to be signed by the two Directors – one who was the proprietor (as Director) and second any other Director.

The forwarding letter should include:-

The (Proprietorship firm's name) is registered subscriber of GS1 India vide GS1 Company Prefix (GCP) number (mention GCP). The said proprietorship firm has now been taken over by xxxxxxxx. (Name of the Pvt. Ltd. or Ltd. Company). The proprietor (name of the proprietor) of the said firm is one of the Director in the said Pvt. Ltd. or Ltd. Company. Therefore please allow us to use the same Company Prefix number in the new Pvt. Ltd. or Ltd. Co. on the same terms & conditions.

3. Excerpts from the minutes of the meeting in which it was decided to take over the business of the proprietorship firm.
4. Another letter is required on the letterhead of the proprietorship firm to be signed by the proprietor of the firm and the letter should include:-

The (Proprietorship firm's name) is registered subscriber of GS1 India vide GS1 Company Prefix (GCP) number (mention GCP). The said firm has now been taken over by M/s xxxxxxxxxxxx (name of the Pvt. Ltd. or Ltd. Company). I, proprietor, (name of the proprietor) of the firm is one of the Directors in the said Pvt. Ltd. or Ltd. Company. The Proprietorship firm does not exist at all. Therefore, please allow us to use the same GCP in the new Pvt. Ltd. or Ltd. Company.

5. A copy of any invoice of Proprietorship firm to a Pvt. Ltd. company towards the transfer of stock / fixed assets.
6. A copy of the acknowledgement letter/certificate towards surrender of VAT/TIN/GST certificate to the concerned department.
7. Relevant pages of the Business Transfer Agreement, if any.

Please note that transfer of GS1 Company prefix may not be allowed based on transfer of Brand name or Trademark.

On receipt & review of the above documents or as demanded from time to time, GS1 India will decide on the name change request.

The decision of GS1 India shall be final and binding in all circumstances.

If approved, then you would be required to submit:

1. Copies of PAN card and VAT/GST certificate of the Pvt. Ltd. or Ltd. Company.
2. Form to Update GS1 India Records
3. Fee, as applicable, towards updating the company's name.