**（＊＊新名称のレターヘッドに作成して下さい。＊＊）**

Date: （＊日付けをご記入下さい。）

President

Japan Chamber of Commerce and Industry in India

R-7B, Third Floor, Green Park Main Market,

New Delhi - 110 016, India

**Re: Intimation of Change of Name of （＊旧名称をご記入下さい。）**

Dear Sir,

We would like to intimate your goodself change of the registered name of our company from （＊旧名称をご記入下さい。） to （＊新名称をご記入下さい。）. The change in name of our company has been notified to Office of the Registrar of Companies, India (ROC) and the ROC has accordingly issued “Certificate of Incorporation pursuant to change of name”, copy of which is enclosed as Annexure to this letter. （＊新しいROC証書のコピーを添付して下さい。）

Due to change in the name of our company we request you to kindly make the above change in your records.

Sincerely Yours,

**For （＊新名称をご記入下さい。）**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**（＊サインをして下さい。）

# （＊サインをされる方のお名前を記入して下さい。）