

MSDE-01(02)/2021-AP(PMU) (E 38809)  
Government of India  
Ministry of skill Development & Entrepreneurship  
(Apprenticeship Training Division)

Kaushal Bhawan, New Delhi,  
Dated: 9<sup>th</sup> April 2024


**OFFICE MEMORANDUM**

**Subject: Third Party Aggregators (TPAs)-Procedures for name change and transfer of business – regarding.**

In recent times, requests have been received from Third Party Aggregators (TPAs) for name Change and transfer of TPA business. Considering these requests, Standard Operating Procedure (SoP) for the same has been approved and is enclosed.

This is being issued with the approval of competent authority.

Enclosure(s): As stated above.



(V.S. Arvind)  
Director

Apprenticeship Division, MSDE

Copy to

1. Sr. PPS to Secretary, MSDE- For kind information please
2. PPS to JS(AT), MSDE- For kind information please
3. CEO, NSDC For information
4. RDSDEs - For information
5. State Directors dealing with Apprenticeship Training - For information
6. GM(AT)/GM(IT), NSDC - Requested to:
  - i. Circulate to all Third Party Aggregators (TPAs)
  - ii. Upload this OM along with SOP on the portal
7. Guard file 2024

**Annexure**

**For effecting a name change or transfer of business with respect to a Third Party Aggregator (TPA)**

**List of documents required**

S. No	Type of Category	What is required for effecting name change or transfer of business	Name change	Transfer of business
			Documents required for effecting in our records the name change	Documents required for effecting in our records transfer of business by a TPA
(1)	(2)	(3)	(4)	(5)
1.	<b>Trust /Society</b>	Resolution to change name, amended deed/MOA approved by registrar.	1. Trust Deed / MoA 2. PAN number 3. Registration document proof 4. All details with sealed and stamped by signatory.	1. Same as in col (4) 2. Document of transfer duly signed
2.	<b>Educational and Technical institutions including universities, schools, ITIs, polytechnic colleges.</b>	Name change approved by appropriate Board/University and by State Government concerned.  Note: If the Institution is governed through Trust/ Society, then, as per S#1/ above.	Approved document from Board/University or Regulator and further orders from State Government  Note: If the Institution is governed through Trust/ Society, then they can submit documents proof as stated for S#No 1 above	Approved document from Board/University or Regulator and further orders from State Government  Note: If the Institution is governed through Trust/ Society, then they can submit documents proof as stated for S#No 1 above

S. No	Type of Category	What is required for effecting name change or transfer of business	Name change	Transfer of business
			Documents required for effecting in our records the name change	Documents required for effecting in our records transfer of business by a TPA
(1)	(2)	(3)	(4)	(5)
3.	<b>Companies</b>	Name Change approved through special Board Resolution, Issuance of New Certificate of Incorporation, Make Changes to Memorandum of Association (MoA) and Articles of Association (AoA) For only addition/deletion of the words "private" to the name, special resolution of the board is sufficient.	<ol style="list-style-type: none"> <li>1. Special Board resolution or amended MoA and Articles of Association (AoA)</li> <li>2. PAN copy</li> <li>3. GST copy (if exceeds Rs 20 Lakh annually)</li> </ol>	<ol style="list-style-type: none"> <li>1. Updated CIN or Business Transfer Agreement or amended MoA and Articles of Association (AoA)</li> <li>2. As stated at s.no 2 and 3 of col (4)</li> </ol>
4.	<b>Proprietorship/individual</b>	The registration/licensing document issued in the name of the proprietary concern by the Central Government or the State Government Authority/ Department, etc	<ol style="list-style-type: none"> <li>1. A certificate/license issued by Municipal authorities under the Shop &amp; Establishment Act</li> <li>2. PAN copy</li> <li>3. GST copy (if exceeds Rs 20 Lakh annually) with name change incorporated.</li> </ol>	<ol style="list-style-type: none"> <li>1. A certificate/ license by Municipal authorities under the Shop &amp; Establishment Act</li> <li>2. As stated at s.no 2 and 3 of col (4)</li> <li>3. Document of transfer duly signed</li> </ol>

S. No	Type of Category	What is required for effecting name change or transfer of business	Name change	Transfer of business
			Documents required for effecting in our records the name change	Documents required for effecting in our records transfer of business by a TPA
(1)	(2)	(3)	(4)	(5)
5.	<b>Partnership</b>	Approved partnership deed	<ol style="list-style-type: none"> <li>1. PAN copy</li> <li>2. GST copy (if exceeds Rs 20 Lakh annually) with changes incorporated.</li> <li>3. Document of transfer duly signed</li> </ol>	<ol style="list-style-type: none"> <li>1. Approval of Concerned registrar of firms of the State</li> <li>2. As stated at s.no 1, 2 and 3 of col (4)</li> </ol>

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