



## South Eastern Coalfields Limited

MINIRATNA CATEGORY-I COMPANY  
(A Subsidiary of Coal India Limited)

Seepat Road, P.O. SECL,  
Bilaspur-495006 (Chhattisgarh)

Tel. 07752-246322  
Fax. 07752-246472

Sales & Mktg Deptt.

Ref. No. SECL/BSP/S&M/Sr. ES/23/186

Date: 19.08.2010

20

### NOTICE

#### Sub: Change of name of Units

In supersession of Notice No. SECL/BSP/S&M/Sr.ES/965 dated 08.08.2009 on the above subject, henceforth the following modalities will be applicable regarding change of name of consumers getting coal from SECL under Coal Supply Agreements (FSAs)/MOUs:

1. In case of units under the purview of SLC(LT) i.e. Power Utilities (State as well as Private), CPPs, Sponge Iron & Cement units, it will be a pre-requisite for the consumers to get the approval from MOC for change of name for further needful with SECL.
2. All consumers within the purview of SLC(LT) as above as well as those who are not within the purview of SLC(LT) shall be required to intimate SECL and get all the formalities completed regarding change of name such as legal vetting, modification in FSA/MOU etc., as applicable, at the earliest.
3. The consumers would be required to submit an application for the above purpose along with applicable documents. An illustrative list of documents is enclosed herewith.
4. It shall be the sole responsibility of consumer to ensure compliance of all applicable laws pertaining to supply of coal from SECL consequent upon change of name.
5. Primarily, consequent upon change of name, the consumer should complete all the formalities as above and undertake the transactions with SECL in the changed/new name.
6. Notwithstanding the above, if pending completion of such formalities, consumer still applies for release of coal in the old name, the submission of such application by itself would tantamount, inter-alia, to mean that the consumer undertakes sole and complete responsibility for compliance of all applicable laws while applying for / taking release of coal in old name and unconditionally indemnifies SECL for any consequences arising out of release of coal in the old name.

Above modalities can be reviewed / modified at any point of time by SECL, if required.

Encl: As above.

Chief General Manager(S&M)

#### Distribution:

- 1 GM(S&M), SECL, Bilaspur
- 2 GM(F), SECL, Bilaspur
- 3 Chief Manager(Finance), SECL, Kolkata
- 4 Chief Manager(Legal), SECL, Bilaspur
- 5 Sr. Manager(S&M)/(I/C), SECL, Kolkata
- 6 Sr. Manager(Fin)/(I/C), SECL, Kolkata
- 7 Sr. Manager(S&M)/(OP), SECL, Bilaspur
- 8 Sr. Manager(S&M)/(RS-I & II), SECL, Bilaspur
- 9 Sr. Manager(S&M)/(I/C-Comm), SECL, Bilaspur
- 10 Sr. Manager(Finance)/(S&M), SECL, Bilaspur
- 11 SECL Website

#### Copy for kind information to:

1. DT(O), SECL
2. CGM(S&M), CIL, Kolkata

**DOCUMENTS TO BE SUBMITTED WHILE APPLYING FOR CHANGE OF NAME**

Sl. No.	Documents
1	Affidavit <i>(to the effect that the applicant is duly authorized and competent to apply for change of name)</i>
2	Indemnity Bond <i>(to the effect that the consumer indemnifies SECL from all consequences, loss etc. arising out of change of name)</i>
3	Approval from MOC regarding change of name <i>(applicable in case of units within the purview of SCC(LT))</i>
4	CST Registration in new as well as old name
5	TIN Registration in new as well as old name
6	Central Excise Registration in new as well as old name <i>(if applicable)</i>
7	PAN Card No. in new as well as old name
8	Resolution of Board of Directors for change of name of Company
9	Form-18 <i>(Notice of change of situation of Registered Address of Company, if applicable)</i>
10	New as well as old Certificate of Incorporation
11	Linkage Orders' copies
12	Memorandum and Articles of Association of the Company in new as well as old name
13	Court order, if applicable
14	Any other supporting document(s), the consumer feels appropriate to be submitted.

- NOTE:** i) Application should preferably be submitted by signatory to FSA. In case the same is not possible, fresh authorization for submitting the application for change of name would be required.
- ii) All the documents should be duly certified by the applicant and notarized.
- iii) The above list is illustrative and not exhaustive and SECL shall be free to seek any other documents as may be required on case to case basis.