

### Add Company's Former name in letterhead

As per the relevant provisions of Companies Act 2013, where a company has changed its name or names during the last two years, it shall display the former name or names so changed during the last two years on the letterhead of the company.

We have added the option for adding the former name of company in its master and the same shall be displayed on the letterhead of the company in the documents as prepared from the dashboard.

#### How to add the former name?

Dashboard ⇒ Clients ⇒ Compliance Manager ⇒ Company Master ⇒ Click on View more button ⇒ Add the Previous Name and submit

Date of Incorporation	<input type="text"/>	Company Contact No	<input type="text"/>
PAN	<input type="text"/>	TAN	<input type="text"/>
BRN No.	<input type="text"/>	Food Licence No	<input type="text"/>
MSME No.	<input type="text"/>	Import Export Code	<input type="text"/>
Trade Mark No.	<input type="text"/>	Website	<input type="text"/>
GST No.	<input type="text"/>	Corporate Address	<input type="text"/>
Do you want to download the documents with letterhead? <input checked="" type="radio"/> Yes <input type="radio"/> No		Has the name of company changed? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Previous Name	<input type="text"/>	Effective date of change	<input type="text"/>

Add Previous Name here.