

**ADD COMPANY'S PREVIOUS NAME IN MASTER / LETTERHEAD**

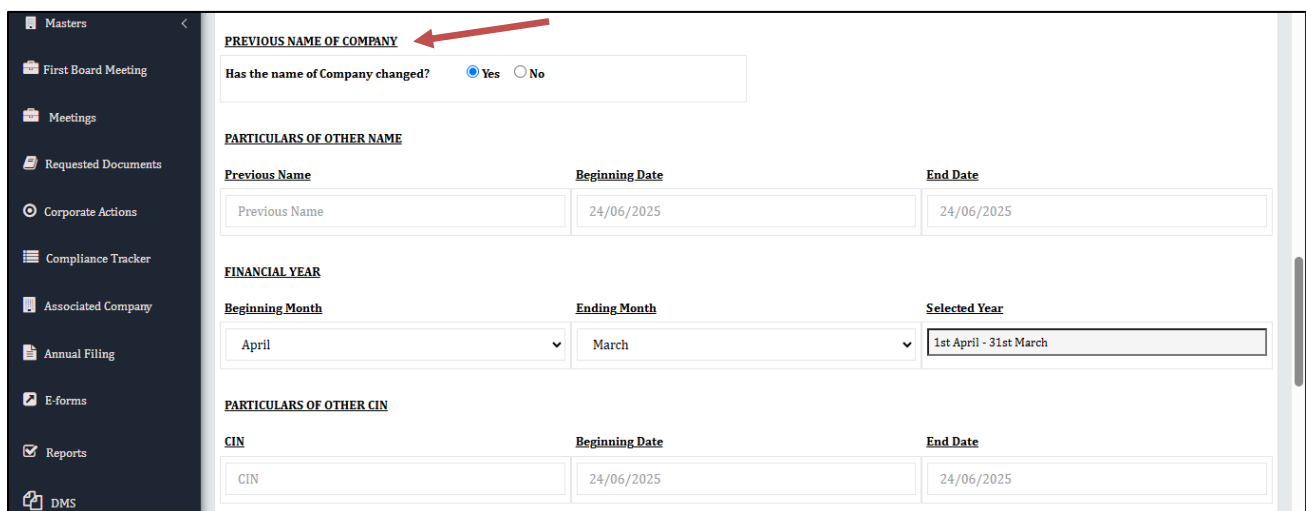
Dear users,

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

**STEPS TO FOLLOW:**

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



PREVIOUS NAME OF COMPANY		
Has the name of Company changed? <input checked="" type="radio"/> Yes <input type="radio"/> No		
PARTICULARS OF OTHER NAME		
Previous Name	Beginning Date	End Date
Previous Name	24/06/2025	24/06/2025
FINANCIAL YEAR		
Beginning Month	Ending Month	Selected Year
April	March	1st April - 31st March
PARTICULARS OF OTHER CIN		
CIN	Beginning Date	End Date
CIN	24/06/2025	24/06/2025

- ☑ Click the "Yes" button under the Previous Name section.
- ☑ Enter the details of the previous name and click **Update**.
- ☑ You can add names one at a time — after saving one name, the option to add the next will appear.

**Please reach out to us if you need any assistance:**

**+91 99298 22200, Call & WhatsApp both available, [complyrelax@gmail.com](mailto:complyrelax@gmail.com).**