

ADVISORY

This is regarding requests from firms/agencies for making a change in DAVP's records with respect to their bank account details. The matter has been duly considered in DAVP. It has been decided that these requests shall be entertained/considered after due submission of the following documents by the firms/agencies in hard copy to this Directorate:-

Agency as a Firm (Sole proprietorship/ Partnership Firm)	Agency as A Company (Private Ltd company or Public Ltd Company)
<p>1) If it is a Sole proprietary Firm :-</p> <p>a) Declaration of the proprietor that he/she is the sole owner of the agency.</p> <p>b) PAN Number of the proprietor.</p> <p>c) Copy of RNI Registration depicting him/her as the owner of the agency.</p> <p>2) If it is an unregistered Partnership firm :-</p> <p>a) Consent of all the partners on firm's letter head for the change in bank Account Number.</p> <p>b) Copy of partnership deed.</p> <p>c) Copy of RNI Registration.</p> <p>d) PAN Number of working partners</p> <p>3) If it is Registered partnership firm :-</p> <p>a) Consent of all the partners on firm's letter head for making a change in the bank Account Number.</p> <p>b) Copy of RNI Registration.</p> <p>c) PAN Number of the firm.</p>	<p>1) Declaration with the consent of all the directors on company's letter head if it is a private ltd company and for Public ltd company it may be from the minimum of two directors.</p> <p>2) Copy of Resolution passed to open a new account.</p> <p>3) Company's PAN Number.</p> <p>4) Copy of RNI Registration.</p>

2. These above guidelines, henceforth, shall be applicable to all other firms/agencies that need to change their bank details available with DAVP with effect from 01-01-2015. The firms/agencies are advised to submit a request letter for this purpose alongwith above mentioned documents and a cancelled cheque, a fresh mandate and a copy of revised RNI certificate (wherever applicable) for consideration by DAVP.

3. After it is found acceptable, the login/RO area of the publishers/agency concerned will be opened to authenticate their request online.

Yours faithfully



(Anindya Sengupta)

Director (Accounts)