

Procedure for amending Recognition letter and Certificate of Registration

In case of change of location of in-house R&D Unit(s), following information/ documents should to be submitted:

- (i) Return the original Letter of 'Recognition of in-house R&D units' and 'Certificate of Registration' issued by DSIR. **
- (ii) Certificate from Chartered Engineer about the plan of the new R&D Unit and that the R&D unit is functional.
- (iii) Photographs/layout plan of the R&D at the new location.
- (iv) Copy of Registration certificate from concerned Assistant Commissioner of Customs & Central Excise;

In case of change of name of the company, following information/ documents should be submitted:

- (i) Return the original Letter of 'Recognition of in-house R&D units' and 'Certificate of Registration' issued by DSIR. **
- (ii) Certificate to this effect issued by the Registrar of Companies,
- (iii) Memorandum of Association

**** In case of loss of Recognition Letter or Certificate of Registration**

- The Company should submit an undertaking to return the original letter(s), if & when located and also an Indemnity Bond, indemnifying DSIR, Government of India against any misuse of the documents.

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