

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
HEALTH LICENSING DEPARTMENT

OFFICE ORDER

No. D/08 /Director (H/L)/2024

Dated 03/01/2024

The following documents are required for change of name of authorized nominated signatory/Nominated Licensee, change of Brand Name and change of name of the **Company Name** in the exiting Health License:-

(1) For change of name of the **Authorized Signatory/Nominated Licensee** following documents can be obtain again:-

- (i) Request for change of Authorized Signatory/Nominated Licensee
- (ii) Copy of existing Health License
- (iii) Board Resolution
- (iv) Fire NOC from Delhi Fire Services
- (v) Common undertaking for renewal of Health License
- (vi) ID and Address Proof of the Authorized Signatory
- (vii) Photo of the applicant

(2) For change of name of the **Brand Name** following documents can be obtain again:-

- (i) Request for change of Brand Name
- (ii) Copy of existing Health License
- (iii) Board Resolution
- (iv) Fire NOC from Delhi Fire Services
- (v) Common undertaking for renewal of Health License

(3) For change of name of the **Company Name** following documents can be obtain again:-

- (i) Request for change of Company Name
- (ii) Copy of existing Health License
- (iii) Board Resolution
- (iv) List of current Directors
- (v) Fire NOC from Delhi Fire Services
- (vi) Common undertaking for renewal of Health License
- (vii) PAN of the Company
- (viii) Duly certified copy of Incorporation Certificate from ROC in new name

2 In case of change of ownership of the Establishment the applicant has to surrender the exiting Health License and apply for afresh health license.

3. Further, the requirement of documents for grant and renewal of Health License is revised and now being dealt vide Office Order No. D/940/Director (H/L)/2023 dated 11.12.2023.


(Kritika Choudhary)
Director (Health License)

Copy to:-

- (i) PS to Chairman, NDMC
- (ii) PA to Secretary, NDMC
- (iii) CMO/SMO/MO of Public Health Department
- (iv) Jt. Director (H/L)
- (v) All Market Associations
- (vi) Jt. Director (IT Deptt.): for uploading the same on NDMC website