(Draft letter intimating change in constitution/name to be given by the member on its Letterhead)

Date:

To,

 Membership Department,

Indian Film & Television Producers Council,

1201, Lotus Trade Centre,

New Link Road, Andheri- west,

Mumbai 400053.

Dear Sir,

**Sub: Change in Constitution/Name**

Please take note that the Constitution & Name of our Company/firm has been changed from

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_. A certified true copy of certificate of modification issued by Registrar of Companies is enclosed for your record. (strike off if not needed). We request you to kindly effect the said change in your system/records and enable us to continue our membership on the Council in our new name and entity. Further we undertake to comply with the formalities and documentation as may be required by the Council to record the said change in its records.

Yours faithfully,

 For M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature(s) of the designated director

 (Rubber stamp of the Company) Name –

 Encl: as above