

Documents required for address change of a company

a) for limited liability companies (Private Ltd & Public Ltd)

- a. Request letter (should be addressed to DC (ADP))
- b. VAT certificate
- c. TIN certificate
- d. Form 13 (given by Registrar of Companies)

b) for other companies

- a. Request letter (should be addressed to DC (ADP))
- b. VAT certificate
- c. TIN certificate
- d. Business Registration Certificate (BRC)

ADP (VAT Branch)