

**ANNEXURE-VI**

**FOR CHANGE OF CONSTITUTION – LIST OF DOCUMENTS / INFORMATION  
REQUIRED TO BE SUBMITTED**

**A. DOCUMENTS TO BE SUBMITTED.**

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. An undertaking sworn in before a 1<sup>st</sup> class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
3. Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

**B. FURNISH THE FOLLOWING DETAILS IN RESPECT OF EACH PARTNER WITH WHOM CONTRACTOR'S FIRM WANT TO ENTER INTO PARTNERSHIP.**

- i) Whether he is enlisted with APWD/MES/Railway/P&T/CPWD/ALHW.
- (i) Whether he is a dismissed Govt. servant.
- (ii) Whether he is a partner/director of any other firm enlisted with this Department/MES/Railway/P&T/ CPWD/ALHW.
- (iv) Whether he is member of Indian Parliament or State Legislature.
- (v) Whether his name has been blacklisted or removed from the approved list of contractors or demoted to lower class or orders banning/suspending business with him by any department in the past.
- (vi) Whether he is a dismissed/removed/retired Govt. servant within One year.
- (vii) Whether he has any relative working in APWD, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.
- (ix) In addition Certificate as required under item 20 of Enlistment application form from new partners be given.

**C. DOCUMENTS TO BE SUBMITTED AFTER THE PROPOSAL IS AGREED IN PRINCIPLE BY THE COMPETENT AUTHORITY.**

- (1) Copy of the partnership deed duly attested by the Notary Public.
- (2) Certificate from banker of the contractor indicating new constitution.
- (3) Form A, B & C or equivalent as the case may be.
- (4) Acknowledgement from the Income Tax/Sales Tax Department for having noted the change.