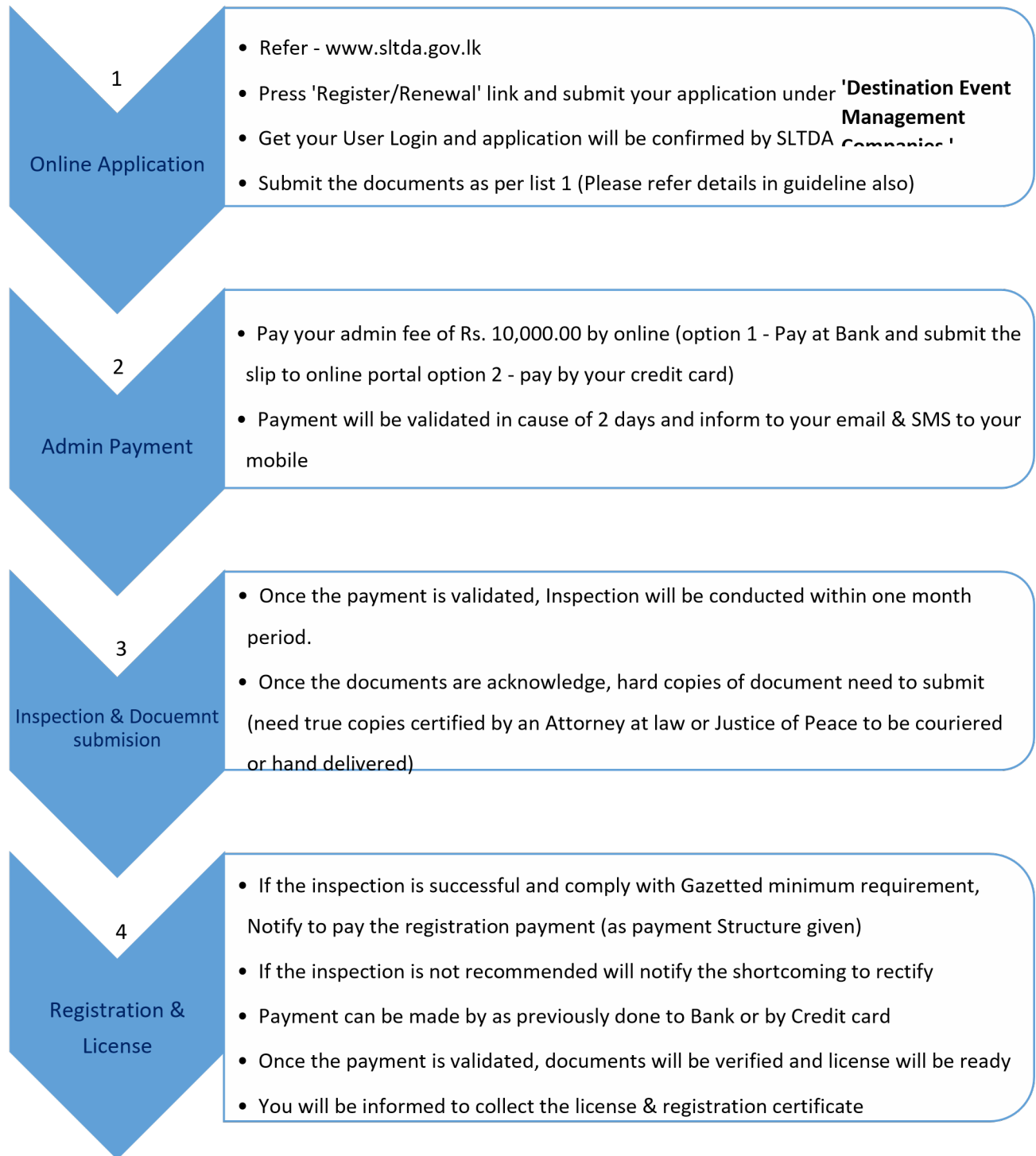


Registration/Renewal - Destination Event Management Companies **Process**



Name change/Ownership Change - Rs.2,000/-

Required Documents

(Please refer the detailed guideline for further details and clarifications):

S/N	Required Documents
1	Business Registration
2	Form 01 , Form 20 (If any director change), Form 13 (If any address change), Form 6 or Form 15 (If any foreign shareholder/director available)
3	Bank Guarantee - view format
4	Annual Public Liability Insurance
5	Profile of the entity and List of services of the entity provide for events on a letterhead
6	List of staff with Name, designation, work experience or professional qualification related to the Event Management, NIC numbers
7	Client recommendation letters or any other documents to confirm that the entity has organized a minimum of 02 events covering all main aspects of an event
8	Deed or lease agreement
9	Certificate of Trade Name registration under Intellectual Property Act No.36 of 2003 OR Board Resolution for Trade Name (If applicable)
10	Sample of the Agreement issue for the events including terms & conditions

