

9-ITPO(1)/E-I/2014
INDIA TRADE PROMOTION ORGANIZATION
(Administration Division E- I)

Dated: 16th July 2014

Circular No. Admin./58 /2014

Under the new Companies Act, 2013 which is effective from 01.04.2014, it is mandatory for all Companies to print the details (which in case of ITPO are given below) in all Business Letters, Bill Heads, Letter Papers, Notices and Other Official Publications and print or affix name and address of its registered office in English and Vernacular Language outside every office and place of business.

Complete details are given below:

- 1- Name: India Trade Promotion Organisation
- 2- Address of Registered Office: Pragati Bhawan, Pragati Maidan, New Delhi 110001
- 3- Corporate Identity Number: U74899DL1976NPL008453
- 4- Telephone No. 91-11-23371540 (EPABX)
- 5- Fax: 91-11-23371492, 23371493
- 6- Email: info@itpo.gov.in
- 7- Website address: <http://www.indiatradefair.com>

The above requirements are for strict compliance by all concerned.
This is issued with the approval of Competent Authority.

Nazneen
16/7/14
(Nazneen Begum)
Deputy Manager (Admn)

To: All Officers and Staff

Copy to:

1. PS to CMD
2. PA to ED
3. All HODs
4. All Regional Offices
5. Notice Board
6. ITPO Officers Association
7. ITPO Employees Union
8. Technical and Printing Division for necessary action in regard to the name board of the organization and other printed material.