

CHANGE OF NAME REQUIREMENTS

The requirements for change of names are stated below:

Individual Shareholder (General)

1. Letter from the shareholder requesting for change of name
2. Bankers' confirmation of signature if any change has occurred or No specimen signature.
3. Full page of newspaper publication showing the date and name of publication house
4. Sworn affidavit
5. Valid means of identification (Driver's license, National ID, National Passport)
6. Evidence of purchase

***Original copy of items 3, 4 & 5 for sighting.**

Individual Shareholder (Marriage)

1. Letter from the shareholder requesting for change of name
2. Bankers' confirmation of signature if any change has occurred or No specimen signature.
3. Full page of newspaper publication showing the date and name of publication house
4. Sworn affidavit
5. Valid means of identification (Driver's license, National ID, National Passport)
6. Marriage certificate
7. Evidence of purchase

***Original copy of items 3, 4, 5 & 6 for sighting.**

Corporate Shareholder

1. Letter from company requesting for change of name
2. Full page of newspaper publication showing the date and name of publication house
3. Company signature mandate and Board resolution for the mandate
4. Copy of certificate of incorporation (showing old and new name)

***Original copy of items 2 & 4 for sighting.**

PLEASE NOTE

- **Processing fees apply**