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Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

Company: \_\_\_\_\_

Subject: \_\_\_\_\_

We refer to your letter dated \_\_\_\_\_ and wish to advise that you provide us with the following documents as to enable us attend to your request.

### **CHANGE OF NAME REQUIREMENTS**

1. Marriage certificate from the court (where applicable)
2. Deed poll from local government of origin (where applicable)
3. Divorce certificate from court (where applicable)
4. Bankers' confirmation (Bank signatories to indicate their names underneath their signature)
5. Newspaper publication
6. Hand written letter for change of name (if signature will change, please indicate previous and present signature)
7. All certificates and dividend
8. ₦1,000 (Naira) per Account.
9. Sworn affidavit
10. CSCS statement showing the new name (where applicable)
11. Birth certificate (where applicable)

Note: Original documents require for sighting.

Thank you.

Yours Faithfully;

FOR: **EDC REGISTRARS LIMITED**