

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
2. Divorce certificate from court (where applicable)
3. Bankers' confirmation (Bank signatories to indicate their names and page numbers underneath their signature)
4. Newspaper publication
5. Hand written letter for change of name
6. Processing fee
7. Sworn affidavit from any High court.
8. CSCS statement showing the new name (where applicable)

Note: Original documents are required for sighting.

Thank you.

Yours Faithfully;

FOR: CRESCENT REGISTRARS LIMITED