

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 FOR CORPORATE ACCOUNT.**

1. Signature mandate
2. Board Resolution on change of name
3. Bankers' confirmation of signatories signature (Bank signatories to indicate their names and page numbers underneath their signature)
4. Newspaper publication
5. letter for change of name
6. ₦5,000 (Naira) payment for change of name per account.
7. Sworn affidavit from any High court.
8. CAC Certificate of incorporation of the company

Note: Original documents are required for sighting.

Thank you.

Yours Faithfully;

**FOR: CRESCENT REGISTRARS LIMITED**