

Date.....

Dear Sir/Madam,

Company: _____

Subject: _____

We refer to your letter dated _____ and advise that your provide us with the following document to enable us attend to your request.

Requirements for Registration of Change of Name:-

- Covering letter from the shareholder
- Photocopy of marriage certificate and/or Affidavit of change of name from High Court
- Photocopy of Newspaper publication as to the change
- Original banker's confirmation of signature
- Original share certificates/dividend warrant for endorsement.
- Original copies of all the above mentioned documents for sighting only.

Thank you.

Yours faithfully,
ZENITH REGISTRARS LIMITED

REGISTRAR