



25, Ogunlana Drive
Surulere, Lagos
P.O. Box 60152, Secretariat B.O. Ikoyi – Lagos
Tel : 08085009235
E-mail: unityregistrars@yahoo.com
info@unityregistrarsng.com
Website: www.unityregistrarsng.com

Dear Sir/Madam

COMPANY: _____

We refer to your letter dated _____ in connection with your request for **Change of Name**, and hereby demand for the following documents to enable us effect the change.

1. Original and photocopy of your Marriage Certificate/Sworn Affidavit.
2. Original and photocopy of the Newspaper Publication.
3. Original Share Certificate in your possession for endorsement.
4. Banker's Confirmation of your signature, affixed with passport photograph, if differs from the one on our record.
5. GSM Number.
6. Email Address.

Kindly note that all original documents will be returned to you after sighting and endorsements.

Hence if you desire your original documents and endorsed certificates to be mailed back to you, you are requested to forward along **a self addressed envelope (25mm x 31mm) with ₦.....** postage stamp affixed thereon.

Yours faithfully,

Registrar