Stanbic IBTC
Pension Managers

CHECKLIST FOR CHANGE OF NAME REQUESTS

A. Change of Name

    i.   Letter of Request/Change Request Form;
    ii.   Newspaper Publication indicating the change of name.
    iii.   National Identity Number (NIN) Card/Registration Slip (the name must be same with the update request)
    iv.   Letter from Employer showing the name which the Client wishes to update on the system*
    v.   Sworn Affidavit of change of name before a Court or Notary Public, stating the old name, reason for the change of name as well as the new names.
    vi   Where the <u>change is as a result of Marriage</u> - Marriage Certificate (which includes a certificate issued under the Act, by a church or mosque);
    vii.   Completion of Data Recapture (**mandatory**)

*The exit letter from the client's last place of employment should be provided where the client is a retiree or no longer in active service.

*For companies that are no longer operational, an affidavit should be provided to indicate the name of the company, date of closure and/or client's exit date from the company (whichever is later).

NB: Where we are unable to clearly identify the client on our database, the client would be required to provide a valid means of ID containing the old name.

B. Rearrangement of Name

    i.   Letter of Request/Change Request Form;
    ii.   National Identity Number (NIN) Card/Registration Slip (the name arrangement must be same with the update request)
    iii.   Completion of Data Recapture (**mandatory**)

C. Correction of Name Spelling*

    i.   Letter of Request/Change Request Form;
    ii.   National Identity Number (NIN) Card/Registration Slip (the name correction must be same with the update request);
    iii.   Sworn Affidavit of correction of name
    iv.   Completion of Data Recapture (**mandatory**)

*This is applicable where the correction is for an incorrect alphabet or addition/deletion of a special character.

D. Addition of Name other than Surname and First name

    i.   A sworn affidavit confirming the clients names
    ii.   Where the addition of name impacts surname or first name, a newspaper publication will be required
    iii.   National Identity Number (NIN) Card/Registration Slip (the name correction must be same with the update request)
    iv.   Completion of Data Recapture (**mandatory**)