

CHANGING ADDRESS / NAME

Documents submitted for Address Change

Companies incorporated under the companies Act No. 7 of 2007

- ✓ Original TIN / Duplicate TIN
- ✓ Letter Request
- ✓ Business Registration & copy
- ✓ Director's National Identity Cards & copies
- ✓ Letter of Authorization
- ✓ Authorizer's National Identity Card & copy
- ✓ Form 41/2A/42/2C/2D
- ✓ Form 13 & 35
- ✓ Form 40/01/20
- ✓ Lease Agreement / Rent Agreement / Deed

Documents submitted for Name Change

Companies incorporated under the companies Act No. 7 of 2007

- ✓ Original TIN / Duplicate TIN
- ✓ Letter Request
- ✓ Business Registration & copy
- ✓ Director's National Identity Cards & copies
- ✓ Letter of Authorization
- ✓ Authorizer's National Identity Card & copy
- ✓ Form 4/43
- ✓ Form 40/01/20

Documents submitted for Address/ Name Change

Proprietorship / Partnership /NGO/Any Other Project

- ✓ Original TIN / Duplicate TIN
- ✓ Letter Request
- ✓ Letter of Authorization
- ✓ Authorizer's ID copy
- ✓ Amended Business Registration/New Business Registration
- ✓ Photo copies of National Identity Cards of the Proprietor /partners
- ✓ Cancellation letter of previous Business (If the previous business is closed & new business is registered)