Date:
(Name and Address of the Applicant)
Dear Sir/Madam,
Request for Name Change of the Business Registration
We hereby submit this application requesting the change of our company name in the CIDA Contractor Registration records.
 Previously registered under the name: CIDA Registration Number: New Company Name: Date effective from: as per the Certificate issued by the Registrar of Companies.
Reason for such name change:
Rebranding or Marketing Strategy,
Merger or Acquisition, Change in Ownership or Management,
Expansion of Business Scope,
Avoiding Confusion or Legal Conflict,
Negative Reputation or Public Image,
Localization or Internationalization,
Compliance with Legal or Regulatory Requirements,
Simplification or Modernization,
Typographical Errors in Original Registration,
Correcting a spelling or grammatical mistake made during initial registration
Any other reason: please specify:

We kindly request you to update your records accordingly to reflect the new company name in all future correspondence and registration documents related to contractor registration with We enclose the following supporting documents (True copied) for your reference:

1.	Certified copy of the Certificate of Name Change issued by the Registrar of Companies /
	District Secretaries etc. Yes No
2.	Copy of the updated Form 20 (if applicable): Yes No
3.	Copy of the latest Form 1 (If applicable) Yes No
4.	Copy of updated Business Registration Certificate: Yes No
5.	Copy of the Cancellation of previous Business Registration Certificate Yes No
6.	Copy of National Identity Card / Passport of the authorized signatory: Yes No
7.	Covering letter and any other documents required by CIDA: Yes No
8.	Change in the ownership details if any, Yes No
9.	Change of Structure, if any Yes No
10.	Scope of our company, if any, except for the change in name. Yes No
11.	Bank account details converted to the new company name: Yes No
12.	Change in Address: Yes No
13.	Copy of the updated Form 13(If applicable): Yes No
	e appreciate your kind assistance in this matter and look forward to your confirmation of the me change update in your records.
Th	ank you.
Yo	urs faithfully,
Managing Director/Authorized Representative	
(Se	al and Date)
Co	ntact Details (Tel and Official Email):
(Fe	or Official Purpose only)
	commended to change Approved to proceed Sistant Director (Contractor Registration) Director (Development)