



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

We appreciate your kind assistance in this matter and look forward to your confirmation of the name change update in your records.

Thank you.

Yours faithfully,

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Managing Director/Authorized Representative

*(Seal and Date)*

Contact Details (Tel and Official Email): .....

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*(For Official Purpose only)*

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Recommended to change  
Assistant Director (Contractor Registration)

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Approved to proceed  
Director (Development)