
REQUIREMENTS FOR REPLACEMENTS FOR A COMPANY

- ✓ Letter introducing the Institution's signatories on the institution's letter head. It should indicate full names as per ID/Passport, sample signatures, ID numbers / Passport numbers. (Introduction to be done by the Company Secretary or a third director different from the ones introduced)
- ✓ Certified copy of ID of the person introducing the signatories.
- ✓ Certified copy of Certificate of Registration/ Certificate of Incorporation
- ✓ Certified copies of ID cards and or passport of the directors of the company.
- ✓ Certified copy of dividend notice(s). OR old invalid certificates
- ✓ Certified most current bank statement.
- ✓ Certified copy of PIN certificate
- ✓ Certified Copy of last filed Annual Returns and official receipt
- ✓ Certified CDSC statement (where applicable)
- ✓ Requisite forms must be sealed by the Company seal
- ✓ CR 12 Form

N/B: All copies have to be certified by a commissioner of oaths/notary public if Overseas or in our office when the originals are availed