

**CHANGE OF PARTICULARS FORM**

TO : **CUSTOMER SERVICES DEPARTMENT** DATE : \_\_\_\_\_

FROM : REMISIER / DEALER NAME/CODE : \_\_\_\_\_ / \_\_\_\_\_

CLIENT CODE : \_\_\_\_\_

NAME : \_\_\_\_\_

NEW MAILING / RESIDENTIAL ADDRESS : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

TELEPHONE NUMBER : (H) \_\_\_\_\_ (H/P) \_\_\_\_\_  
 : (O) \_\_\_\_\_

**Declaration Before The Notary Public (only for option 2)**

I/We the applicant/authorised signatory(ies)/attorney(s) do solemnly and sincerely declare that the particulars contained in this Change of Particulars Form is/are made by me/us and I/we make this solemn declaration conscientiously believing the same to be true by virtue of the provisions of the Statutory Declarations Act, 1960.

Subscribed and solemnly declared by the above mentioned named )  
 applicant/authorised signatory(ies)/attorney(s) )  
 at \_\_\_\_\_ )  
 in the state of \_\_\_\_\_ )  
 this \_\_\_\_\_ day of \_\_\_\_\_ )  
 20 \_\_\_\_\_

Before me Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Notary Public Tel/Fax No: \_\_\_\_\_

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Remisier/Dealer Signature*

\_\_\_\_\_  
*Witnessed By (only for option 1)*

**FOR OFFICE USE ONLY**

OLD MAILING / RESIDENTIAL ADDRESS : \_\_\_\_\_  
 \_\_\_\_\_

Signature verified by : \_\_\_\_\_

Keyed -in by : \_\_\_\_\_

Date/time : \_\_\_\_\_

Approved by : \_\_\_\_\_

**Validated (for option 2 & 3)**

With : \_\_\_\_\_

Date/time : \_\_\_\_\_

Attended By : \_\_\_\_\_

Name : \_\_\_\_\_

Registered Post Ref : \_\_\_\_\_

Date Posted : \_\_\_\_\_

**3 Options:** (please circle the option selected)

- 1) Client present in person to sign on the client Change of Particulars form (to be witnessed by front counter staff) and presenting his / her identity card/passport.
- 2) Client can have his/her signature witnessed by Notary Public on the Change of Particulars Form. Staff will verify the change of particulars via telephone.
- 3) Client submit for Change of Particulars Form via remisier / post. Staff will verify the change of particulars via telephone. Notification of Change of Particulars Form (to old and new particulars) will be sent to client by Registered Post.

**DO IT RIGHT THE FIRST TIME AND EVERY TIME**