

ABS & CO

ADVOCATES AND CORPORATE COUNSELS

Islamabad Office:

Ahmer Bilal Soofi
LL.M Cantab, UK

Majid Bashir
LL.M, Advocate Supreme Court

Salman Hanif Rajput
Advocate High Court

Mian Sami Uddin
Barrister at Law, LL.M (UK)

Kayzad Kaikobad
Dip. L.P (York, UK), LL.M (Duc, UK)

Date: 13th December, 2014

To,

Zia Anjum
Assistant Regional Manger Accounts
Beacon School System.

Lahore Office:

Imran Ahmad Malik
Advocate Supreme Court

Dr. Amjad H Bokhari
Advocate Supreme Court

Ahmed Jawwad
Advocate High Court

Amna Warsi
LL.M

Ayasha Warsi
LL.M

Ghulam Ali Raza
Advocate High Court


Hamza Randhawa
Barrister at Law

Imran Akbar
Magistrate Finance Admin

Subject: Check List to be followed in all the cases for Change of Names and for Change of Birth Date

It is to inform you that in case of student's change of name or his/her date of birth of please follow following check list.

1. Change of Name

- a. Application to the School for change of name.
- b. Affidavit requesting to change the name of the student.
- c. Nadra Certificate that bears changed name.
- d. News Paper Clipping. 

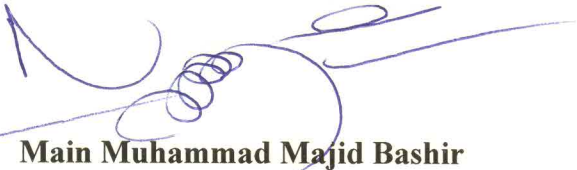
2. Change of Birth Date

- a. Application to the School for change of date of birth.
- b. Affidavit requesting to change the date of birth of the student.
- c. Nadra Certificate that bears changed date of birth.
- d. Certified Court order changing the date of birth.

If the above requisite requirements are meant by the parent you may change the name or the birth date of the student in the school records.

If you have any further queries please do not hesitate to contact us.

Sincerely,



Main Muhammad Majid Bashir
For ABS & Co