

Account Profile Update Request Form



Instructions:

- Please select and complete all relevant request types below.
- Ensure you provide the necessary supporting documents for each request to enable processing.
- Completing the Personal Information & certification section is mandatory.

Please refer to the note in **RED for the required documents for each request.

Valid ID for Nigeria Residents: Driver's License, Voter's Card, NIN Slip, Nigerian Passport Bio-Data Page.

Valid ID for Diaspora: Nigerian Passport Bio-Data Page & Valid Visa/ Notarized Residence Permit, or a (Notarized) Valid foreign passport/Driver's License.

Valid ID for Foreigners: Nigerian Passport Bio-Data Page & Valid CERPAC.

Utility Bill (Nigerian Residents/Diasporans/Foreigners): Electricity, Water, Waste, etc. issued within the last 3 months from the date of issuance.

SECTION A (Personal Information)

FOR INDIVIDUAL ONLY:

Title: (MR/MRS/MISS/DR/CHIEF/PROF)

First Name:

Middle Name:

Surname:

Sex:

☐

Male

☐

Female

Date of Birth:

Account Number:

Phone Number:

Bank Verification Number:

Current Country of Residence:

Email Address:

WhatsApp Number:

Home/Office Address:

FOR ENTERPRISE/SOLE PROPRIETORSHIP ONLY

Business Name:

BVN:

TIN:

SECTION B (Account Profile Update Request)

Request	Required Information			Documents Required
☐ Change of Name	First Name: Reason for Change:	Middle Name: ☐ Marriage	Surname: ☐ Others Indicate:	• Valid ID (with the new name), Marriage Certificate, Newspaper Publication, Court Affidavit (For Name Change).
☐ BVN Update	Reason for Change: ☐ Date of Birth Update	☐ Marriage ☐ BVN Name Change	☐ Others Indicate: ☐ BVN Name Arrangement	• Valid ID (with the new name), Marriage Certificate, Newspaper Publication, Court Affidavit/Declaration of age.
☐ Date of Birth Modification/Update	New Date of Birth: DD/MM/YY			• Valid ID, Birth Certificate, Court Affidavit/Declaration of age.
☐ Phone Number Update	New Phone No:	Alt. Phone No:		• Valid ID
☐ Email Address Update	New Email Address:			• Valid ID
☐ For Residential / office Address Change	New Residential / office Address:			• Valid ID, Utility Bill (with the new address).

Section C (Certification)

I/We certify that the information provided is true and correct and hereby authorize this request.

Signatory A

Authorized Signatory and Date

Signatory B

Authorized Signatory and Date