

Guidelines for Name Change

Members are kindly requested to handover a written request to the Member Relations division along with the below mandatory documents.

1. National Identity Card (NIC)
2. Certificate of Birth
3. ACA/ FCA Certificates
4. Paper advertisement
5. Affidavit

Procedure:

- ◆ Handover the originals and 2 copies of each of the above documents
- ◆ Originals will be returned to the applicant the same day, after verification
- ◆ Name change will take effect after 14 working days
- ◆ A fresh certificate will be issued under the new name and existing number
- ◆ The old ACA/ FCA certificate will be retained by the division

Usage of Members' Database

- ◆ The members' database is used strictly to communicate with the membership. CA Sri Lanka reserves the rights to refrain from sharing the database with any other entities, under any circumstances.
- ◆ The Practicing firms database could be shared upon receipt of written request on reasonable grounds.
- ◆ CA Sri Lanka is compelled not to entertain any requests from its members to utilize the database for their individual or organizations marketing and communication purposes.