**DDII (Tech),**

{mda} has forwarded a letter with **Ref No: {referenceNumber}** dated **{requestDate}** requesting the correction of name for one of its Officers on the IPPIS Platform.

2. Please note that the required documents for change of Name based on the IPPIS Standard Operating Procedure (SOP) are:

i. Formal request from the officer’s MDA signed by the D(HRM).

ii. Marriage certificate (Where necessary).

iii. Court Affidavit clearly indicating reason for the change of name.

iv. Newspaper Publication.

v. Officer’s recent pay slip (optional).

vi. Any other relevant document

3. In view of the sensitive nature of changes on the HR Records in question on the IPPIS Platform, the request has been examined vis-à-vis the attached documents, and the Officer's records on the IPPIS Platform are outlined below.

**CORRECTION OF NAME**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **NAME** | **REQUEST** | **SUPPORTING DOCUMENTS** | **OBSERVATION** | **REMARK** |
| {#entries}{sn} | {previousName} {ippisNumber} | Correction of name from {previousName} to {newName} | {supportingDocsList} | {observation} | {remark} {/entries} |

3. In view of the above observation, I wish to recommend that approval should not be granted at this time and that {mda} should re-submit the request, including all relevant documents for further consideration.

4. If paragraph 3 is approved, please find draft letter a.b.c for vetting

5. Submitted for further directives, please.

{date}

**{date}**

**{recipient}**,

{address}

**RE: REQUEST FOR CORRECTION OF NAME**

I am directed to acknowledge receipt of your letter Ref No: **{referenceNumber}** dated **{requestDate}** on the above subject and to inform you that the request has not been processed for approval by the Head of the Civil Service of the Federation for change of name of the under-listed Officers due to insufficient document:

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **IPPIS NO** | **Old Name** | **New Name** |
| {#summaryRows}{sn} | {ippisNumber} | {oldName} | {newName} {/summaryRows} |

2. You may wish to resubmit the request attaching the all relevant documents required.

3. Please, accept the warm regards of the Head of Civil Service of the Federation.

**Usenekong Akpan**

*Director IPPIS-SW*

For: Head of Service of the Federation