**Notification of Change of Title, Name, and Surname**

King Mongkut’s University of Technology Thonburi

Date:

**Subject:** Notification of Change of ⭘ Title ⭘ Name ⭘ Surname

**To:**  Director of Human Resources Office

 I, Mr./Mrs./Miss ⭘ Staff ⭘ Government Official

⭘ Permanent Employee ⭘ University Employee Position: Level:

Affiliation: Personal Identification No.

Would like to notify the change of personal information as follows:

Previous ⭘ Mr. ⭘ Mrs. ⭘ Miss Name: Surname:

Changed to ⭘ Mr. ⭘ Mrs. ⭘ Miss Name: Surname:

Personal Identification No. of the spouse (if married)

Name of the spouse ⭘ Mr. ⭘ Mrs. ⭘ Miss Name: Surname:

 I hereby send the following supporting evidence for the change in personal information.

 ( ) Copies of Certificate of Title/Name/Surname Change signed for authentic copy certification

 🞎 5 sets for Government Official/Permanent Employee

 🞎 3 sets for Staff 🞎 3 sets for Employee

( ) Copies of Marriage Certificate (Khor Ror. 2) signed for authentic copy certification

 🞎 5 sets for Government Official/Permanent Employee

 🞎 3 sets for Staff 🞎 3 sets for Employee

( ) Copies of Divorce Certificate (Khor Ror. 6) signed for authentic copy certification

 🞎 5 sets for Government Official/Permanent Employee

 🞎 3 sets for Staff 🞎 3 sets for Employee

 For your consideration and approval

 Signature

 ( )

 Date:

|  |  |
| --- | --- |
| 1. Primary SuperiorSignature Date:  | 2. Dean/Director of the Bureau/Institute/Director of the  OfficeSignature Date:  |
| 3. Human Resources OfficerSignature (Examiner)Date:  | 4. Director of Human Resources Management OfficeSignature (Approver)Date:  |