**Notification of Change of Personal Information**

King Mongkut’s University of Technology Thonburi

Date:

**Subject:** Notification of Change of Personal Information of ⭘ Spouse ⭘ Child ⭘ Father ⭘ Mother

**To:**  Director of Human Resources Management Office

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

⭘ Permanent Employee ⭘ University Employee Position: Level:

Affiliation: Personal Identification No.

**⭘ would like to notify the addition of personal information as follows:**

1. Name: Surname: Relationship:

Personal Identification No.

1. Name: Surname: Relationship:

Personal Identification No.

1. Name: Surname: Relationship:

Personal Identification No.

1. Name: Surname: Relationship:

Personal Identification No.

🞎 and herewith attach 1 copy of Registration of Legitimation of Child (Khor Ror. 11 in case of addition of a

child for the person who does not register marriage) which is signed for authentic certification

🞎 and herewith attach 1 set of copy of Marriage Registration (Khor Ror. 2) and Marriage Certificate which is

signed for authentic certification

**⭘ would like to notify the change in personal information as follows:**

🞎 Change of title/name/surname

1. Changed to Title: Name: Surname:
2. Changed to Title: Name: Surname:
3. Changed to Title: Name: Surname:
4. Changed to Title: Name: Surname:

and herewith attach 1 copy of Certificate of Title/Name/Surname Change which is signed for authentic certification

🞎 Divorce Spouse’s Name: Surname:

Personal Identification No.

and herewith attach 1 copy of Divorce Certificate (Khor Ror. 6) which is signed for authentic certification

🞎 Death

1. Name: Surname: Personal Identification No.
2. Name: Surname: Personal Identification No.

and herewith attach 1 copy of Death Certificate which is signed for authentic certification

For your consideration and approval

Signature

( )

Date:

|  |  |
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| 1. Human Resources Officer  Date: | 2. Director of Human Resources Management Office  Date: |