

INSTRUCTIONS (General)

- 1 This form is designed to cater multiple concerns when it comes to rectify / update your Personal Information in Madinatul Ilm Records.
- 2 Each form must be accompanied by a copy of valid CNIC (NOT required for **Section 5**).
- 3 Proof of CNIC No. & Signatures **MUST** be provided for **Section 2 & Section 3** respectively.
- 4 **NO** change can be made in your personal information without this form so members are advised to go through the instructions hereunder very carefully before filling in the form.

INSTRUCTIONS (Filling the form)

1. **Section 1:** (Use if there are spelling mistakes in your name or your name is changed – **Proof** may be required)
 - 1.1 Write your Existing Name / Spelling as per our records.
 - 1.2 Write your Full Name / Spelling. (e.g., Syed Iqbal Raza, where ‘Syed’ is your First Name, ‘Iqbal’ is your Middle and ‘Raza’ is your Last name)
2. **Section 2:** (Use if your CNIC Number is changed)
 - 2.1 Write your Existing / Old CNIC No.
 - 2.2 Write your NEW CNIC No. which you want to update in our records.
3. **Section 3:** (Use if your Signature is changed)
 - 3.1 Print your Existing / Old Signature as per our records.
 - 3.2 Print your NEW which you want to update in our records.
4. **Section 4:** (Use if your address is changed, please **‘Tick’** which address you want to change, i.e., Permanent or Mailing)
 - 4.1 Write your Existing Address as per our records.
 - 4.2 Write your NEW Address which you want to update in our records.
5. **Section 5:** (Use if your Phone, Fax, Email Address is changed)