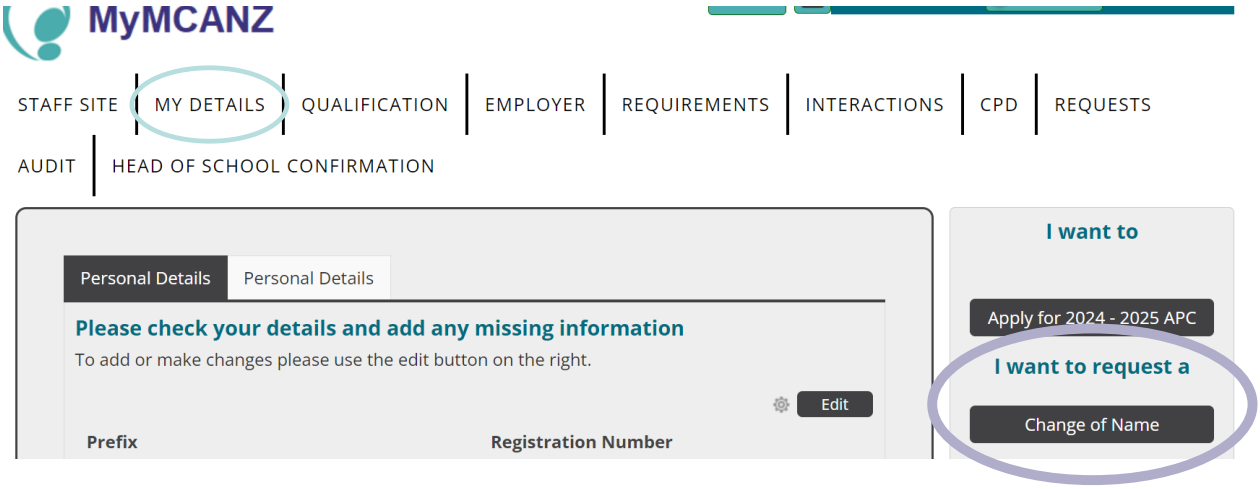
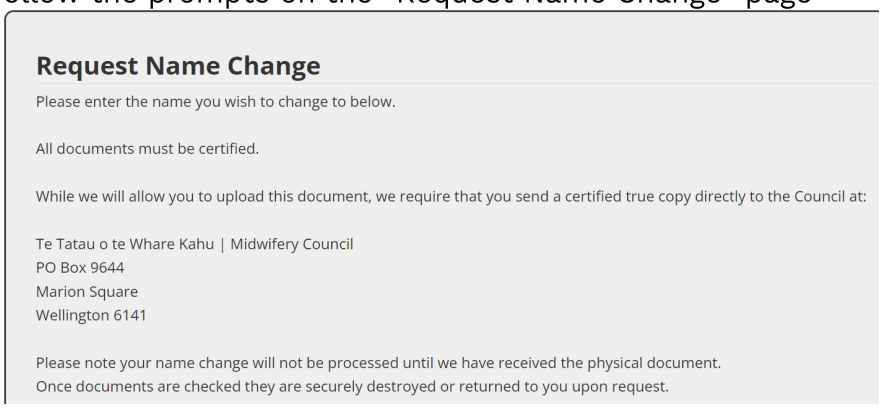
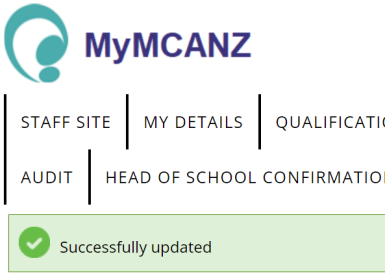
- Sign into MyMCANZ
- Click on “My Details” underneath the MyMCANZ logo at the top left of the webpage



- On the right side of the “My Details” page, select the dark grey box “Change of Name” under “I want to request a”
- Follow the prompts on the “Request Name Change” page



- Once you have clicked “Save you should see the below confirmation that your application has been submitted successfully



- Send in the physical copy of your certified true document copies that you upload and then your application will be processed and completed.