Legal Name Change Procedures for Individuals and Entities

9 – 13 May 2027
Riyadh (KSA)



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Why This Course

Legal name changes involve more than submitting forms. Whether the change relates to an individual or a business entity, the process requires a clear understanding of legal procedures, documentary requirements, regulatory obligations, and the practical steps that follow formal approval. Errors or delays at any stage can create complications affecting identification records, contracts, registrations, and compliance responsibilities.

This comprehensive 1-week course provides participants with a practical understanding of the legal procedures for changing the names of natural persons and artificial legal persons, including companies, limited liability partnerships, and similar entities. The program explains the legal framework, procedural steps, required documentation, and post-change actions needed to manage name changes accurately and efficiently across different contexts.

What You'll Learn and Practice

By joining this program, you will:

- Understand the legal framework governing name changes for individuals and legal entities.
- Learn the procedures for changing individual names in a range of personal circumstances.
- Develop practical knowledge of company, partnership, and limited liability partnership name change processes.
- Strengthen your ability to prepare, review, and file name change documentation correctly.
- Understand the notifications, updates, and follow-up actions required after a name change.
- Identify common issues and risks that may affect name change applications.
- Apply best practices to manage routine and complex name change matters with greater confidence.

The Program Flow

Day 1: Foundations of Legal Name Changes

- Understanding the legal basis for name changes.
- Reviewing the laws, regulations, and procedural requirements involved.
- Examining common reasons for personal name changes, including marriage, divorce, and adoption.
- Understanding the basic requirements for changing an individual's legal name.
- Introduction to name changes for companies, partnerships, and other legal entities.
- Identifying the legal and administrative implications of name changes.



Day 2: Individual Name Change Procedures

- Reviewing the step-by-step process for personal name changes.
- Understanding the documents and forms typically required.
- Preparing petitions and supporting materials for formal applications.
- Examining court procedures, hearings, and approval considerations where applicable.
- Addressing special cases involving minors and other sensitive situations.
- Identifying common practical challenges in individual name change matters.

Day 3: Business Entity Name Changes

- Understanding procedures for changing the names of companies and business entities.
- Reviewing name change processes for partnerships and limited liability partnerships.
- Preparing the required resolutions, forms, and supporting documentation.
- Understanding registration, approval, and filing requirements.
- Managing regulatory compliance and mandatory notifications.
- Reviewing practical considerations for business continuity during the change process.

Day 4: Post-Name Change Actions

- Updating personal identification records and official documents.
- Notifying relevant authorities, institutions, and service providers.
- Updating business registrations, licenses, and statutory records.
- Managing name changes in contracts, agreements, and internal documentation.
- Reviewing the operational implications of incomplete or delayed updates.
- Establishing a structured follow-up process after formal approval.

Day 5: Best Practices and Special Cases

- Applying best practices to improve accuracy and efficiency in name change matters.
- Identifying frequent errors and how to avoid them.
- Managing unusual or legally complex name change situations.
- Considering cross-border and international name change issues.
- Understanding how name changes affect ongoing legal and commercial relationships.
- Final practical review through case-based examples and applied exercises.

Individual Impact

Participants will be able to:

- Handle name change procedures with greater clarity and confidence.
- Prepare and review legal documentation more accurately.
- Guide clients or internal stakeholders through both personal and business name changes.
- Anticipate post-change obligations and reduce the risk of missed updates.
- Respond more effectively to complex or non-standard name change scenarios.



Work Impact

Organizations and legal teams will benefit through:

- More accurate handling of name change applications and filings.
- Reduced delays and errors in legal and administrative processes.
- Better management of compliance requirements linked to name changes.
- Stronger control over post-change documentation and record updates.
- Improved support for clients, employees, and business entities undergoing formal name changes.

Training Methodology

This program combines legal explanation with practical application to ensure participants can use the learning directly in professional practice. The training methodology includes:

- Interactive presentations and guided discussion.
- Step-by-step procedural breakdowns.
- Practical documentation and filing exercises.
- Case-based analysis of personal and business name change matters.
- Group review of common issues, risks, and solutions.

Beyond the Course

By the end of this program, participants will have a stronger practical understanding of how legal name change procedures operate for both individuals and legal entities. They will be better prepared to manage documentation, comply with formal requirements, and oversee the follow-up actions needed to complete the process properly and efficiently.

They will leave ready to:

- Manage individual and business name changes with greater accuracy.
- Prepare and file supporting documentation more effectively.
- Handle post-name change updates in a structured manner.
- Support smoother legal and administrative outcomes across a variety of name change matters.

