



UNIVERSITY OF EDUCATION, WINNEBA

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Our Ref: DHR/S.5/VOL.6/21

Date: 7th November, 2025

Mr. Kwame Simpe Ofori
P.O. Box AH, Achimota
0202698188
kwamesimpe@gmail.com

Dear Mr. Ofori,

RE: REQUEST FOR INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989) ON ASSOCIATE PROFESSOR AHMED JINAPOR ABDULAI

Your letter dated 27th October, 2025 requesting for information on Associate Professor Ahmed Jinapor Abdulai under the right to information Act, 2019 (Act 989) refers.

After due consideration, the University wishes to respond as attached.

Thank you.

Yours sincerely,

EKUA ABEDI-BOAFO (MRS.)
REGISTRAR

cc: *Hon. Minister for Education, Ministry of Education, Accra*
The Chairman, University of Education, Winneba Governing Council

**INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)
ON ASSOCIATE PROFESSOR AHMED JINAPOR ABDULAI**

1. Copy of the University of Education, Winneba criteria for promotion:
 - **Promotions from Lecturer to Senior Lecturer: Applicant must submit five publications for assessment. At least one of these should be in an international publication. (page 4 of appendix 1).**
 - **Promotion from Senior Lecturer to Associate Professor: Applicant must submit seven publications since the last promotion. At least two of these should be in an international publication. (page 5 of appendix 1).**
2. Date of submission of application to the rank of Associate Professor: **11th April, 2017**
3. Promotion Dates:
 - i. **Senior Lecturer**
 - **Effective date: 17/02/2014.**
 - **Approval by the University's Appointments and Promotions Board: 08/09/2016.**
 - ii. **Associate Professor**
 - **Effective date: 11/04/2017.**
 - **Approval by the University's Appointments and Promotions Board on 13/05/2022 and,**
 - **Ratification by the University's Governing Council: 12th September, 2022.**
4. The list of Publications submitted by Associate Professor Abdulai in support of his application for promotion to Senior Lecturer and Associate Professor: **Attached as Appendix II.**
5. Confirmation as to whether the promotion to Associate Professor was approved while he was an active faculty member at the University of Education, Winneba or during his secondment to the GTEC:
 - **Associate Professor Abdulai applied for promotion to the rank of Associate Professor on 11th April, 2017.**
 - **His application was sent to three External Assessors for evaluation.**
 - **Out of the three reports received, two were positive and one was negative.**
 - **The Appointments and Promotions Board considered the reports at its meeting held on 2nd May, 2019 but could not recommend his application for promotion.**
 - **This decision was communicated to Associate Professor Abdulai in a letter dated 10th May, 2019.**

- On 29th March, 2022, Associate Professor Abdulai appealed to the University's Appointments and Promotions Board to reconsider its earlier decision on his application.
 - At its meeting held on 13th May, 2022, the Board reversed its earlier decision and recommended his promotion to the Governing Council for ratification.
 - The Governing Council subsequently approved the recommendation of the Board, and he was accordingly promoted to the rank of Associate Professor effective 11th April, 2017.
 - Professor Abdulai's leave of absence from the University took effect from 1st October, 2020.
6. The official full name of the Applicant as recorded in the University's personnel and promotion records: **Professor Ahmed Jinapor Abdulai was appointed with the name Ahmed Murtala Abdulai. By a letter dated 2nd March, 2017, he notified the University of a change of name to Ahmed Jinapor Abdulai. This change was duly published in the Gazette. The University subsequently amended its records to reflect the new name. (Copy of gazette attached).**
7. Documentary evidence of the validation and authentication of Professor Ahmed Jinapor Abdulai's foreign academic certificates (including his MA and Ed.D.) by the Ghana Tertiary Education Commission (GTEC) or its predecessor body, the National Accreditation Board (NAB), as was required prior to his initial appointment as a Lecturer and for his subsequent promotions: **The University has no such documentary evidence as requested, since this was not a requirement at the time of his recruitment.**

APPENDIX I

UNIVERSITY OF EDUCATION, WINNEBA

CRITERIA AND GUIDELINES FOR PROMOTION OF ACADEMIC STAFF

4.0 Areas of Assessment for all Grades

- i. Qualifications
- ii. Publications¹ (Items acceptable as publications, majority of which should be published, shall comprise the following):
 - a. Books (published or accepted for publication by recognised publishers).
 - b. Parts or Chapters of books (published or accepted for publication).
 - c. Articles (published or accepted for publication) in scholarly journals
 - d. Units of Distance Education course material (four sections which constitute one unit shall be considered as equivalent to one chapter of a book).
 - e. Editing of Distance Education course material.
 - f. Monographs, Research and Technical Reports.
 - g. Papers presented at Seminars, Conferences, Workshops that were reviewed by assessors before and after presentation, and Public lectures.
 - h. Musical compositions, Theatre performances, Exhibitions, Commissioned Works. (These items shall be accompanied by write-ups to be assessed by competent referees).
 - i. Editing of books and published materials.

See Appendix 1

iii. Teaching²

Evaluation in this area shall be by students and Head of Department

iv. Service³

To the University, the Community and the Country (Evaluation shall be by the
~~Faculty Appointments and Promotions Committee~~).

4.1 *General Conditions*

- i. Application procedure as laid down in Section A, 1.0, paragraphs i-vii shall be followed.
- ii. Promotions shall normally proceed from a rank/grade to the immediate next rank/grade i.e. from lecturer to Senior Lecturer to Associate Professor to Professor.
- iii. Notwithstanding the normal progression as stated in ii above, any member of the University may apply at any time to be promoted to any rank/grade for which s/he considers himself/herself qualified.
- iv. A senior member who wishes to be promoted in the University of Education, Winneba should put in their application twelve (12) clear months before their due date of retiring from the service of the University.
- v. Promotion of a senior member on study leave – a senior member who submitted his/her application for promotion before proceeding on study leave and was qualified at the time, should be eligible for consideration for promotion while he/she remains on study leave. Effective date would be when the staff returns to post. The outcome of the application would be made known to the applicant when he/she returns.

- vi. Application for promotion by senior members on study/sabbatical leave. No applications would be accepted by senior members in this category.

5.0 Roles

5.1 Roles of Faculty Appointments and Promotions Committee

- i. On receipt of an application from the Registrar, the Dean/Director shall refer it to the Faculty/ Institute/Centre Appointments and Promotions Committee for consideration. No application shall be withheld from the Faculty Appointment and Promotion Committee.
- ii. The Committee shall consider all applications for appointments and promotions and shall forward same with comments and recommendations to the Registrar.

See Appendix 2 and 3

- iii. In case of promotion, a candidate first writes to the Dean through the Head of Department. On receipt of application, the Dean shall follow procedures i & ii above.

The applicant shall provide the following documents:

- Application letter
 - Curriculum Vitae
 - Names of three (3) referees
 - Copies of publications
- iv. Except for the Dean/Director and the Head of Department, the grade of members sitting for purposes of considering applications for appointment and promotions shall be at or above the grade applied for.
 - v. The Faculty/Institute/Centre Appointment and Promotion Committee shall meet at least once a semester.

vi. Institutes and Centres which do not have Faculty Appointments and Promotion Committee shall constitute same with the following as members:

- The Head/Director of the Institute/Centre as Chairperson.
- One Professor or equivalent (from within or outside the Institute/Centre)
- ~~Three members, at least one of whom shall be at the rank of Senior lecturer~~
or above (from within or outside the Institute/Centre).

vii. For External Assessors for both promotions and appointments, three (3) shall be nominated by the Faculty Appointments and Promotions Committee and their names communicated by the Dean to the Chairman of the Central Appointments and Promotions Board through the Registrar for further action.

5.2 Role of the Registrar

The Registrar shall ensure that external assessors are provided with the following:

- a. A copy of the application including applicant's Curriculum Vitae.
- b. Copies of publications and other exhibits of the applicant's work.
- c. Document on criteria and guidelines for appointment and promotions.

5.3 Role of the Appointments and Promotions Board

Final decisions on appointments and promotions shall be made by this body. In the case of Associate Professor and Professor, final decision shall be made by the University Council.

6.0 Levels of Promotions

6.1 *Promotion from Lecturer to Senior Lecturer*

- i. Normally, the applicant must have taught for a minimum period of four years as a Lecturer.
- ii. Applicant must submit five publications for assessment. At least **one** of these should be in an international publication.

6.2 *Promotion from Senior Lecturer to Associate Professor*

Normally, the applicant must have taught for a minimum period of **three** years as a Senior Lecturer

- i. Applicant must submit **seven** publications since the last promotion. A least **two** should be in an international publication.

6.3 *Promotion from Associate Professor to Professor*

- i. Normally, the applicant must have taught for a minimum of **two** years as Associate Professor.
- ii. Applicant must submit **eight** publications since the last promotion. At least **three** of these should be in an international Publication.
- iii. Applicant must demonstrate academic leadership.

NOTE:

- i. *In all cases, no material submitted for one level of promotion shall be considered for the next level.*
- ii. *For a publication to be considered international the editors, editorial board and reviewers should be experts who are internationally recognised in the discipline; also contributors to the publication must come from universities or equivalent institutions not in only one region of Africa but further afield.*

7.0 **WEIGHTING OF AREAS OF ASSESSMENT**

Points have been allocated to the various areas and items to ensure objectivity and equity and as much as possible, a good balance between **quantity** and **quality**.

7.1 Lecturer to Senior Lecturer

i.	Publications	50 points
ii.	Teaching	40 points
iii.	Service to Community	10 points

Rationale:

i. & ii. At this stage of a lecturer's career, there should be a near equilibrium between scholarship and teaching. The two areas should inform each other with a slight bias towards publications which should constitute the bedrock of a Lecturer's career.

iii. The comparatively low weighting given to Service to Community does not mean that its importance is not appreciated. Cognisance is being taken of the fact that serving on public and University Boards may often not depend on the individual's willingness to serve, but rather on the opportunity offered him/her. In other words, opportunities for service are more often a matter of chance than willingness.

7.2 Senior Lecturer to Associate Professor

i.	Publications	65 points
ii.	Teaching	20 points
iii.	Service to Community	15 points

7.3 Associate Professor to Full Professor

i.	Publications	65 points
ii.	Teaching	20 points
iii.	Service to Community	15 points

Rationale:

A lot of weight has been put on Publications at Professorial levels because the teaching ability of the applicant has been tested and given the necessary recognition at the Senior

Lecturer level. It may be safely assumed that the applicant's teaching qualities have become an integral part of his general output. Emphasis can now be shifted to scholarship which is very much needed at this level for academic leadership, especially, for supervision of post graduate programmes.

NOTE:

- i. For all levels of promotion, applicants in Institutes/Units/Centres who undertake teaching as part of their normal duties shall be assessed in a manner applicable to those in teaching departments regarding the points allocated to teaching.*
- ii. Applicants whose normal duties do not involve teaching shall make up the teaching points through publications.*
- iii. Persons who are already teaching in Ghanaian Universities or equivalent institutions and who are given appointment at the University of Education, Winneba shall be considered at the level they have attained prior to their appointment.*

8.0 ALLOCATION OF POINTS

8.1 Publications

Maximum Points Cut off up Snr. Lecturer Cut off above Snr. Lecturer

Books	30		
Chapters in Books	10		
Articles	10		
Editing of Books & Published Materials	5	10	10
Units of Distance Education Course Material	5	10	10
Editing of Distance Education Course Material	3	9	9
Monograph, Research & Technical Reports	3	12	10
Papers Presented at Seminars, Workshops and Conferences	3	12	10
Creative Work: Musical Composition, Theatre Performance, Literary Publications etc.	5	25	25

NOTE:

Determination of Points

- i. Points shall be awarded to **best five, seven or eight** items respectively depending on the position sought.
- ii. Final determination of points shall be based on the average of points awarded by the two or three external assessors.
- iii. The wide range of points allocated to the various categories of items is to ensure as much qualitative assessment as possible.
- iv. The cut-offs are meant to ensure that the applicant does not rely solely on a single category of items for promotion.
- v. Joint publications shall be credited to the co-author in the following manner:
 - One chapter contributed by a co-author in a book/article to count as one publication.
 - Two or more chapters contributed by a co-author in one book/article should not count as more than two publications.
- vi. An applicant submitting a joint publication should indicate **clearly** his/her contribution to the joint publication.
- vii. Books must be published by reputable publishers.

8.2 Teaching

Items	Lecturer to Snr. Lecturer	Snr. Lecturer to Assoc. Professor	Assoc. Prof. To Professor
	Maximum	Maximum	Maximum
Students' Assessment	15	5	5
Head of Department Assessment	25	10	5
Total	40	15	10

8.3 Service to Community

The following shall be considered as Service to Community:

- Departmental duties outside teaching or normal duties.
 - Membership of University Committees.
-
- Other University assignments.

Outside assignments relevant to University work.

NOTE:

Candidates shall state all assignments and membership of committees for assessment by the Head of Department/Director.

OVERALL TOTAL

An applicant shall score a minimum of **50%** in each of the three areas of assessment and a minimum aggregate of **65%** to qualify for promotion to the next grade.

9.0 APPEALS

- i. Aggrieved applicants may appeal to the Appointments and Promotions Board for a review.
- ii. The Board may review its own decision affecting the application. For this purpose, a meeting shall be summoned at which there shall be not less than two thirds of the membership of the Board.
- iii. Appeals shall lie from the Appointment and Promotions Board to the University Council. In considering such appeals, Council may be assisted by an expert or experts appointed by Council.

APPENDIX

1. Research and Publications

These form the focal point of scholarship which a University demands of its academic staff. Assessment of scholarship shall include the following:

- a. Journal publications: Special recognition shall be given to publications in research and professional journals the quality of which shall be determined by norms such as the journal's status as a **refereed journal** and readership (both national and international).
- b. Chapters in Books: These shall be assessed both in terms of the inherent quality of the piece and the relative scope of dissemination of the book.
- c. Books: Special consideration shall be given to scholarly books that contain information which extends the frontiers of knowledge or produces novel applications of existing knowledge to problems. Textbooks that compile and organise existing knowledge shall be given less weight. The relative scope of dissemination of the book shall be considered.
Quality textbooks are acceptable materials for promotion purposes.
- d. Professional Reports/Technical Reports and Monographs: These shall be assessed in terms of their quality with reference to the source commissioning the report.
- e. Creative Work: Assessment shall include i. Scope of dissemination ii. Character of receiving audience iii. Prestige of validating authority, institution or agency iv. External validation of quality.

Acceptance letters for publication

In the case of Lecturer to Senior Lecturer, not more than one publication may be covered by an acceptance letter for publication while in the case of Senior Lecturer and above, not more than two may be covered by an acceptance letter for publication.

2. *Teaching Effectiveness*

Assessment of candidates shall include the following:

- Head of Department's general assessment of applicant.
 - Student appraisal
-
- Evidence of student learning or accomplishment as reflected in examination results, external examiner's report, etc.

3. **Service**

There shall be three major areas of service: **institutional, professional and community and government. Institutional service shall be given high priority.** Evaluation of members' service shall be based on both quality and quantity. Service should contribute positively to meeting the needs of applicant's department, the University, the community and the nation.

4. **Academic Leadership**

Assessment shall include the following criteria:

- Identification, development and implementation of research information.
- Recognition brought to the University through the academic activities of the applicant.

APPENDIX II

PUBLICATIONS SUBMITTED IN SUPPORT OF APPLICATION FOR PROMOTION BY ASSOCIATE PROFESSOR AHMED JINAPOR ABDULAI

SENIOR LECTURER

1. Abdulai, A. (2014). The Place of Play in Ghana's Early Childhood Education. *Developing Country Studies*. Vol.4. No.6. April, 2014.
2. Abdulai, A. (2014). Stakeholders Reflect on Challenges facing Early Childhood Education in Ghana: What Do They Say? *Advances in Social Sciences Research Journal*. Vol. 1. No.3. March, 2014.
3. Abdulai, A. (2013). The Place of Information and Communication Technology (ICT) in Early Childhood Education in the Winneba Municipality of Ghana. *Journal of Educational Research and Review*. Vol. 1. No.2. October, 2013.
4. Abdulai, A. (2013). The Question of Teacher Background and Quality Early Childhood Education. A Look at Some Selected Schools in the Winneba Municipality of Ghana. *Journal of Education and Practice*. Vol.4. No.9. September, 2013.
5. Abdulai, A. (2012). Teachers Understanding of Early Childhood Curriculum: Are Trained Teachers Better? *Journal of Business and educational Practices*. Vol.8, No.2. October, 2012.
6. Abdulai, A. (2011). Psychological Foundations of Human Development and Learning in Early Childhood Education. Tema: Janelex Ventures.
7. Abdulai, A. (2010). Living and Learning in Globally Interdependent World. *International Journal of Educational Leadership*. Vol. 3, No. December, 2010.

ASSOCIATE PROFESSOR

1. Abdulai, A. (2017). Activities at Early Childhood Centres in Ghana: Observations by Teacher Trainees. *Asian Journal of Education and Training*. Vol. 3. No. 1. March, 2017.
2. Abdulai, A., & Abroampah, W. (2017). Pedagogical Practices of the L1: Experiences at the Early Childhood Level at Tamale Municipality of Ghana. *European Journal of Language Studies*. Vol. 4. No.1. March, 2017.
3. Abroampah, W., & Abdulai, A. (2017). Pre-Service Teachers' Self Efficacy and the Implementation of the Kindergarten Curriculum in Ghana. *International Journal of Development Research*. Vol. 7. No.2. February, 2017.
4. Abdulai, A. (2016). Inclusive Early Childhood Education: Focal Points from

Research Evidence in Ghana. *Journal of Innovative Research and Development*. Vol.5. No.14. December, 2016.

5. Abdulai, A. (2016). Pedagogy of indigenous Play: The Case of Ghana's Early Childhood Education. *International Journal of Research and Reviews in Education*. Vol. 3. December, 2016.
6. Abdulai, A., & Adu, J (2016). Beyond Policy to Practice: Interface between School Feeding and Effective Early Childhood Instruction: Ghana's Experience. *Journal of Innovative Research and Development*. Vol.4. No.7. June, 2016.
7. Abdulai, A., & Inkoom, A. (2016). Guidance and Counselling in Effective Early Childhood Teacher Training. *American Journal of Educational Research*. Vol. 4. No. 7. May, 2016.
8. Abdulai, A. (2016). Men in Ghana's Early Childhood Education Program. *Education Research Journal*. Vol. 6, No.2. February, 2016.
9. Abdulai, A. (2016). Appraising Assessment Tools at Some Selected Early Childhood Centers in Ghana. *Social and Basic Sciences Research Review*. Vol.4, Issue 1. January, 2016
10. Abdulai, A. (2015). Recruitment and Retention of Early Childhood Educators in Ghana. *Advances in Social Sciences Research Journal*. Vol. 2, No. 12. December, 2015.
11. Abdulai, A. & Abroampah, W. (2015). Curriculum Studies in Early Childhood Education: Training Manual for Distant Educators. Winneba: UEW Printing Press.



Published by Authority

No. 7

WEDNESDAY, 25TH JANUARY

2017

CONTENTS

	Page
Notice of Publication of Executive Instruments	96
Notice of Publication of an Official Bulletin	96
The National Monday Special Lotto Results	96
The National Lucky Tuesday Lotto Results	96
The National Mid-Week Lotto Results	97
The National Fortune Thursday Lotto Results	97
The National Friday Bonanza Lotto Results	97
The National Weekly Lotto Results	97
 Licence for the Celebration of Marriages—Public Place of Worship (Grace Temple, Church of Pentecost, Ashaley Botwe)	 97
Licence for the Celebration of Marriages—Public Place of Worship (Victory Assembly, Little Roses, Ashaley Botwe.)	98
Licence for the Celebration of Marriages—Public Place of Worship (Nmai Dzorn Assembly, Church of Pentecost, Nmai Dzorn.)	98
Licence for the Celebration of Marriages—Public Place of Worship (Gililee Pentecostal International Prayer Camp, Dodowa.)	98
Licence for the Celebration of Marriages—Public Place of Worship (Seventh-Day Adventist Church, Central Agogo, Asante Akim North.)	99
Licence for the Celebration of Marriages—Public Place of Worship (The Methodist Church Ghana, Bethel Society, Bogobire-Obuasi, Ashanti.)	99
Licence for the Celebration of Marriages—Public Place of Worship (Presbyterian Church of Ghana, Ebenezer Congregation, Bonkrong, Sekyere Central-Ashanti.)	99
Licence for the Celebration of Marriages—Public Place of Worship (Presbyterian Church of Ghana, Manso-Nkwanta Congregation, Amansie West District, Ashanti.)	100
Licence for the Celebration of Marriages—Public Place of Worship (The Church of Pentecost, Atasemanso Assembly, Kumasi-Ashanti.)	100
Gazette Notice— Conferment of Ghanaian Citizenship by Registration/Naturalization	101
Change of Names	107
Change of Dates of Birth	115

Sim. Clerk
 PLS file
 16/11/17

CHANGE OF NAMES—*contd.*

1050. Miss Rhodalyn Alexis Mensah, a Graduate Teacher of Ghana Education Service and of P.O. Box.079, Osu, Accra, wishes to be known and called Mrs. Rhodalyn Alexis Opoku Konadu with effect from 12th December, 2015. All documents bearing her former name are still valid.

1051. Miss Belinda Rockson, a Self-employed of Bellrock Catering Service, Lashibi and of H/No. B29, Kite Street, Community 20, Lashibi, Tema, wishes to be known and called Mrs. Belinda Aveh with effect from 10th December, 2016. All documents bearing her former name are still valid.

1052. Miss Sherry Gyamfi, a Bank Official of Cal Bank Limited and of Plant Pool, Dzorwulu, Accra, wishes to be known and called Mrs. Sherry Gyamfi-Frempong with effect from 14th January, 2017. All documents bearing her former name are still valid.

1053. Madam Comfort Awuku, *a.k.a.* Madam Comfort Ahiable, *a.k.a.* Madam Comfort Ayawa Awuku, a Trader, c/o Chief Operations Officer, HQ Southern Command, Teshie, Accra, wishes to be known and called Madam Comfort Ahiable with effect from 14th August, 2013. All documents bearing her former names are still valid.

✓ 1054. Mr. Ahmed Murtala Abdulai, a Snr Lecturer of University of Education, Winneba and of H/No. 70, Dawano Street, Nyanyano, Kasoa, Central Region, wishes to be known and called Mr. Ahmed Jinapor Abdulai with effect from 23rd January, 2017. All documents bearing his former name are still valid.

1055. Mr. Agyeman Duah Boachie Danquah Kofi, *a.k.a.* Mr. Boachie Danquah Kofi Agyeman Duah, *a.k.a.* Mr. Agyeman Duah Boachie-Danquah Kofi, *a.k.a.* Mr. Kofi Agyeman-Duah Boachie-Danquah, a National Service Officer of University of Ghana Business School, wishes to be known and called Mr. Kofi Agyeman-Duah Boachie-Danquah with effect from 29th December, 2016. All documents bearing his former names are still valid.

1056. Miss Portia Owusu Nyarko, a Fashion Designer of Poshlyn Klodin and of H/No. B212/10, Otoo Street, Bubuashie, wishes to be known and called Mrs. Portia Nyarko Kyei with effect from 17th December, 2016. All documents bearing her former name are still valid.

1057. Mr. Kwame Owusu, *a.k.a.* Mr. Isaac Kwadwo Darko, a Trader and of P.O. Box K.T. 452, Accra, wishes to be known and called Mr. Isaac Kwadwo Darko with effect from 19th January, 2017. All documents bearing his former names are still valid.

1058. Miss Rebecca Mma Sawpillar Gbani, a Beautician and of H/No. A/N 20, Valco Flats, Ashaiman, wishes to be known and called Mrs. Rebecca Mma Dovia with effect from 4th January, 2017. All documents bearing her former name are still valid.

1059. Miss Ruby Aku Bakah, *a.k.a.* Miss Ruby Aku Owusu, a Teacher with Reg. No. TI/119/2005 of Ghana Education Service and of P.O. Box 234, Akosombo, wishes to be known and called Mrs. Ruby Aku Owusu with effect from 20th January, 2014. All documents bearing her former names are still valid.

1060. Shantel Sefam Selasie Nyadzi, a Pupil and of P.O. Box KS 553, Kasoa, wishes to be known and called Shantel Sefam Salasie Plep with effect from 17th January, 2017. All documents bearing his former name are still valid.

1061. Mr. Amponsah Darkwa Eric, a Teacher with Reg. No. 3829/2002 of Ghana Education Service and of H/No. F 77, Mpraeso-Kwahu, Eastern Region, wishes to be known and called Mr. Eric Asante Morgan with effect from 29th July, 2013. All documents bearing his former name are still valid.

1062. Miss Rebecca Nana Ama Animah Mensah, *a.k.a.* Miss Rebecca Mensah, *a.k.a.* Miss Rebecca Amma Animah, *a.k.a.* Mrs. Rebecca Cosmas-Gonzalves, a Teacher with Reg. No. 7837/2016 of Ghana Education Service, Osuwem R/C Primary School and of H/No. 473/15, North Alajo, Accra, wishes to be known and called Mrs. Rebecca Cosmas-Gonzalves with effect from 26th September, 2009. All documents bearing her former names are still valid.

1063. Mariama Adzibollah, a Pensioner and of H/No. E148/14, Nima, wishes to be known and called Mariama Asafotei with effect from 23rd January, 2017. All documents bearing her former name are still valid.

1064. Mr. Eric Frank Owirededu Kwesi Ababio, *a.k.a.* Mr. Ababio Frank Eric O., *a.k.a.* Mr. Eric Frank Kwesi Owirededu-Ababio, a Technician of Mechanical Lloyd and of H/No. 61, TMA Adjei Annor Street, Adenta, Accra, wishes to be known and called Mr. Eric Frank Kwesi Owirededu-Ababio with effect from 8th May, 2015. All documents bearing his former names are still valid.

1065. Miss Tracy Domeyo Mensah, a Chef of Patarcy Cakes & Catering Institutes, c/o Pastor Pash Edukumi, P.O. Box AF 553, Adenta-Fafraha, Accra, wishes to be known and called Mrs. Tracy Domeyo Owirededu-Ababio with effect from 1st December, 2012. All documents bearing her former name are still valid.