

# Change of name & additional personal details

Office use only

Please complete the relevant sections to inform us of a change of name or other personal details

If you are changing your name, please remember to enclose a certified or original copy of your marriage certificate, deed poll, birth certificate or decree absolute.

## SECTION 1 Personal details - please complete this section with the details we currently hold for you

Title (Mr, Mrs etc)	Full Forenames	Surname
Address		
Postcode	National Insurance No.	*A/C Designation (if applicable)

Please provide your client number(s) below:

Client Number 1	Client Number 2	Client Number 3
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## SECTION 2 New name - If you have not changed your name, please go to section 3 to change other personal details

Title (Mr, Mrs etc)	Full Forenames	Surname
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I enclose an original/certified copy of the relevant documentation to verify my change of name.

Old signature

New signature

Date

PLEASE SIGN HERE

PLEASE SIGN HERE

**Guidance notes for certified copies:** Please ensure that each page is completed with the wording 'the copy is a true and complete copy of the original' with an original signature. The front or last page should also give full contact details of the person who has certified the copy. It must be certified by a solicitor, bank manager, stockbroker, investment manager, IFA, accountant, teacher, doctor, minister of religion or justice of the peace.

## SECTION 3 Additional details to change

Middle name (s)
National Insurance Number
Date of Birth
Email address
Telephone number

## SECTION 4 Signature & declaration

I understand the information I have provided on this form will supersede that which you currently hold for me

PLEASE SIGN HERE

Date

Please return to: Freepost HARGREAVES LANSDOWN