

**Change of address form**

**Client reference number/policy number:** \_\_\_\_\_

**Please complete and return this form**

<p>Full name:</p>  <p>Residential address:</p>    <p>Postcode:</p>  <p>Country of residence:</p>	<p>Date of Birth:</p>  <p>National Insurance Number:</p>  <p>Home Telephone:</p>  <p>Mobile Telephone:</p>  <p>Email Address:</p>  <p>Occupation:</p>
<p><b>Signed:</b></p> <p><b>Print name:</b> _____ <b>Date:</b> _____</p>	

<p>If policy set up using fund transferred from an employer pension scheme, please enter your previous employer's name/scheme name:</p>	
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**To update your details we require certain documentation. See overleaf for acceptable documents and indicate below those you have enclosed.**

List A Document enclosed	<input type="checkbox"/>
List B Document enclosed	<input type="checkbox"/>
Other Documents (if relevant)	<input type="checkbox"/>

A **photocopy** of one document in list **A**, together with a **photocopy** of one document from list **B**.

**We will not accept out of date or expired documents.**

**List A - Government issued documents with a photograph**

- Current valid signed passport, UK, EU or comparable jurisdiction
- Current valid photo-card driving licence (full or provisional)
- Current EEA Member State Identity Card (**non-UK** nationals, only acceptable if **not** issued in the UK )
- Current identity card issued by the Electoral Office for Northern Ireland

**If you do not have one of the above a Government issued document without a photograph**

- Current residence permit issued by the Home Office to EEA nationals.
- Current book or recent original notification letter from a relevant benefits agency (eg the Department of Work and Pensions, Job Centre Plus, The Pensions Service) confirming an entitlement to benefits, including housing benefit and council tax benefit.
- Recent evidence of entitlement to an educational or other grant from the state or a local authority or
- Most recent HM Revenue and Customs tax notifications eg tax assessment, statement of account, notice of coding (not a P45 or P60).

**List B - Other supporting documents showing your current address (recently dated, no more than 3 months old unless annual)**

- Current council tax demand letter or statement.
- Most recent bank statement or credit/debit card statement issued by a regulated financial sector firm in the UK, EU or comparable jurisdiction (but not printed electronically from the internet).
- Most recent utility bill or telephone bill, (but not ones printed from the internet and not a mobile phone bill)
- Current Local Council rent card or tenancy agreement
- Current instrument of a court appointment (eg liquidator, receiver or grant of probate)