

CHANGE OF ACCOUNT HOLDERS FORM

Please accept the following change of account details:

(This form must be accompanied by a new application form in order to update our records)

Account Number

Name(s) _____

Please tick the appropriate box(es)

PART A

ADDITION OF NAME TO ACCOUNT (see notes overleaf)

Full name to be added _____

DELETION OF NAME FROM ACCOUNT

Full name to be deleted _____

PART B

REGISTRATION OF MARRIAGE DOCUMENTS

Date of document _____ / _____ / _____ Date of marriage _____ / _____ / _____

Surname of husband _____

In the case of the registration of a marriage certificate **this form** should be signed in the account holder's **maiden name** and the **application form** which should accompany this form should be signed in the **married name**.

The original or a certified copy of the marriage certificate will be required and should accompany proof of identity to support the married name, if available. (Please refer to the application form for suitable proof of identity.)

REGISTRATION OF OTHER OFFICIAL DOCUMENTS

Title of document _____

Date of document _____ / _____ / _____

Description of document _____

Signature(s) _____

All account holders to sign

Date _____ / _____ / _____

Please see overleaf

Information if adding a name to an account

Confirming your identity is of utmost importance to us. To assist us with making your account as secure as possible, we require the following information to enable us to update our records:

- A fully completed application form listing all applicants
- Proof of identity (List A)
- Proof of address (List B)

A comprehensive explanation of identity and address requirements can be found on the application form. We promise to send any original documents back to you by return post.

Should you require any further information or assistance, please do not hesitate to contact us.

Data Protection Act 2002.

The data controller is Britannia International Limited whose principal office is Britannia House, PO Box 231, Douglas, Isle of Man IM99 1SD. The information which I provide or which you obtain through my dealings with you or in connection with my account will be held on the Company's computer systems and other records. My customer data may be:

- exchanged and disclosed within the Company, it's parent Company and authorised agents.
- used for account administration, research, analysis and to prevent fraud.
- used for market research purposes, developing goods and services, statistical and business analysis and creating and maintaining a customer profile.
- disclosed to appropriate regulatory authorities, any other body having a legal right to the information and anyone I appoint to administer or operate my account.

Telephone conversations between us may be recorded and/or monitored for both internal training and/or to ensure accurate operation of my account and I also understand that information about my account may be used for internal customer monitoring. I have the right to access the information held (you reserve the right to charge an administration fee) and to have any incorrect information corrected. You will never share any information about me and my account outside The Co-operative Group for marketing purposes. As part of your service you may occasionally keep me informed of special offers, products and services. If I do not wish to receive this information I can tick the box



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OFFICE USE ONLY

Signature verified by _____ New details input by _____
 Checked by _____ Date _____

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