

Change of details form

This form can be used to amend the organisation's contact details, account individuals and nominated current account.

Key: **i** = Important
i = For your information

Section

1 Organisation details

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i Please ensure this section is completed

Account number(s)

Name of organisation

i These changes will be actioned on all linked accounts in the same organisation name.
If you would like the changes to be made to just the account outlined above, please tick here:

Section

2 Changes to organisation contact details

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Existing

Correspondence address

Postcode

Contact number

Email address

Contact name

New

Correspondence address

Postcode

Contact number(s)
(in order of preference)

Email address(es)
(in order of preference)

Contact name
(must be a Signatory on the account)

3 Changes to signatories

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! Please use this section to advise us of any changes to the individuals related to this account and their role(s). Please see definitions below to help.

- **Signatory** – an individual who has the authority to operate and transact on the account e.g. request a withdrawal, change signatories or nominated current account details. Only signatories may have access to our online savings service.
- **Person with Significant Control (PSC)** – an individual who holds significant control, more than 25%, or significant influence of an organisation and is on the Companies House Register of Persons of Significant Control.
- **Ultimate Beneficial Owner (UBO)** – an individual who ultimately owns or controls, directly or indirectly, 25% or more of the shares or voting rights, or controls the entity through other means.

! Only individuals designated as signatories are able to make changes to the account or authorise transactions.

! We require a minimum of 2 signatories on your account at any one time, unless you are a sole trader or a sole director.

i If you require changes to more than 3 signatories to the account, please print and complete additional copies of page 3.

Signatories to be removed

<input type="text" value="Forename(s)"/>	<input type="text" value="Surname"/>	Date of birth	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
<input type="text" value="Forename(s)"/>	<input type="text" value="Surname"/>	Date of birth	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
<input type="text" value="Forename(s)"/>	<input type="text" value="Surname"/>	Date of birth	<input type="text" value="D"/>	<input type="text" value="D"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>

Signatory to be added

Role & position
(please tick all that apply)

PSC
 UBO
 Director
 Settlor
 Trustee
 Beneficiary

Ownership % or n/a % **Role/Position**

Name

Personal address

Postcode

Personal email address

Personal contact number **National Insurance Number**

Date of birth **Nationality**

Is this individual a UK resident and pay tax in the UK only? Yes No

Is this individual already named on an account with Cambridge & Counties Bank? Yes No **If yes, please provide account number**

Signature
(original signature required)

Date

Signatory to be added

Role & position

(please tick all that apply)

PSC

UBO

Director

Settlor

Trustee

Beneficiary

Ownership % or n/a

%

Role/Position

e.g. Chief Executive Officer, Chief Financial Officer

Name

Title

Forename(s)

Surname

Personal address

Postcode

Personal email address

Personal contact number

National Insurance Number

Date of birth

D

D

M

M

Y

Y

Nationality

Is this individual a UK resident and pay tax in the UK only?

Yes

No

Is this individual already named on an account with Cambridge & Counties Bank?

Yes

No

If yes, please provide account number

Signature

(original signature required)

Date

D

D

M

M

Y

Y

Signatory to be added

Role & position

(please tick all that apply)

PSC

UBO

Director

Settlor

Trustee

Beneficiary

Ownership % or n/a

%

Role/Position

e.g. Chief Executive Officer, Chief Financial Officer

Name

Title

Forename(s)

Surname

Personal address

Postcode

Personal email address

Personal contact number

National Insurance Number

Date of birth

D

D

M

M

Y

Y

Nationality

Is this individual a UK resident and pay tax in the UK only?

Yes

No

Is this individual already named on an account with Cambridge & Counties Bank?

Yes

No

If yes, please provide account number

Signature

(original signature required)

Date

D

D

M

M

Y

Y

4 Changes to information only individuals

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If you require any changes made to the individuals who have access to the account for information purposes please complete the section below.

- ! Only balances, transaction history and general information can be given via phone or email address. This individual will not have online account access or be able to make changes to the account.
- ! If you require changes to more than 1 information only individual on the account, please print and complete additional copies of this page.

Name of information only individual to be removed

Forename(s)	Surname	Date of birth	D	D	M	M	Y	Y
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Name of information only individual to be added

Name	Title	Forename(s)	Surname
Organisation (if applicable)			
Personal address			
		Postcode	
Personal email address			
Personal contact number			
Date of birth	D	D	M
	M	Y	Y
Is this individual already named on an account with Cambridge & Counties Bank	Yes	No	If yes, please provide account number
	<input type="checkbox"/>	<input type="checkbox"/>	

5 Changes to nominated current account details

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All deposits and withdrawals will be made to/from your nominated current account only. This can be with any UK bank or building society.

- ! To verify the new account details, we would require either a void cheque in the name of the organisation or an original or certified copy of a bank statement. This statement must be dated within the last 3 months. All original documents will be returned to you.

Unfortunately we cannot make any changes to the nominated current account without either a void cheque or an original or certified copy of a bank statement.

Existing

Bank/Building Society name			
Account name	e.g. ABC Ltd		
Account number		Sort code	

New

Bank/Building Society name			
Account name	e.g. ABC Ltd		
Account number		Sort code	

! Must match Organisation name in **Section 1.**

6 Other information about the organisation

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i This section must be completed to ensure the information we have is accurate and up to date.

Main activity of organisation

e.g. agriculture, utilities, charity

Organisation turnover/income for last full financial year

£

Date last full financial year ended

D

D

M

M

Y

Y

Total assets for organisation

£

Does this organisation operate in any countries outside the UK?

Yes

No

If yes, please state which countries

Other individuals in your organisation

i This section is relevant to the following organisations/individuals only. If their details have been provided in Section 3, they do not need to be repeated.

For **trusts**, we require details of all **trustees** and/or **beneficiaries** in the organisation.

For **charities**, we require details of all **trustees** in the organisation.

For **clubs, societies, or associations**, we require details of all **officials** in the organisation.

For **partnerships**, we require details of all **partners** who own 25% or more of the organisation.

For **public sector & local authorities**, we require details of all **directors** or **controllers** in the organisation.

Use the table below to confirm the relevant individual details as outlined above. These individuals must be current members of the organisations governing body.

	Name		Date of birth	Home postcode
1	Forename	Surname(s)	dd/mm/yy	
2	Forename	Surname(s)	dd/mm/yy	
3	Forename	Surname(s)	dd/mm/yy	
4	Forename	Surname(s)	dd/mm/yy	
5	Forename	Surname(s)	dd/mm/yy	
6	Forename	Surname(s)	dd/mm/yy	
7	Forename	Surname(s)	dd/mm/yy	
8	Forename	Surname(s)	dd/mm/yy	
9	Forename	Surname(s)	dd/mm/yy	
10	Forename	Surname(s)	dd/mm/yy	
11	Forename	Surname(s)	dd/mm/yy	
12	Forename	Surname(s)	dd/mm/yy	
13	Forename	Surname(s)	dd/mm/yy	
14	Forename	Surname(s)	dd/mm/yy	

7 Data about you and connected individuals




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Cambridge & Counties Bank Limited hold and use your personal information and information about connected individuals (e.g. Directors, Shareholders, Trustees, Beneficiaries) in accordance with the General Data Protection Regulation.

We will use the contact details provided to get in touch regarding the account with us. We will use the information on this form to manage the account and tailor the service we offer as well as make checks and seek any verifications needed. The information you provide us with, or is collected by the Bank during our dealings with each other, is kept for as long as is necessary to administer any contractual relationships with us, or for as long as regulation or the law says we have to, if that's longer.

To prevent criminal activities, information captured on this form and obtained from Credit Reference Agencies or other third parties will be shared with relevant agencies who may keep a record of it. These agencies will also give us electoral roll information for the purpose of verifying the identities of persons named on this form, which we will retain. Where additional individuals are identified as part of this process (e.g. Undisclosed Directors, Ultimate Beneficial Owners) we will process the data for the prevention and detection of crime. If criminal activity is identified, any details we hold will be passed to the relevant agencies. Associations between joint applicants may be created at credit reference agencies.

You can find our full Privacy Notice, explaining how we use personal information and what rights there are in relation to it, at www.ccbank.co.uk/privacy-notice. If you have any questions or require further information, please get in touch using the details below:

-  **Write:** Data Protection Officer, Cambridge & Counties Bank, Charnwood Court, 5B New Walk, Leicester LE1 6TE
-  **Call:** 0344 225 3939
-  **Email:** dataprotection@ccbank.co.uk

By signing this document, you are declaring that you have read both the above summary and our full Privacy Notice.


8 Declaration

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I/We provide authority on behalf of the named organisation for the account details to be amended as per this completed form.

I/We agree that Cambridge & Counties Bank may use my/our information as stated in Section 7 on this change of details form and where it has been provided in relation to others I/we have informed them of the Privacy Notice referenced in Section 7.

I/We can confirm that the information provided on this form is accurate.

-  For changes to signatories named on the account (Section 3) and changes to the nominated current account (Section 5), the declaration must be signed by two existing Signatories on the account (unless there is only one).

For changes to the correspondence details (Section 2) and information only individuals (Section 4), the declaration must be signed by an existing signatory on the account.

PLEASE SIGN BELOW

1st signatory

Signature (original signature required)

Date

Name

Position

2nd signatory

Signature (original signature required)

Date

Name

Position

-  **Please ensure all relevant sections are completed. The form can be sent to us using the details below.**
If you have any queries please contact us.

 0344 225 3939  0116 254 4637  savings@ccbank.co.uk  ccbank.co.uk

 **Cambridge & Counties Bank, Charnwood Court, 5B New Walk, Leicester LE1 6TE**

Cambridge & Counties Bank Ltd is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under firm registration number 579415. Our authorisation can be checked at the Financial Services Register at www.fca.org.uk.

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