

# 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

To save time, some minor account changes can be made by sending a secure message via the online savings system, email or by calling our customer service team.

Section

## 1 Organisation details

of 8

**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

of 8

**i** Changes to the correspondence address can be made more quickly by sending a secure message via the online savings system, email or by calling our customer service team.

Existing

Correspondence address

Postcode

Contact number

Email address

Contact name

New

Name of organisation

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

of 8

**!** 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, sole director, limited company or charity without guarantee.

**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"/>	<b>Date of birth</b>	<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"/>	<b>Date of birth</b>	<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"/>	<b>Date of birth</b>	<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

### 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 &amp; 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

### 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 &amp; Counties Bank?

Yes

No

If yes, please provide account number

### Signature

(original signature required)

### Date

## 4 Changes to information only individuals

of 8

If you require an amendment to information only individuals, these changes can be made more quickly by sending a secure message via the online savings system or by calling our customer service team.

- ❗ 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
-------------	---------	---------------	---	---	---	---	---	---

### Name of information only individual to be added

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

## 5 Changes to nominated current account details

of 8

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

- ❗ We will try to electronically verify this account, however if we're unable to successfully match that the account is in the same name as your entity, we will contact you to request additional documentation.

<b>Bank/Building Society name</b>			
<b>Account name</b>	e.g. ABC Ltd		
<b>Account number</b>	<input type="text"/>	<b>Sort code</b>	<input type="text"/>

<b>Bank/Building Society name</b>			
<b>Account name</b>	e.g. ABC Ltd		
<b>Account number</b>	<input type="text"/>	<b>Sort code</b>	<input type="text"/>

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

# 6 Other information about the organisation

of 8

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

**Main activity of organisation**

**Organisation turnover/income for last full financial year**  **Date last full financial year ended**

**Total assets for organisation**  **Number of employees**

**Does this organisation operate in any countries outside the UK?** Yes  No  **If yes, please state which countries**

## Other individuals in your organisation

**!** 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.

For **limited companies**, we require details of all **directors** named on the entity.

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	House name/no.	Home postcode
1	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
3	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
4	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
5	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
6	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
7	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
8	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
9	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
10	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
11	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
12	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
13	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>
14	<input type="text" value="Forename"/> <input type="text" value="Surname(s)"/>	<input type="text" value="dd/mm/yy"/>	<input type="text"/>	<input type="text"/>

# 7 Data about you and connected individuals

of 8


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](http://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](mailto: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

of 8

**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 2 existing signatories on the account.

Accounts held by sole traders, limited companies or charities limited by guarantee only require the signature of 1 signatory to approve these changes.

## 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 scanned and emailed back to us or sent to us by post using the address below.** If you have any queries please contact us.

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

 **0344 225 3939**  **savings@ccbank.co.uk**  **ccbank.co.uk**

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](http://www.fca.org.uk).

Cambridge & Counties Bank Ltd Registered Office: Charnwood Court, 5B New Walk, Leicester England, LE1 6TE.  
Registered in England and Wales No. 07972522. VAT Registration Number GB 208354420.