CCLA
GOOD INVESTMENT

Change of address form

Important information

Please read before completing this form.

This form can only be used to advise us of a change of address for the existing authorised correspondent.

Please request a change of correspondent form if you are registering a new correspondent.

Please call our Client Services Team on freephone **0800 022 3505** if you have any questions about this form or would like to discuss any additional support needs. Please note that telephone calls are recorded. If being completed by hand, please use black ink and write in BLOCK CAPITALS.

All pages of this form should be returned to **CCLA, PO Box 12892, Dunmow, Essex CM6 9DL**. Alternatively, a PDF version of the form can be sent to **cclaclientservices@fnztaservices.com** if an email instructions authority is in place.

If you are sending your instruction by email, please do not send the original documentation in the post and do not resend the email and/or the attachment.

Please do not reuse this form. CCLA forms are available on our website. Please download the latest version when making any transaction or amendment.

Section 1 About your organisation

Account name

Account number(s) to which this change applies

Old address

Postcode

New address

Postcode

With effect from (dd/mm/yyyy)

Email address

I agree to CCLA retaining my email information until I request otherwise, on the understanding that data will only be used according to terms stated on page 4 and will be held securely.

Daytime telephone number

Section 2 Trustees/executive directors' or equivalent authorisation

This section must be read, completed and signed by a **minimum of two** Trustees/Executive Directors or equivalent who have the authority to act on behalf of the organisation. The Trustees signing this section on behalf of a registered charity must be named on the Charity Commission register. Executive Directors, such as CEOs, must be named as Directors on the Companies House register.

Anti-Money Laundering

We may need to ask you for documentation to assist us in verifying your identity and the identity of the Correspondent where acting as an authorised signatory. We must verify the authorising persons and the authorised signatories identity in accordance with regulatory requirements. We normally do this using electronic means but occasionally we have to ask for extra documents from you to complete this process.

We represent, warrant and undertake that:

2.1 First trustee/executive director or equivalent details

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Mobile number

Daytime telephone number

Email address

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

2.2 I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this form. I understand that I have the right to request otherwise at any time.

2.3 Signature

Date (dd/mm/yyyy)

2.4 Second trustee/executive director or equivalent details

Title

Forename

Middle name

Surname

Date of birth (dd/mm/yyyy)

Position

Mobile number

Daytime telephone number

Email address

Home address

Postcode

Date moved to this address (dd/mm/yyyy)

2.5 ☐ I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this form. I understand that I have the right to request otherwise at any time.

2.6 Signature

Date (dd/mm/yyyy)

Section 3 Checklist and documentation required

Section 3.1

☐ **PLEASE TICK TO CONFIRM YOU HAVE INCLUDED A COPY OF ONE OF THE DOCUMENTS BELOW THAT CONFIRMS YOUR NEW HOME ADDRESS (NOT REQURED FOR A CHANGE OF OFFICE ADDRESS).**

☐ Local authority/Council tax bill (valid for current year).

☐ Current signed UK/EEA photo-card driving licence.

☐ Current full UK driving licence (old version), provisional licences are not acceptable.

☐ Solicitor's letter confirming house purchase or land registry confirmation within the last 3 months.

☐ Local council rent card or tenancy agreement.

☐ Recent evidence of entitlement to a state or local authority funded benefit, including benefit and council tax benefit or state pension. (dated within the last year).

☐ A letter from a Residential Care Home/Nursing Home confirming the date of when the individual took residence at the care home.

☐ Original utility bill no older than 3 months (not including mobile phone bill) or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms.

☐ HMRC correspondence addressed to the applicant at the stated address (dated within the last year)

☐ EEA member state identity card with address listed (front and back photocopies required)

Section 3.2

☐ If your charity is not registered with the Charity Commission for England and Wales, please attach a copy of the minutes of a recent trustee meeting for the purpose of confirming the relationship of the authorising trustee(s) to your charity. The minutes should not be any older than 12 months and the authorising trustees/executive directors as indicated in Section 2 should be named in the minutes.

Important information

Your personal information

Privacy Notice
CCLA's Privacy Notice sets out how CCLA complies with UK Data Protection requirements and how it processes and protects your personal information. CCLA's Privacy Notice can be found on our website at **www.ccla.co.uk**.

Communicating with you
CCLA may collect and use your personal information to bring to your attention additional products or services which may be of interest to you by email, telephone or post. Where we are required to obtain your consent to communicate with you by email or telephone or post we will do so. You have the right to ask us not to process your personal information for this purpose at any time. Please email us at **clientservices@ccla.co.uk** or telephone us on **0800 022 3505**.

Sharing your personal information
To provide our services to you we may share your personal information with third parties including:

- those who provide administrative and operational services to us;
- to verify your identity in accordance with UK money laundering requirements. These may include credit reference agencies;
- where required by law, regulation or a court order;
- fraud and law enforcement agencies if you give us false or inaccurate information or you have made us aware that you suspect fraud; and
- HMRC or the Financial Conduct Authority.

Anti-money laundering

You may be asked to provide documentation to assist CCLA in verifying the identity of any individuals referenced in this form in accordance with regulatory requirements. This is normally done using electronic means but occasionally extra documents may be required from you to complete this process.

CCLA
The Zig Zag Building
70 Victoria Street
London SW1E 6SQ

CCLA
BECAUSE GOOD IS BETTER

Freephone **0800 022 3505**
clientservices@ccla.co.uk
www.ccla.co.uk

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