

Change of account name form

⚠ Important information

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 Organisation change of name

1.1 Previous client name

1.2 Client ID number(s)

1.3 New client name

1.4 Change to charity status (if required)

Note: this could be a charity commission registration number or HMRC tax exemption number.

Old charity reference

New charity reference

1.5 Company registration number

1.6 Please confirm the structure of your charity:

Trust

Limited Company/CIO

1.7 Please include documentation that explains the reason for the name change, example Governing Document, Constitution, Memorandum of Articles or equivalent or any Resolutions or Certificates of incorporation.

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.

Client verification

For CCLA to meet its regulatory requirements, you may be asked to provide documentation to assist us in verifying the identity of your organisation, and/or the identity of any persons associated with the organisation. This is normally done using electronic means, but occasionally extra documents may be required from you to complete this process.

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 3 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 3 of this form. I understand that I have the right to request otherwise at any time.

2.6 Signature Date (dd/mm/yyyy)

 **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.

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CCLA
BECAUSE GOOD IS BETTER

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

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Data Protection Legislation: CCLA is a data controller and will hold relevant personal details which have been supplied to the manager for the purposes of fulfilling its obligations to clients. Data will be stored by CCLA and treated as confidential. CCLA will not provide details to any other party except where necessary to fulfil the service obligations described, or where required by law. Full details of CCLA's Privacy Notice are available on CCLA's website. Full details of CCLA's Data Protection Policy are available on request.