In order that the Society can fulfil its legal obligations under the Money Laundering Regulations, please arrange to supply one of the following documents to confirm your new name:

- Change of Name Deed
- Marriage Certificate
- Civil Partnership Certificate
- Gender Recognition Certificate or a letter from a doctor or medical professional confirming the change of gender is likely to be permanent
- New Birth or Adoption Certificate

The document you send must be an original. Certified copies are accepted by post and can be certified by a Solicitor, Accountant, Bank/building society official, Independent Financial Advisor, Post Office official, Minister of a recognised religion, Doctor, Dentist or Police Officer.

The person certifying the documents should be in current employment, based in the UK and must not be related to any person named on the account. Certified copies must include their full name, profession, business address and telephone number. The words 'certified true copy' must be written or stamped on the documents, which must then be signed and dated (within the last 3 months) by the certifying party.

Account no(s).:	
Former name:	
New name:	
Reason for change:	
Home tel no.:	
Mobile tel no.:	
Email address:	

Electronic Communications

Society communications and notices, including AGM information and voting packs may be sent to you electronically if you have provided us with your email address or mobile telephone number for SMS text messaging.

☐ **If you wish to opt out of electronic communications,** please tick here and we will continue to send these by letter to your registered address

Former signature:		**New signature:**	
Date:			

FOR OFFICE USE ONLY

AGM consent/contact info updated MSS ☐   Input by   checked by

Customer Number: Signature checked ☐   Identification confirming new name ☐   New signature in pb ☐

ID logged ☐   Name, Title, Salutation updated on MSS ☐   Date: Branch: Input: Checked:

Actioned ☐   Lapsed ☐

1