HSBC

**For bank use only:** Worktype: CHADD

# Customer Change of Address and Contact Detail Authority

Please complete the relevant sections below, print the form and sign it. By not completing all the appropriate sections, the change of address/contact details may be delayed. If you prefer, you can print the form first and fill it in by hand. Please return this form to your local branch.

## Section 1 – Business details

Customer Name

Sort Code – –

Account Number

Please specify your request type:

☐ Change of Address (Section 2)

☐ Change of contact details (Section 3)

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## Section 2 – New address details

Effective date D D M M Y Y Y Y

Please note this may take up to five days, please speak with a member of staff if the update is required sooner.

Please confirm the address that is being amended (tick all that apply):

☐ Business Registered Address ☐ Business Trading Address

☐ Correspondence Address

Addressee

Salutation

Building Name/Number

Street

Town/Parish

Country Postcode

# Section 3 – Contact details

| | |
|---|---|
| Business Telephone | |
| Mobile Telephone | |
| Business Email Address | |

# Section 4 – Authorisation

Please change the address/contact details on my account as detailed within this instruction.

1) I/We understand that all of the above details are correct.

2) I/We understand that if this instruction has not been signed in accordance with the signing rules for these accounts, HSBC Bank plc will not proceed with the instruction and a new instruction will need to be completed (in accordance with the signing rules).

Authorised Signatory 1

Name

Date D D M M Y Y Y Y

Authorised Signatory 2

Name

Date D D M M Y Y Y Y

Authorised Signatory 3

Name

Date D D M M Y Y Y Y

Authorised Signatory 4

Name

Date D D M M Y Y Y Y

# Section 5 – Further contact

We may need to contact you about your instruction, so let us know which authorised signatory from the above list you'd like us to contact:

**Contact 1**

| | |
|---|---|
| Name | |
| Phone Number | |
| Email Address | |

**Contact 2**

| | |
|---|---|
| Name | |
| Phone Number | |
| Email Address | |

# Accessibility

To find out more about our accessible services please visit **ciiom.hsbc.com/accessibility** if you are in the Channel Islands and the Isle of Man, or **hsbc.com/accessibility** if you're in the UK. Alternatively, you can ask at any of your local HSBC branches.

**If you'd like this in another format such as large print, Braille or audio, please contact us on 03456 006 161.**

BSL Video Relay Service is also available (Monday-Friday 8am-6pm, excluding Bank and Public Holidays).

**business.ciiom.hsbc.com**
**business.hsbc.com/nbfi**

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