

Business Account – Change Title of Account

Bring along the appropriate documents – i.e., Deed Poll Certificate, Marriage Certificate, Partnership Indemnity, Change of Name Certificate.

Please complete this form in BLOCK CAPITALS

This form is to be used for Change of Name/Title only. If you're changing your entity type i.e sole trader to a limited company please contact us for further instructions.

Sort code	<table border="1" data-bbox="352 712 676 763"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							Account number	<table border="1" data-bbox="1137 712 1495 763"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
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Type of Account:	Sole Trader <input data-bbox="485 1032 531 1077" type="checkbox"/> Partnership <input data-bbox="772 1032 818 1077" type="checkbox"/> Limited Company <input data-bbox="1128 1032 1174 1077" type="checkbox"/> Club/Society <input data-bbox="1358 1032 1404 1077" type="checkbox"/>																
	Other (state type) <input data-bbox="544 1099 1495 1142" type="text"/>																

New Title of Account

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All of your accounts and products will be updated unless specified in the special instructions.

Special Instructions

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Reason for Change of Title

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Contact Details of person requesting change (to be used in the event of any queries)

Name (please print)	<input data-bbox="352 1704 1495 1747" type="text"/>
Phone/Email details	<input data-bbox="352 1765 1495 1803" type="text"/>

Debit card, cheque book and credit book

Debit cards, credit cards with your accounts (if applicable) will be replaced automatically.

If you need a new cheque book or credit book (paying-in book) please request them by ticking the relevant boxes below.

Credit book required <input data-bbox="316 1951 363 1995" type="checkbox"/>	Cheque book required <input data-bbox="635 1951 683 1995" type="checkbox"/>
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Signatures

Old signature/s

New signature/s (if applicable)

Limited company accounts: Change of name certificate must be exhibited and a copy retained. There is no requirement to obtain account holder(s) signatures.

Branch Use Only – Change of Name Identification

For any request to change account title - Deed Poll Certificate, Marriage Certificate, Partnership Indemnity, Change of Name Certificate.

Branch Sort code – –

Staff Name

Staff Number

Accessibility

If you need any of this information in a different format, please let us know. This includes large print, braille, or audio. You can speak with us using the live chat service on our website, by visiting one of our branches or by giving us a call.

There are also lots of other options available to help you communicate with us. Some of these are provided by third parties who are responsible for the service. These include a Text Relay Service and a British Sign Language (BSL) Video Relay Service. To find out more, please get in touch. UK customers can visit [hsbc.com/accessibility](https://www.hsbc.com/accessibility) or business.hsbc.com/nbfi/contact-us. Channel Islands and Isle of Man customers can visit ciiom.hsbc.com/accessibility or business.ciiom.hsbc.com/contact-us.

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Customer Information:

UK: Customer Service Centre BX8 1HB.

Isle of Man: PO Box 20, HSBC House, Ridgeway Street, Douglas, Isle of Man IM99 1AU

Jersey: PO Box 14, St Helier, Jersey JE4 8NJ

Guernsey: 20-22 High Street, St Peter Port, Guernsey GY1 2LB

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