



CIN

# 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  -  -

Account number

Sort code  -  -

Account number

Sort code  -  -

Account number

Sort code  -  -

Account number

Sort code  -  -

Account number

Type of Account:  Sole Trader  Partnership  Limited Company  Club/Society

Other (state type)

**Other (state type)**

**New Title of Account**

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

**Special Instructions**

**Reason for Change of Title**

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

Name (please print)

Phone/Email details

**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  Debit book required

(if you do not have a copy, please ask for one).

## 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. You can also visit: [hsbc.com/accessibility](https://www.hsbc.com/accessibility) or [business.hsbc.com/nbfi/contact-us](https://business.hsbc.com/nbfi/contact-us). Alternatively, if you're in the Channel Islands or Isle of Man you can visit: [ciom.hsbc.com/accessibility](https://ciom.hsbc.com/accessibility) or [business.ciom.hsbc.com/contact-us](https://business.ciom.hsbc.com/contact-us).

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HSBC Bank plc, registered in England and Wales number 14259. Registered office 8 Canada Square, London, E14 5HQ.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Our firm reference number is 114216.

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