## **\*\*** BANK OF SCOTLAND

## Change a business address and/or contact details

## For Commercial Clients

**Before you begin:** It's best to save this form to your computer and open it using Adobe Acrobat Reader. Doing this will allow you to fill in the PDF and upload signatures. You can get the latest version of Adobe Acrobat Reader by visiting **https://get.adobe.com/reader/** 

Guidance notes	
<ul> <li>This form is enabled for completion through an online PDF which will help us to give you the fastest service, although it is still possible to print it if required. You can save the form at any time using the toolbar at the top of the screen.</li> <li>Fields marked with an * are mandatory and must be completed in order to complete your application.</li> </ul>	<ul> <li>Following completion of all the fields, an image of your signature can be uploaded to the form in the signatories section. This removes any need to print the form.</li> <li>Once the form is completed and signed, options are available to return the form via email (you can find contact details at the bottom of the form).</li> </ul>
1 About you	
Please write clearly in the white spaces with capital letters or cross the boxes.	Please provide details of your <b>main</b> business account:
Full name of business *	Branch sort code * Account number *
2 Business contact changes	
Would you like to update your primary business Yes No contact, telephone number or email address? *	<b>If yes</b> please complete Section 2.1. <b>If no</b> please go to Section 3.
2.1 New contact details (if applicable)	
Please note:         The primary business contact must be a full power signatory on the account.         Title       Mr       Mrs       Miss       Ms       Other (please specify)         Your first name(s)	New primary business contact telephone number (this <b>must</b> include UK area dialling code if it's a landline or the area code, if overseas) New primary business email address
Your last name	
3 Business address changes	
Would you like to update your business address? * Yes No	<b>If yes</b> please complete Sections 3.1 to 3.3 (if applicable). <b>If no</b> please go to Section 4. <b>Please note:</b> you can add up to <b>three</b> new addresses.
3.1 First new business address details (if applicable)	
Which address would you like to change? (please cross all that apply)Mailing address (The default address that all mail will be sent to)	Trading/business address (Where your day to day business activities take place)Registered address (This must match the address held at Companies House)
New address (include building name if applicable)	
Post code or Zip Code	

3	Business address changes continued			
3.2	Second new business add	lress details (if applicable)		
like to cl	ddress would you hange? cross <b>all</b> that apply)	Mailing address (The default address that all mail will be sent to)	<b>Trading/business address</b> (Where your day to day business activities take place)	<b>Registered address</b> (This must match the address held at Companies House)
New address (include building name if applicable)				
		Post code or Zip Code		
3.3	Third new business addre	ess details (if applicable)		
like to cl	ddress would you hange? cross <b>all</b> that apply)	Mailing address (The default address that all mail will be sent to)	<b>Trading/business address</b> (Where your day to day business activities take place)	<b>Registered address</b> (This must match the address held at Companies House)
New ad	dress (include building name if a	pplicable)		
		Post code or Zip Code		
Please note: this change applies to all Bank of Scotland accounts, products or services operating under this Business Name, with the exception of Asset Finance or Invoice Finance holdings.				
			contact details, please provide your reference	
Your Asset Finance Agreement number (if applicable)		Your Invoice Finance Client number (if applicable)		
Please note: If you hold more than one Asset Finance Agreement number or Invoice Finance Client number, you only need to provide one and we will use this to locate others you hold with us.				
4	Statement address chang	es (if different from Business ma	iling)	
Only complete this section if you wish for your statements to be sent to a different address for specific accounts. Any accounts not listed here will go to your mailing address.				
	rou like your <b>business</b> account st to an address different to your <b>m</b>		<b>If yes</b> please complete Sections 4.1 and <b>If no</b> please go to Section 5 ( <b>all</b> corresp	
4.1 New business statement address (if applicable)				
New bu	siness correspondence address t	ness correspondence address for statements Please provide details of which account(s) you would like correspondence address to be recorded on:		-
			Branch sort code	Account number
		Post code or Zip Code		

4	Statement address changes (if different from Business mailing) contin		
4.2	Additional details/statement addresses (if applicable)		
	eed to update the statement address for any <b>other</b> accounts please provid itional addresses	le details below of the specific accounts and account details to be changed, and	
5	Keep me informed		
you for f We will a <b>Please i</b>	uld you like to be contacted in case we need to contact urther information? also keep you updated about your request. <b>tote:</b> We will <b>not</b> retain these contact details and they will <b>only</b> be used burpose of this form.	Please give your contact details below: Your email address Your mobile phone number (UK only)	
6	Personal address changes		
(Please t	ur personal address also need to change? * Yes No tell us if your personal address has changed tess of whether you have a personal account with us)	<b>If yes</b> please complete Sections 6.1 and 6.2. <b>If no</b> please go to Section 7.	
6.1	About you (if applicable)		
	Mr Mrs Miss Ms Other (please specify) t name(s)	Your date of birth DDMMYYYYY	
6.2	New residential address and contact details (if applicable)		
New res	idential address details (include house name if applicable)	New personal home telephone number (this <b>must</b> include UK area dialling code or area code, if overseas)	
	Post code or Zip Code	New personal mobile number (including area code, if overseas)	
Owner - no mort		New personal email address	

7	Your authorisation (for changes to your business details)		
7.1	Approver declaration		
Please read the guidance note carefully before you sign this printable form, in order to help us complete your request quickly. If you are unsure who can sign this form, please contact your Relationship Team. Alternatively please call our friendly advisors on <b>0345 601 5585</b> . We're open Monday to Friday, 7am-8pm or Saturday, 9am-2pm (except UK bank holidays).		<ul> <li>Who should sign?</li> <li>This form must be signed by Full Power signatories named on your mandate. The number of signatories who need to sign is set out on your mandate signing instructions.</li> <li>By signing you confirm that information given in this form is accurate.</li> </ul>	
7.2	Approvers signatures		
1         Up           2         Pri           To uplo         Sat           •         Op	re <b>two</b> ways to add signatures to the form: Iload an image of your signature Int and sign with a pen. <b>ad an image:</b> We the form to your device Deen the form in <b>Adobe Acrobat Reader</b> Ilect the signature field to upload your image.	We strongly recommend you send the form to any other approvers and/or people who've been added to sign first. Once you're satisfied, please sign and return the form to us (see details below).	
First out	horiser's name *	Second authoriser's name (if required)	
i iist dut			
First au	thoriser's signature *	Second authoriser's signature (if required)	
Third au	thoriser's name (if required)	Fourth authoriser's name (if required)	
Third au	<b>uthoriser's signature</b> (if required)	Fourth authoriser's signature (if required)	
<ul> <li>Once completed and signed:</li> <li>Email the form to: CommercialClientServicingSME@lloydsbanking.com OR</li> <li>Post the form to: Commercial Servicing, Edinburgh, EH11 4DT</li> </ul>		Date this change is effective from <b>*</b> DDMMYYYYY	
	,		
	ank use only mber's name (in capitals)	When completed, please stamp below and send to the processing site on the day of receipt - always use the signpost tool (Branch stamp with today's date)	
	stomer present? Yes No customer's signature been confirmed?		
Have the	e customer's signing rules been confirmed?		
Has the	SMDU been updated (if applicable)?		

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