

**Date:** \_\_\_\_\_

**From:** (Policyholder 1) \_\_\_\_\_

**From:** (Policyholder 2,  
if applicable) \_\_\_\_\_

**To:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

Dear Sirs,

**Notification of Change of Address &/or Personal Details**

Please note the following, with immediate effect:

<b>MY/OUR NEW RESIDENTIAL ADDRESS</b>	<b>NEW CORRESPONDENCE ADDRESS</b>
	Same as residential address unless completed below:

New contact details, if applicable:

	<b>NEW EMAIL ADDRESS</b>	<b>NEW TELEPHONE NUMBER</b>
Policyholder 1:		
Policyholder 2:		

I/we **each** attach **ONE** of the following proof-of-address documents (dated within 3 months):

	<u>Policyholder 1</u>	<u>Policyholder 2</u>
<b>a.</b> Utility Bill, Landline bill, etc. (not mobile phone)	<input type="checkbox"/>	<input type="checkbox"/>
<b>b.</b> Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>
<b>c.</b> Tenancy Agreement	<input type="checkbox"/>	<input type="checkbox"/>
<b>d.</b> Government / Tax Letter	<input type="checkbox"/>	<input type="checkbox"/>
<b>e.</b> Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

Please contact my financial adviser Roy Walker in case of any query.

Many thanks for your kind assistance.

**Signed:** (Policyholder 1) \_\_\_\_\_

**Signed:** (Policyholder 2) \_\_\_\_\_