

# Change of address/contact details

## WHO IS THIS FORM FOR?

This form is for individual, trustee and corporate account holders who need to notify us of a change to their address or contact details.

## COMPLETING THIS FORM

We can only accept a copy of this instruction if it has been signed by all individual account holders, trustees or authorised signatories. Please note we do not require the original copy however we do reserve the right to ask for the original form if we deem this appropriate.

Please complete in BLOCK capitals throughout.

### Changes to the details of an individual account holder (not held in trust)

All account holders must sign the form. In the case of joint ownership both owners must sign, otherwise the form will be invalid.

### Changes to the details of a trust

All trustees must sign the form.

### Changes to the details of a company

The appropriate authorised signatories must sign on behalf of the company. Please ensure that the authorised signatory list we hold on file is up-to-date before sending the form.

In all cases the appropriate persons as detailed above must sign the form otherwise we cannot proceed with any changes.

## VERIFICATION OF ADDRESS

Please provide one document to verify your new address e.g. utility bill, dated within the last 6 months and duly certified by a suitable certifier. For more details, please refer to the anti-money laundering guide which you will find available on the platform.

## WHERE SHOULD I SEND THE COMPLETED FORM?

Please send this form to [servicing@ardan-international.com](mailto:servicing@ardan-international.com).

Portfolio account number	<input type="text"/>			
	<b>Account holder 1/Trustee/Company</b>		<b>Account holder 2/Trustee/Company</b>	
Name	<input type="text"/>		<input type="text"/>	
New residential/ address and postcode (in full)	<input type="text"/>		<input type="text"/>	
Date moved to new address (dd/mm/yyyy)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
New correspondence address (if different to above)	<input type="text"/>		<input type="text"/>	
Tax identification number (TIN)	<input type="text"/>		<input type="text"/>	
If unavailable, provide a functional equivalent (e.g. National Insurance Number, Social Security Number, Resident Registration Number)				
Are you a Specified US Person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specified US Person means a US citizen or tax resident individual who has a US residential/correspondence address or who either holds a US Passport, a US Green Card or who was born in the US and had not yet renounced their US citizenship. More information on US FATCA can be found at: <a href="http://www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA">www.irs.gov/Businesses/Corporations/Foreign-Account-Tax-Compliance-Act-FATCA</a> .				
Home telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Country code	Telephone number	Country code	Telephone number
Mobile telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Country code	Telephone number	Country code	Telephone number
Email address	<input type="text"/>		<input type="text"/>	

	<b>Account holder/Trustee/Authorised signatory 1</b>	<b>Account holder/Trustee/Authorised signatory 2</b>
Signed	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Date (dd/mm/yyyy)	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Full name	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
	<b>Account holder/Trustee/Authorised signatory 3</b>	<b>Account holder/Trustee/Authorised signatory 4</b>
Signed	<input style="width: 100%; height: 40px;" type="text"/>	<input style="width: 100%; height: 40px;" type="text"/>
Date (dd/mm/yyyy)	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Full name	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>

**PRIVACY POLICY**

Our full privacy policy can be viewed at [www.ardan-international.com/privacy](http://www.ardan-international.com/privacy) or can be obtained by requesting a copy from our Data Protection Officer.