

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 original written instructions by post that have been signed by all individual account holders, trustees or authorised signatories. We will not accept instructions by email or fax.

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 return this form to: Ardan International Limited, 2nd Floor, 19-21 Circular Road, Douglas, Isle of Man, IM1 1AF British Isles.

Portfolio account number	<input type="text"/>	
	Account holder 1/Trustee/Company	Account holder 2/Trustee/Company
Name	<input type="text"/>	<input type="text"/>
New residential/registered 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"/>
New correspondence address (if different to above)	<input type="text"/>	<input type="text"/>
Home telephone ¹	<input type="text"/>	<input type="text"/>
Work telephone ²	<input type="text"/>	<input type="text"/>
Mobile telephone	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

¹ Required for individual account holders and individual trustees.

² Required for corporate account holders.

	Account holder/Trustee/Authorised signatory 1	Account holder/Trustee/Authorised signatory 2
Signed	<input type="text"/>	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Full name	<input type="text"/>	<input type="text"/>
	Account holder/Trustee/Authorised signatory 3	Account holder/Trustee/Authorised signatory 4
Signed	<input type="text"/>	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Full name	<input type="text"/>	<input type="text"/>