



Change of business details

To be completed by sole traders, partnerships, limited liability partnerships and limited companies

Santander can provide literature in alternative formats. The formats are: large print, braille and audio CD. If you'd like to register to receive correspondence in an alternative format please visit [santander.co.uk/alternativeformats](https://www.santander.co.uk/alternativeformats). For more information, ask us in branch or give us a call. If you are deaf, have hearing loss or speech loss, please use Relay UK at [relayuk.bt.com](https://www.relayuk.bt.com). This is a free service that can help you communicate over the phone. If you're using British Sign Language (BSL) and would like to use video relay, you can learn more at [santander.co.uk](https://www.santander.co.uk) by searching 'accessibility'.

Filling in this form

Please fill in the form using block capitals and black ink.

Use this form to update your:

- o Business name
- o Business address
- o Business telephone number
- o Business email address

If you're a **limited company or limited liability partnership**, you'll **need to update Companies House** before filling in this form if you're changing your business name or registered address.

If you need to **change the authorised persons** on your business account, you'll need to use the **'change of mandate'** form. For full details visit **santander.co.uk/business** and search 'change of details'.

Make sure you have the right identification (ID) ready to send with your form. We'll always need proof of ID such as a valid passport or driving licence from those signing the form. For full details visit **santander.co.uk** and search 'ID'.

Please return the form and the required ID to **Santander Business Banking Operations, Sunderland, SR43 4FW.**

If you need help with this, please call us on **0330 123 9860**.

1 Existing business details

Business name

Business credit card number (if applicable)

[illegible]

Business account

Sort code

--	--	--	--	--	--

Account number

--	--	--	--	--	--	--	--

Business Bounce Back Loan (if applicable)

Sort code

--	--	--	--	--	--

Account number

--	--	--	--	--	--	--	--

2 Change of business name

a) Do you want to change your business name?

Yes ☐ No ☐

If you're a limited company or limited liability partnership you need to make this change at Companies House first.

If you're a partnership we'll need a copy of your partnership agreement, or a tax return or assessment in your new partnership name.

New business name

b) If you trade under a different name, do you want to change your business trading name?

Yes ☐ No ☐

New business trading name

c) Has the nature of your business changed? If yes, we may contact you for more information.

Yes ☐ No ☐

3 Change of business address

a) Do you want to change your business trading address?

Yes ☐ No ☐

We'll need a proof of trading address such as a local authority bill for business rates for the current year or a utility bill addressed to the business at the trading address (less than 3 months old).

New business trading address

Postcode

b) Do you want to change your registered business address?

Yes ☐ No ☐

If you're a limited company or limited liability partnership your registered address must match the registered address held at Companies House.

New business registered address

Postcode

c) Do you want to change your correspondence address?

Yes ☐ No ☐

This is where we send all paper correspondence such as statements and important information. This must match the registered address or the home address of an associated owner, partner, member or director that we have on record.

New correspondence address

Postcode

4 Change of business telephone number

a) Do you want to change your business telephone number?

Yes ☐ No ☐

b) Is this your preferred contact number?

Yes ☐ No ☐

Any new telephone numbers you give us will replace your existing contact details.

If you want to change the contact details that your One Time Passcode (OTP) is sent to, you'll need to change your personal contact details instead. For full details visit **santander.co.uk** and search 'changing your details' or log on to the Personal mobile app.

New telephone number

Mobile

Landline

5 Change of business email address

a) Do you want to change your business email address?

Yes ☐ No ☐

New email address.

This will replace existing email address details.

6 Declaration of authorised person(s)

This declaration must be signed in accordance with the existing signing rule (i.e. any 1 signature, any 2 signatures or all signatures).

The authorised person(s) must provide a copy of one item of ID. To find out what ID you need to send us with your completed form, please visit **santander.co.uk** and search 'ID' or call **0330 123 9860**.

I, the existing authorised person and whose signature appears below agree to the changes made to the above accounts and all changes outlined in this change of details form.

I authorise Santander UK plc to operate the account in accordance with the operating instructions.

a) The information contained in this application is true and correct.

b) I will advise Santander UK plc within 30 days of any change in circumstance which affects my tax residency status or causes the information in this form to become incorrect.

Name in full

Signature of first authorised person

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name in full

Signature of second authorised person

Date signed

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

7 Checklist - Action required before sending the form

Before sending this form, fill in the checklist below. We won't be able to make the changes you've asked for if the form isn't completed, signed by the correct authorised persons, and sent to us with the ID we need.

Existing business details

Have you completed all fields in **section 1** with your business name and account numbers?

Yes ☐

New details

Have you provided the new details that you wish to change in **section(s) 2, 3, 4, 5?**

Yes ☐

Declaration of authority

Have existing signatories signed **section 6** in line with your existing signing rules?

e.g. If your signing rules are any 2 signatures to authorise, have 2 authorised persons signed?

Yes ☐

Authorised persons ID

Have all authorised persons that have signed **section 6** provided a copy of their ID?

(e.g. valid passport or driving licence)

Yes ☐

Please provide clear black and white photocopies, not originals.

Proof of name change for Partnerships

Copy of partnership agreement, or a tax return or assessment in the new partnership name.

Have you included proof of this name change?

Yes ☐

If we don't receive the relevant ID and document (for partnership name change) we won't be able to make the changes to your account.

Proof of trading address

Proof of trading address such as a local authority bill for business rates for the current year or a utility bill addressed to the business at the trading address (less than 3 months old).

For full details visit santander.co.uk/business and search 'useful documents.'

Have you included proof of this trading address change?

Yes ☐

If we don't receive the relevant ID and document (for business trading address change) we won't be able to make the changes to your account.

List of acceptable ID

To find out what ID you need to send us with your completed form, please visit santander.co.uk and search 'ID' or call **0330 123 9860**.

If we don't receive the relevant ID, we won't be able to make the changes to your account.

Next steps

Once we've received your completed form and supporting documentation, we'll aim to complete all requested changes within 5 working days.

If you have any questions, please call us on **0330 123 9860**.