



## Change of business details

Only to be completed by Sole Traders, Partnerships,  
Limited Liability Partnerships and Limited Companies

Santander is able to provide literature in alternative formats. The formats available are: large print, Braille and audio CD. If you would like to register to receive correspondence in an alternative format please visit [santander.co.uk/alternativeformats](http://santander.co.uk/alternativeformats) for more information, ask us in branch or give us a call.

## Completing this form

Please fill in the form using BLOCK CAPITALS and BLACK INK. Tick any boxes which apply.

This form can be used to change business details.

All sections are mandatory unless marked as 'if applicable'.

Please ensure you have read and followed the instruction requirements for any Change of Details outlined in Section 4.

Please provide all relevant supporting documentation before returning the form to: Santander Business Banking, Bridle Road, Bootle L30 4GB.

To protect your personal data, Santander recommends you return this by post. However, you may wish to send your Change of Details form and ID by fax to **0844 800 9988**. If you choose to fax this information please ensure you check you have populated the correct number before pressing send and check and retain the confirmation.

Any incomplete or missing information will result in your request not being processed and a new request will be required. If you require assistance with this request please call our contact centre on **0800 731 6666**.

## 1 Business details

Business name

[illegible]

Account numbers – please detail all accounts that you would like changes to be made to (any further accounts to be changed should be listed on a separate page).

Sort Code

[illegible]

Account number

[illegible]

## 2 Change of business details

(a) Do you want to change your business name?

Yes ☐ No ☐

**NOTE:** if your business is a limited company or limited liability partnership, your new business name must match the registered name held at Companies House.

Current Business name

[illegible][illegible]

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

New business name

[illegible][illegible]

Yes ☐ No ☐

Current trading name

[illegible][illegible]

New trading name

[illegible][illegible]

(c) If your business is a limited company or limited liability partnership, do you want to change your registered address?

Yes ☐ No ☐

**NOTE:** your new registered address must match the address held at Companies House.

Current registered address

Postcode

New registered address

Postcode

(d) Do you want to change your trading address?

Yes ☐ No ☐

Current trading address

Postcode

New trading address

Postcode

(e) Do you want to change your correspondence address?

Yes ☐ No ☐

Current correspondence address

Postcode

New correspondence address

Postcode

(f) Do you want to change your telephone number?

Yes ☐ No ☐

New telephone number(s) – this will replace the existing contact details

[illegible][illegible][illegible]

(g) do you want to change your business email address?

Yes ☐ No ☐

New email address – this will replace the existing contact details

[illegible]

### 3 Declaration of existing signatory(ies)

This Declaration must be signed in accordance with the existing signing rule (ie. any one signature, any two signatures or all signatures).

Existing signatories must provide a copy of one item of identification from list 1 of the online document indicated in the checklist in Section 4 of this form. **PLEASE NOTE: We require black and white photocopies of identification and not originals. Insufficient ID will result in a delay in processing your request.**

I, the existing authorised signatory and whose signatory appears below agree to the changes made to the above accounts and all changes outlined in this Change of details form and authorise Santander UK plc to operate the account in accordance with the operating instructions.

- The information contained in this application is true and correct.
- I/We undertake to advise Santander UK plc within 30 days of any change in circumstances which affects my/our tax residency status or causes the information contained herein to become incorrect.

Name in full

First signatory

Date

Position (e.g. Director, Secretary, etc.)

Name in full

Third signatory

Date

Position (e.g. Director, Secretary, etc.)

Name in full

Second signatory

Date

Position (e.g. Director, Secretary, etc.)

Name in full

Fourth signatory

Date

Position (e.g. Director, Secretary, etc.)

### 4 Checklist

Before returning this form please complete the following checklist

- Have you filled out all fields in section 1 with all of your Business' details, including all numbers for all accounts that you would like to be changed? Yes ☐
- Have existing signatories signed Section 3 in accordance with existing signing rules? (i.e. any one signature, any two signatures or all signatures) AND provided a copy of one item of identification (see below) in order to authorise the changes. Yes ☐
- If there is a change to your business details have you completed section 2? Yes ☐ N/A ☐

For identification documentation to send to us with your completed form please go to the 'Help and guides' section at [santander.co.uk/business/support/customer-support/useful-documents](https://santander.co.uk/business/support/customer-support/useful-documents) or contact us on **0800 731 6666**.

Once we have received your completed form and supporting documentation, we will aim to complete all requested changes within 5 working days of receipt, subject to the relevant sections being completed and the correct supporting documentation being received.

If you have any questions, please do not hesitate to contact the Business Banking Centre on **0800 731 6666** and we will be happy to help.

#### For office use only

##### Branches and BRMs

When verifying and validating the customer's identity please record the information using the online Face to Face (Branch) Manual Customer Identification Record and attach to this application form.