

# Change of Personal Details



Please ensure you complete **Section A**. Then complete section(s) where your details have changed.

If you have any questions about completing this form please call the Customer Experience Centre on 0345 0700 720.

## Section A: Account Details

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Full name

Account number

## Section B: Change of Permanent Residential Address

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New postal address

Old postal address

**Please note:** If you have moved to another country you may need to complete Section F.

## Section C: Change of contact information

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Email address

Telephone number

## Section D: Change of Name

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Title

Mr

Mrs

Miss

Ms

Other

**Please note** that the original official documentation, recording your change in name must be submitted with this form, e.g. marriage certificate. Any original documentation provided will be returned as soon as your application has been processed. If you do not wish to send original documents in the post, you should send copies certified to be true copies of the originals by an entity regulated by the Financial Conduct Authority (e.g. a bank), Solicitor or a government department. The person undertaking the certification must be capable of being contacted. You cannot certify your own documentation.

First name(s)

Last name

New signature

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## Section F: Change of Tax Residence & Nationality

Please indicate ALL countries in which you are resident for tax purposes and the relevant Tax Identification Number or functional equivalent.

If you are a US citizen, Green Card holder, or US resident, you must also complete and return an IRS (Internal Revenue Service) W-9 form and include any additional tax residencies in the table below.

Country of tax residence

National Insurance/Tax Identification number

I have no National Insurance number/Tax Identification number

If you do not have a National Insurance number/Tax Identification number, please indicate why

Additional country of tax residence (1)

Taxpayer Identification number (1)

Additional country of tax residence (2)

Taxpayer Identification number (2)

Are you a United States Green Card holder                      Yes                      No

### Nationality details:

Please disclose your nationality details, by completing the country of each (up to three) in the boxes below.

### Primary nationality details:

If you have **sole UK Nationality**, you do not need to complete this part. For all other customers, you will need to establish your primary nationality and complete the relevant National Identifier & National ID Code in the box below, according to the instructions in the **Appendix** (at the end of the form) or using [www.nationalitycalculator.co.uk](http://www.nationalitycalculator.co.uk).

	National Identifier	National ID	Tick if unable to provide
First priority			
Second priority			

## Section G: Declaration

1. I undertake to advise EQi promptly of any change in circumstances which causes the information contained herein to become incorrect or incomplete and to provide EQi with an updated declaration within 30 days of any such change in circumstances.
2. I am aware that in certain circumstances - for example, if I am tax resident or deemed resident of a Reportable Jurisdiction - EQi will be obliged to share this information with UK tax authorities, who may pass it on to other tax authorities.
3. I declare that the information provided in this form is, the best of my knowledge and belief, accurate and complete and I will promptly inform EQi of any changes in my circumstances.

Signed

Date

Day                      Month                      Year

**Please remember to print and sign your form with a wet signature before submission.**

Please return this form to: **EQi, PO BOX 4923, Worthing, BN99 6SF**

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## Appendix: National Identifier Instructions

Below, you will find a table that lists the countries of the European Economic Area (EEA), including a section for any non-EEA countries, and details of each country's requested National Identifier. Following the instructions and using the information provided in the table, please establish your **primary nationality** & complete the relevant **National Identifier** number in Section F. Alternatively you can refer to [www.nationalitycalculator.co.uk](http://www.nationalitycalculator.co.uk).

**You are not required to complete the National Identifier details in Section F if you are a UK National only.**

### Using the table

#### 1. Establishing your primary nationality

Referring to the table below and the **Country** column, whichever of your nationalities is listed **highest** will be your primary nationality. (Please note, the countries are ordered alphabetically according to the National ID Code). *E.g. if you are a national of the United Kingdom and Spain, as Spain is listed higher than the UK in the Country column list, your primary nationality will be Spain.*

#### 2. Identifying your National Identifier

Once you have established your **primary nationality**, you must provide us with the relevant **National Identifier** details as requested in the table, in the order of priority as indicated in each field. Please refer to the country specific instructions in the table for further guidance. *E.g. using the same example as above, if your country of primary nationality is Spain, you will need to complete your Spanish Tax Identification Number & the National ID Code (ES1) in Section F.*

#### Please note:

- If you are unable to provide a National Identifier number as requested, please complete the National ID Code(s) & **tick the box** in Section F to confirm that you are unable to provide the details.
- You only need to provide **one** National Identifier **in the order of priority** listed in each field. *E.g. if you have established that your country of primary nationality is Czech Republic, you should only provide us with your Czech Republic National Passport Number if you are unable to provide your National Identification Number in the first instance and tick to confirm you are unable to provide the first priority National Identifier.*
- \*If you have established your primary nationality as one of the following countries, **Estonia, Spain, Iceland, Italy, Malta or Poland** and you are unable to provide a National Identifier as requested, **trading rules will prevent us from accepting your instruction to trade or transfer.**

**Please contact the Customer Experience Centre if you have any questions regarding this table and/or completing the relevant details in Section F.**

Country	National Identifier	National ID Code	Country specific instructions for completing Section F
Austria	No additional data required	AT1	Leave the National Identifier & National ID Code boxes blank.
Belgium	<b>Belgian National Number (Numéro de register national – Rijksregisternummer)</b>	BE1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
Bulgaria	<b>Bulgarian Personal Number</b>	BG1	
Cyprus	<b>National Passport Number</b>	CY1	
Czech Republic	First Priority: <b>National Identification Number (Rodné číslo)</b>	CZ1	Enter the National Identifier & National ID Code details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details, or tick to confirm you do not have it.
	Second Priority: <b>National Passport Number</b>		
Germany	No additional data required	DE1	Leave the National Identifier & National ID Code boxes blank.

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Country	National Identifier	National ID Code	Country specific instructions for completing Section F
Denmark	Personal Identity Code	DK1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have it.
*Estonia	Estonian Personal Identification Code (Isikukood)	EE1	
*Spain	Tax Identification Number (Código de identificación fiscal)	ES1	
Finland	Personal Identity Code	FI1	
France	No additional data required	FR1	Leave the National Identifier & National ID Code boxes blank.
United Kingdom	UK National Insurance Number	GB1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
Greece	10 DSS Digit Investor Share	GR1	
Croatia	Personal Identification Number (OIB – Osobni identifikacijski broj)	HR1	
Hungary	No additional data required	HU1	Leave the National Identifier & National ID Code boxes blank.
Ireland	No additional data required	IR1	
*Iceland	Personal Identity Code	IS1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.
*Italy	Fiscal code (Codice Fiscale)	IT1	
Liechtenstein	First Priority: Personal code (Asmens Kodas)	LI1	Enter the National Identifier & National ID Code details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details, or tick to confirm you do not have it.
	Second Priority: National Passport Number	LI2	
Lithuania	First Priority: Personal code (Asmens Kodas)	LT1	
	Second Priority: National Passport Number	LT2	
Luxembourg	No additional data required	LU1	Leave the National Identifier & National ID Code boxes blank.
Latvia	Personal Code (Personas Kods)	LV1	Enter the requested National Identifier and National ID Code details, or tick to confirm if you do not have this.

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Country	National Identifier	National ID Code	Country specific instructions for completing Section F
*Malta	First Priority: <b>National Identification Number</b>	MT1	Enter the National Identifier & National ID Code details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details, or tick to confirm you do not have it.
	Second Priority: <b>National Passport Number</b>	MT2	
Netherlands	First Priority: <b>National Passport Number</b>	NL1	
	Second Priority: <b>National Identity Card Number</b>	NL2	
Norway	<b>11 digit Personal ID (Foedselsnummer)</b>	NO1	Enter the requested National Identifier & National ID Code details, or tick to confirm if you do not have this.
*Poland	First Priority: <b>National Identification Number (PESEL)</b>	PL1	Enter the National Identifier & National ID Code in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details, or tick to confirm you do not have it.
	Second Priority: <b>Tax Number (Number Identyfikacji podatkowej)</b>	PL2	
Portugal	First Priority: <b>Tax Number (Número de Identificação Fiscal)</b>	PT1	
	Second Priority: <b>National Passport Number</b>	PT2	
Romania	First Priority: <b>National Identification Number (Cod Numeric Personal)</b>	RO1	Enter the requested National Identifier and National ID Code details or tick to confirm if you do not have this.
	Second Priority: <b>National Passport Number</b>	RO2	
Sweden	<b>Personal Identity Number</b>	SE1	
Slovenia	<b>Personal Identification Number (EMŠO: Enotna Matična Številka Občana)</b>	SL1	
Slovakia	First Priority: <b>Personal Number (Rodné číslo)</b>	SK1	Enter the National Identifier details in the order of priority indicated. If you are unable to provide the first priority, tick to confirm this and complete the second priority details, or tick to confirm you do not have it.
	Second Priority: <b>National Passport Number</b>	SK2	
All other Countries (including Crown Dependencies such as Jersey, Guernsey, Isle of Man etc)	<b>National Passport Number</b>	XX1	Enter the requested National Identifier and National ID Code or tick to confirm you do not have it. If you are a national of more than one non-EEA country, please refer to <a href="http://www.nationalitycalculator.co.uk">www.nationalitycalculator.co.uk</a> or contact our Customer Experience Centre to assist in establishing your primary nationality.