

# Change of details



To tell us that up to two policyholders have moved to the same address please complete sections 1-5  
To tell us that one policyholder has changed their name please complete the whole form except section 5

## 1 Name

**Policyholder 1** Write your full name, including any middle names, in this box in CAPITAL LETTERS

**Policyholder 2** Write your full name, including any middle names, in this box in CAPITAL LETTERS

If you have changed your name, write your present name and complete section 6 'Change of name' on the next page.

## 2 Date of birth

**Policyholder 1**

Write your date of birth in these boxes

D  M  Y

**Policyholder 2**

Write your date of birth in these boxes

D  M  Y

## 3 Policy number

**Policyholder 1** Write your policy number in this box. If you have more than one policy, you don't need to write them all.

Which company did you start this policy with?

Royal London  Refuge  United Friendly

How do you pay for this policy? Please tick one box only.

- I pay a collector who calls at the door   
I pay by direct debit or standing order from my bank or building society   
I send you cheques or postal orders   
I no longer pay premiums

**Policyholder 2** Write your policy number in this box. If you have more than one policy, you don't need to write them all.

Which company did you start this policy with?

Royal London  Refuge  United Friendly

How do you pay for this policy? Please tick one box only.

- I pay a collector who calls at the door   
I pay by direct debit or standing order from my bank or building society   
I send you cheques or postal orders   
I no longer pay premiums

## 4 Current address

Please use CAPITAL LETTERS

Postcode

Daytime telephone number  
(in case we have any questions)

Is this telephone number: Home  Work  Mobile

## 5 Old address

If we don't already have your current address, write your old address here in CAPITAL LETTERS. This should be the last address that we've written to you at (it might not be your most recent address if you've moved more than once without telling us).

Postcode

**Policyholder 1**

You must sign in this box before we can change your address

**Policyholder 2**

You must sign in this box before we can change your address

We will only change the address for the policyholders named in section 1 above. Any other Royal London policyholders that have moved to this address should contact us separately.

## 6 Change of name

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### Please complete this section only if any policyholder has changed their name

Write your former name in full in this box in CAPITAL LETTERS

We need proof that you have changed your name. Please tick **one box only** and enclose the document(s) we ask for with this form. We can only accept **original documents** (not photocopies) and we will return them as soon as we can.

**Marriage** – Your marriage certificate.

**Civil partnership** – Your certificate of civil partnership.

**Divorce** – Your decree absolute and birth certificate.

**Deed poll** – Your deed poll, signed and stamped by a solicitor. Please call us if you bought your deed poll from an online service.

**Driving licence** – Your driving licence in your present name and birth certificate.

**Passport** – Your passport in your present name and passport in your former name.

**New birth certificate following re-registration** – Your new birth certificate.

**Adoption** – Your adoption certificate.

Tick your present title (or write it in the 'Other' box) even if it has not changed

Mr

Mrs

Miss

Ms

Other

Write your present name in these boxes in CAPITAL LETTERS

First and middle names

Surname

You must sign your present name in this box before we can change your name



## 7 Help

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If you need help with this form, please call us on 08450 502020 between 8am and 6pm Monday to Friday, except bank holidays.

## 8 Sending us this form

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Please send this form to:

Life Servicing Department, Royal London, Royal London House, Alderley Road, WILMSLOW, SK9 1PF.

### Royal London Group

Royal London House, Alderley Road, Wilmslow, Cheshire, SK9 1PF, United Kingdom

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