



Scheme name:

Scheme number:

Employer name:

GROUP PERSONAL PENSION PLAN

Change instruction form

If your personal details, and the declarations we've made on your behalf, are correct you don't need to do anything. Just keep this information safe for future reference. Please only use this form to tell us if you'd like us to correct any of your personal details shown on the enclosed **Personal details and declaration confirmation statement** or to let us know why you don't have a national insurance number. You must also tell us if you don't agree with any of the declarations we have made on your behalf in that statement. Alternatively, you can provide us with details of any changes to your personal details online at www.royallondon.com/AEchangedetails

It's important that you let us know within 30 days of the date of the letter sent to you that includes this change instruction form and the personal details and declaration confirmation statement. If you do need to make any changes, we'll send you a replacement personal details and declaration confirmation statement which reflects your changes.

Change of personal details

	Your personal details:	Your correct personal details (if not shown opposite):
Title	<input type="text"/>	<input type="text"/>
First name(s) *	<input type="text"/>	<input type="text"/>
Last name*	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>
National Insurance number	<input type="text"/>	<input type="text"/>
Permanent residential address	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>

*Royal London will require to see satisfactory documentary evidence if you've changed your name. For example, if you have recently got married, this may be your original marriage certificate. Or if you've changed your name, this may be your original birth certificate. Please send this to us, together with this **change instruction form** using the reply-paid envelope provided. Once we've verified this change, we'll return any original documents back to you at your current permanent address by recorded delivery.

If you don't agree with any of the declarations we have made on your behalf in the declaration confirmation statement, please tell us why on page 2 of this change instruction form.

Declaration confirmation statement

I don't agree with one or more of the declarations Royal London has made on my behalf in the **declaration confirmation statement** because (please tick the relevant box(es)):

My personal details aren't correct/have changed. I've filled in my correct details on this form.

Other, please provide details below:

Please complete and return this form using the reply-paid envelope provided to:

Customer Service Team
Royal London
PO Box 413
Wilmslow
SK9 0EN

Your personal information will be used to administer your plan.

To understand the detail of how we use your information, visit royallondon.com/privacynotice or call us on **0800 085 8352**.



Royal London
1 Thistle Street, Edinburgh EH2 1DG
royallondon.com

We're happy to provide your documents in a different format, such as Braille, large print or audio, just ask us when you get in touch.
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