

# Change of personal details form



for members of the Experian Retirement Savings Plan

This form should be used if you want to update your personal details.

Save time by doing this online. Simply log in to your online account at [www.experian.co.uk/retirementplan](http://www.experian.co.uk/retirementplan)

## Part

1

## Personal details

Please complete the following in BLOCK CAPITALS, using blue or black ink.

Title: Mr/Mrs/Miss/Ms/Other\* \_\_\_\_\_ Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Date of birth

D	D	M	M	Y	Y
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Employee number

NI Number

\*Delete whichever do not apply

Please remember to complete all parts of this form, including the declaration in part 4.

Part

2

## Change of details

Please enter your new details below:

New address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Previous address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Current Full Name \_\_\_\_\_

Previous Full Name \_\_\_\_\_

Part

3

## Certificates

Enclosed are the following certificates (original certificates only):

Please tick as appropriate

**My marriage certificate - only send if your marital status or name has changed**

**My change of name deed**

**My birth certificate**

We will return documents using recorded delivery.

Please note that no certificates are required if you choose to update your details online.  
Visit [www.experian.co.uk/retirementplan](http://www.experian.co.uk/retirementplan) for more information.

## Declaration (to be completed in all cases)

For the purposes of the Data Protection Act 1998 I consent to the information contained in this form being processed by or on behalf of the Trustee of the Plan.

**Form completed by (CAPITALS)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date**

Visit [www.experian.co.uk/retirementplan](http://www.experian.co.uk/retirementplan) for more information on BNCs, AVCs, SMART Pensions and investment options.

Please return your completed form to:

Experian Pensions Team  
Capita Employee Benefits  
Hartshead House  
2 Cutlers Gate  
Sheffield  
S4 7TL

**Data Protection Act 1998 - We will keep an electronic copy of this form and any documents sent with it and use the information to process the member's pension benefits.**

