

Akzo Nobel (CPS) Pension Scheme

Change of personal details form

If you are a deferred or pensioner member of the Akzo Nobel (CPS) Pension Scheme and would like to inform us of a change to your personal details, please complete and return this form to:

Akzo Nobel (CPS) Pension Scheme, PO Box 545, Redhill, Surrey RH1 1YX

This form is intended for the use of **deferred and pensioner members only**. If you are still an active member of the Akzo Nobel (CPS) Pension Scheme, please contact HR shared services.

INSTRUCTIONS

Please use this form to update us on one or more of the below:

- Change of address (**Section 1**)
- Change of marital status (**Section 2**)
- Change of payment information (**Section 3**)

Please only complete the section relevant to the change that you would like us to make. Please leave all other sections blank.

Once the administration team have received your request, we aim to update your details within 10 working days. If the administration team do not receive your new details before the payroll cut-off date (usually 12 working days before pay day), this change may be delayed until after the monthly payroll has been completed.

YOUR DETAILS

To allow us to access your records, please complete the following details.

Title:

Full name:

Reference number:

National Insurance number:

Date of birth:

Continues overleaf

SECTION 1 – Change of address

Please only complete this section if you wish to tell us about a change of address.

Please fill in the following with your **new** address details.

House name/number:

Address line 2:

Address line 3:

Town:

Post code:

If you have not changed your address please leave this section blank.

SECTION 2 – Change of marital status

Please only complete this section if you wish to tell us about a change of marital status.

You are also required to submit supporting documents, so please fill in the following section and send this completed form together with your original marriage/civil partnership certificate or your divorce certificate to the administration team at the address from page 1. Your documents will be returned to you so please confirm the correct address below.

Event (please circle one): marriage/civil partnership /divorce

Title of civil partner/spouse:

Full name of civil partner/spouse:

Date of event:

Documents supplied (please list the documents you have supplied):

Return address (please supply a return address for your original documents):

If you have not changed your marital status please leave this section blank.

SECTION 3 – Change of payment information

Please only complete this section if you wish to tell us about a change of payment information.

Please fill in the following with your **new** payment details.

Bank or Building society name:

Account name (this should be an account in your name):

Sort code:

Bank/Building Society account number:

Building Society roll number (if applicable):

If you wish to change your payment information to a non-UK account, please contact the administration team at cps.pacontact@towerswatson.com or on **0113 394 9305**.

If you have not changed your payment information please leave this section blank.

YOUR STATEMENT

I confirm that the details supplied on this form are correct and I authorise for the requested changes be made to my records.

Print name:

Signed:

Date: