

# Need to update your business address or contact details?

You should use this form if:

- You are not a Full Access User for Online for Business
- You only use Commercial Banking Online.

The quickest way to update your business address or contact details is in Online for Business.

FREF 115272

**If you're not already registered for online banking you can register here.**



[Register for online banking](#)

**If you are registered for online banking**

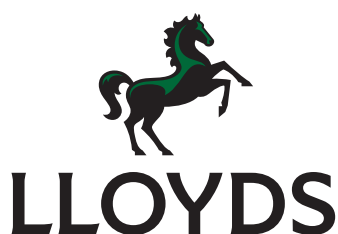
- any Full Access User can do this for your business
- you'll need your mobile phone or card reader to approve the change.

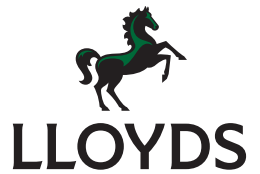


[Log in to make changes online](#)

**Online you can:**

- View and update your business and personal addresses
- View and update your business contact numbers
- View and update your business email address.





# Change a business address and/or contact details

## For Commercial Clients

**Before you begin:** It's best to save this form to your computer and open it using Adobe Acrobat Reader. Doing this will allow you to fill in the PDF and upload signatures. You can get the latest version of Adobe Acrobat Reader by visiting <https://get.adobe.com/reader/>

### Guidance notes

- This form is enabled for completion through an online PDF which will help us to give you the fastest service, although it is still possible to print it if required. You can save the form at any time using the toolbar at the top of the screen.
- Fields marked with an \* are mandatory and must be completed in order to complete your application.
- Following completion of all the fields, an image of your signature can be uploaded to the form in the signatories section. This removes any need to print the form.
- Once the form is completed and signed, options are available to return the form via email (you can find contact details at the bottom of the form).

### 1 About you

Please write clearly in the white spaces with capital letters or cross the boxes.

Please provide details of your **main** business account:

Full name of business \*

Branch sort code \*

Account number \*

### 2 Business contact changes

Would you like to update your primary business contact, telephone number or email address? \*

Yes

No

If **yes** please complete Section 2.1.

If **no** please go to Section 3.

#### 2.1 New contact details (if applicable)

**Please note:**

The primary business contact must be a **full power** signatory on the account.

Title Mr Mrs Miss Ms Other (please specify)

Your first name(s)

Your last name

New primary business contact telephone number (this **must** include UK area dialling code if it's a landline or the area code, if overseas)

New primary business email address

Let us know if and how you'd like to hear about products, industry news and events that are relevant to your business. If you change your mind, you can update these choices at any time.

Would you like to receive Marketing by phone?

Yes

No

Would you like to receive Marketing by email?

Yes

No





## 6 Personal address changes

Does your personal address also need to change? \*  
(Please tell us if your personal address has changed  
regardless of whether you have a personal account with us)

Yes  No

If **yes** please complete Sections 6.1 and 6.2.  
If **no** please go to Section 7.

### 6.1 About you (if applicable)

Title Mr  Mrs  Miss  Ms  Other (please specify)  Your date of birth (DD MM YYYY)

Your first name(s)

Your last name

### 6.2 New residential address and contact details (if applicable)

New residential address details (include house name if applicable)

Post code or Zip Code

New personal home telephone number  
(this **must** include UK area dialling code or area code, if overseas)

New personal mobile number (including area code, if overseas)

What is your **new** residential status?

Owner – no mortgage  Owner – with mortgage  Local authority tenant  Private tenant  Living with parents

Other (please specify)

New personal email address

## 7 Your authorisation (for changes to your business details)

### 7.1 Approver declaration

Please read the guidance note carefully before you sign this printable form, in order to help us complete your request quickly. If you are unsure who can sign this form, please contact your Relationship Team. Alternatively please call our friendly advisors on **0345 601 5585**. We're open Monday to Friday, 6am-8pm or Saturday, 9am-2pm (except UK bank holidays).

#### Who should sign?

This form must be signed by Full Power signatories named on your mandate. The number of signatories who need to sign is set out on your mandate signing instructions. You can also find your signatories and approvers in the Admin section of **Online for Business**.

By signing you confirm that information given in this form is accurate.

### 7.2 Approvers signatures

There are **two** ways to add signatures to the form:

1. Upload an image of your signature
2. Print and sign with a pen.

#### To upload an image:

Save the form to your device

Open the form in **Adobe Acrobat Reader**

Select the signature field to upload your image.

We strongly recommend you send the form to any other approvers and/or people who've been added to sign first.

Once you're satisfied, please sign and return the form to us (see details below).

First authoriser's name \*

First authoriser's signature \*

Second authoriser's name (if required)

Second authoriser's signature (if required)

Third authoriser's name (if required)

Third authoriser's signature (if required)

Fourth authoriser's name (if required)

Fourth authoriser's signature (if required)

Date this change is effective from  
(DD MM YYYY) \*

## Returning this form



**Important:** If you cannot submit your request online, please email this form. Branches are unable to process these requests.

Once completed save this form, click the button below and attach the file to submit your request via email:

[CommercialClientServicingSME@lloydsbanking.com](mailto:CommercialClientServicingSME@lloydsbanking.com)

If you have completed a paper copy of this form, you can photograph the completed pages and attach them to an email via the QR code



To return this form by post, send the completed form to:

**Commercial Servicing, Edinburgh, EH11 4DT**

## Please contact us if you would like this information in an alternative format such as Braille, large print or audio.