

# Change of Personal Details form

TO BE COMPLETED BY THE MEMBER

Please return forms to: Unilever UK Pension Fund, PO Box 420, Darlington DL1 9WU

## Personal details

Full name:	
Title:	
Date of birth:	
National Insurance number:	

## Change of Address (Leave blank if unchanged)

Previous Home address:	
My contact details are/will be:	
Home address:	
Postcode:	
Date of change	

## Change of Telephone Number (Leave blank if unchanged)

Previous Telephone number:	
Current Telephone number:	

## Change of Email Address (Leave blank if unchanged)

Previous Email Address:

Current Email Address:

## Email Correspondence Declaration

**IMPORTANT:** Please read the following declarations carefully and confirm your acceptance to receive correspondence by email by completing the form:

- I authorise Capita, as data processor for the Fund, to act upon correspondence received and to send correspondence to me via email to the email address stated above.
- I am aware that email is not a secure method of communication and I accept responsibility for this risk.
- I understand that if I send correspondence via an email address other than that stated above, Capita, as data processor for the Fund, will be unable to act and I will be required to complete a further verification form.
- I am aware that correspondence sent by Capita on behalf of the Fund may be encrypted. This may require me to register for an online portal which requires me to create a password which I will use to open future correspondence.
- I will notify the Fund if I have any reason to believe that the security of my email address has in any way been compromised or if I cease to use this email address.
- I understand that any personal information provided by me will be processed by Capita for purposes associated with Unilever UK Pension Fund and will be used in accordance with its policies and the Trust Deed and Rules and the applicable data protection legislation.
- I confirm that I am able to access the information sent by email, including storing and printing the information if appropriate.
- I understand that I have a right to opt out of receiving communications electronically and should I wish to do so that I should contact the Fund in writing.

**I hereby confirm that I have read the above declarations and wish to continue to receive correspondence by email:**

## Signature and Date

Signature:

Name (printed):

Date:

## Change of Name/Marital Status (Leave blank if unchanged)

My name/marital status has changed and is now as shown:

Previous name:

New name:

New marital status is:

Married

Civil Partnership

Divorced

Certificate(s) enclosed:

Marriage/Civil Partnership Certificate

Spouse's/Civil Partner's Birth Certificate

Decree Absolute/Final Divorce Order/Final Dissolution

Spouse's/Civil Partner's Death Certificate

Deed Poll

**Please enclose the original certificate(s)/deed.**

Original documents will be returned via recorded delivery, or via international tracked and signed postage if the return address is overseas.

## Overseas residents (Leave blank if UK resident or if you hold a UK National Insurance number)

The below information is only necessary if you **do not** hold a UK National Insurance number:

Passport/ID Card Number:  
(if applicable)\*

Passport/ID Card Expiration  
Date: (if applicable)\*

### \* Please also supply a copy of the relevant document

If you do not have either of the above forms of identity documents, please provide an equivalent form of identification.

If you do not have a UK National Insurance number and continue to reside overseas, by law, we will be required to collect this information again once your passport or identification card expires, if you still hold benefits in the Fund. We will contact you again at the relevant time to request a copy of your latest passport or identification card.

## Any Other Changes

Other Changes:

Please print this form, sign it and return it to the Unilever Pensions Team at the address on page 1, or send a clear scan/photograph of the signed form from the email address held on your pension record.

## Declaration

Signature:

Name (printed):

Date:

The information provided will be processed by Capita for purposes only associated with Unilever UK Pension Fund and will be used in accordance with its policies and the Trust Deed & Rules and the applicable data protection legislation.