INSTRUCTION FOR CHANGE OF PERSONAL DETAILS

HANSARD

Prior to completing this form please read the Important Notes section on page 2 for guidance.

First contract holder[1]

Second contract holder[1]

Contract number(s)

Please accept this instruction to make the following changes to the personal details on the above contract.

Note: if the contract holder(s) detailed above holds more than one contract, the details will be changed on all related contracts unless indicated otherwise.

First contract holder

Residential address including country and postcode[1] (see Important Note 7)

	Tax residency countries[1] (see Important Note 7)	Tax identification numbers[2] (UK Residents: please input your National Insurance Number as your tax identification number)
Tax details 1		
Tax details 2		
Tax details 3		

I am a tax resident in the jurisdictions stated above and no other[1] Yes ☐ No ☐

Are you a US citizen or resident alien with an obligation to file any tax returns (income, estate, gift or the like) to the US Internal Revenue Service ("IRS")?[1] Yes ☐ No ☐

Telephone numbers

	Country code	Area code	Phone number
Home			
Business			
Mobile/Cell			
Secondary mobile/cell			

Email address (see Important Note 6)

Secondary email address (see Important Note 6)

Second contract holder

Residential address including country and postcode[1] (see Important Note 7)

[1] These fields are mandatory. [2] These fields are mandatory for UK and US residents.

	Tax residency countries[1] (see Important Note 7)	Tax identification numbers[2] (UK Residents: please input your National Insurance Number as your tax identification number)
Tax details 1		
Tax details 2		
Tax details 3		

I am a tax resident in the jurisdictions stated above and no other[1] Yes ☐ No ☐

Are you a US citizen or resident alien with an obligation to file any tax returns (Income, estate, gift or the like) to the US Internal Revenue Service ("IRS")?[1] Yes ☐ No ☐

Telephone numbers

	Country code	Area code	Phone number
Home			
Business			
Mobile/Cell			
Secondary mobile/cell			

Email address (see Important Note 6)

Secondary email address (see Important Note 6)

Important Notes

1. Please be aware that if you have registered to our Online Account facility, any change in your email address will be updated, and your access will require your new email address.
2. If the signatures supplied do not match our records we will be unable to carry out your instructions. You will be asked to supply suitably certified identification and/or a specimen signature form, together with a new instruction.
3. We will act upon faxed instructions, it is not necessary to send the original form.
4. A signature from each contract holder is required. Where the contract is held in trust or by a company, all trustees or authorised signatories should sign (continue on a separate sheet if required).
5. The country stated in your residential address will be used as your country of residence. It is important that this information is recorded correctly as it may affect your tax position.
6. If you request the Company to communicate with you by email, you agree that this is entirely at your own risk and this will be taken as confirmation that you understand that email communication is not secure and may be intercepted by unauthorised third parties. In such circumstances, you will be taken as agreeing that the Company shall not be held responsible in any way should emails be intercepted by unauthorised third parties who gain access to your personal data.
7. Different countries have their own tax rules and laws. It is possible to be resident in more than one country at the same time, therefore you may be tax resident in more than one country (this includes a US Citizen even if resident in another jurisdiction). Please disclose all residencies. If you are unsure of your obligations for tax residency you should seek independent advice from an Independent Tax Advisor.
8. Personal Information - Any personal information that you have provided on this form will be processed for the intended purpose. We may also use this information for any other purpose specified in the Hansard International Privacy Policy (HO2410O) which is available to view on our website; hansard.com. If you have any questions about the usage of your personal information, please contact our Data Protection Officer by emailing data.protection@hansard.com, or Hansard directly, using the details at the end of this form.

First contract holder/trustee signature[1] Date D D M M Y Y Y Y

Second contract holder/ trustee signature[1] Date D D M M Y Y Y Y

[1] These fields are mandatory.

[2] These fields are mandatory for UK and US residents.

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