



# Bank of St. Helena Ltd.

[www.sainthelenabank.com](http://www.sainthelenabank.com)

## Customer Details

Customers are required to complete this form when requiring changes to their details held by the Bank. Where this change is to be implemented across all accounts held by the customer please ensure that account numbers and names for these accounts are completed in section 2 below.

### 1 Client Information

Account Name	
Primary Account Number	
Date of Birth	

### 2 Accounts Held

By completing this section, the Bank will implement the change across all account listed.

Account Name	Account Number	Account Type (Individual/Joint/Business/Organisation/Charity)

### 3 Change(s) Required

#### 3.1 Change of Name

a. Current Name on Account	
b. Required Name Change	
c. Supporting documentation provided as proof of name change ( <i>tick the type of documentation provided</i> )	
i. Government Gazette publishing name change	<input type="checkbox"/>
ii. Proof of Identity (passport)/Marriage Certification	<input type="checkbox"/>
d. Do you have any cheque books held in your name?	<input type="checkbox"/>

#### 3.2. Packages held in Name

Please specify if any of the accounts detailed in Section 2 have an account package.

Account Number	Package	Package Features included			
		Local Debit Card	<input type="checkbox"/>	Online Banking	<input type="checkbox"/>
		Local Debit Card	<input type="checkbox"/>	Online Banking	<input type="checkbox"/>
		Local Debit Card	<input type="checkbox"/>	Online Banking	<input type="checkbox"/>
		Local Debit Card	<input type="checkbox"/>	Online Banking	<input type="checkbox"/>
		Local Debit Card	<input type="checkbox"/>	Online Banking	<input type="checkbox"/>

3.2 Change of Address	
a. Current Address on account	
b. Required Address change	
c. Supporting Documentation may be required as proof of the new Address ( <i>tick the type of documentation provided</i> )	
i. Utility Bill	<input type="checkbox"/>
ii. Tax Bill	<input type="checkbox"/>
iii. Other ( <i>Please Specify</i> ):	

3.3 Change of Contact Details		
a. Current details on Account	Telephone:	
	Fax:	
	Email:	
b. Required change of details	Telephone:	
	Fax:	
	Email:	

Authorised Signature(s):	Signature 1	
	Signature 2 (if required)	
Date:		