



ReAssure

Change of Personal Details Request Form

We need this information to update our records and administer this policy. You can find out more about how we use personal information by viewing our full privacy notice on our website.

Please complete the form using BLOCK CAPITALS.

Part A: To be completed for ALL changes

If you're telling us about a name change, please tell us the current names we have for you.

Policy numbers

Title
Mr/Mrs/Miss/Ms/Dr/Other

Forename

Surname

Daytime phone no.

Email address

Date of birth

D	D	-	M	M	-	Y	Y
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National Insurance number

		-			-			-			-	
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For pension customers only

Part B: To be completed if you've changed your address

Old address
(including postcode)

New address
(including postcode)

Date of change

D	D	-	M	M	-	Y	Y
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Your new address is
(please circle)

Permanent / temporary / for correspondence only

If you have a joint life policy, please tell us the other joint policyholder's name.

Forename

Surname

If you've moved overseas, please see our [Customer Identification Guide](#) for any documents that are needed.

If you have a P O Box address, we'll also require confirmation of our residential address to prevent any payment delays.

ReAssure, PO Box 2820, Romford, Essex, RM7 1GJ

Tel: 0800 197 5616 Fax: 0845 300 1343 Email: info@reassure.co.uk www.reassure.co.uk
Registered in England no. 754167. Registered Office: Windsor House, Telford Centre, Telford, Shropshire TF3 4NB. Member of the ABI.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority



ReAssure

Part C: To be completed if you've changed your name

Date of change

D	D	-	M	M	-	Y	Y
---	---	---	---	---	---	---	---

New title
Mr/Mrs/Miss/Ms/Dr/Other

New forename

New surname

Old signature

New signature

Confirmation of these changes are required:

If you've changed your name through marriage, please send us your **original** Marriage Certificate.

If you've changed your name through deed poll, please send us your **original** Change of Name Deed.

If you're reverting back to your maiden name, please send us your **original** Birth Certificate and your Final Order (formerly known as 'Decree Absolute' in divorce cases). We can accept an original or certified copy of your Final Order.

For details on who can certify copies and what information they need to provide, please see our [Customer Identification Guide](#).

Part D: To be completed if you've changed your gender

New gender
Male/Female

New title
Mr/Mrs/Miss/Ms/Dr/Other

Confirmation of this change is required:

Please send us your **original** Gender Recognition Certificate. We cannot accept copies.

Part E: Your signature (to be completed for ALL changes)

I/We confirm the information provided by me/us is both true and accurate.

Signed (Policyholder)

Date

D	D	-	M	M	-	Y	Y
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If you have a joint policy and you've changed your address, the other policyholder will also need to sign below.

Signed
(if joint policy)

Date

D	D	-	M	M	-	Y	Y
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Please send your completed form with the documents required to:

ReAssure Ltd, PO Box 2820, Romford, Essex, RM7 1GJ

Your documents will be returned to you by recorded delivery.

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