
Changes to your Personal Details Form

IMPORTANT INFORMATION

Overseas Trust and Pension (OTAP) is the brand name of Overseas Trust and Pension Ltd, Overseas Pensions and Benefits Ltd and Overseas Pensions Administration Ltd, (the Companies). They are licensed by the Guernsey Financial Services Commission under the regulation of Fiduciaries, Administration Businesses and company Directors, etc (Bailiwick of Guernsey) Law, 2020. Overseas Trust and Pension Ltd and Overseas Pensions and Benefits Ltd are registered in Guernsey numbers: 55506 and 39935 respectively. Their registered office is Lefebvre Court, Third Floor, Block B, Lefebvre Street, St Peter Port, Guernsey, GY1 2JP. Overseas Pensions Administration Ltd is registered in Alderney number: 1427 and its registered office is Millennium House, Ollivier Street, St Anne, Alderney, GY9 3TD

Overseas Trust and Pension Limited is an authorised financial services provider in terms of the South African Financial Advisory and Intermediary Services Act ("FAIS") and is regulated by the Financial Sector Conduct Authority ("FSCA") of South Africa. FSP number 47261.

The Companies do not offer financial, investment or tax advice, any information provided should not be considered as such. The Companies accept no legal liability for losses, damages or expenses which you may incur or suffer directly or indirectly by using this information.

We endeavour to make sure the information is accurate and up-to-date however, no warranty is given as to the accuracy or completeness of any information and no liability is accepted for any errors or omissions in such information.

We strongly recommend that clients take regulated financial and investment advice relevant to their individual circumstances. It is the responsibility of clients and their advisers to review the advice and investments at least annually. The product terms, risks and charges (including: initial, annual and exit) should be considered, understood and agreed with your Financial/Investment Adviser.

Past performance is not a reliable indicator of future results. Investment values and the income from them can go down as well as up and may be affected by changes in rates of exchange. An investor may not receive back the amount initially invested.

Data Privacy Statement: Please refer to our Data Privacy Policy published on the Overseas Trust and Pension website: www.trustandpension.com/legal-and-regulatory



Personal Details

Title	First Name
Middle Names	
Surname	
Plan Name	Plan Reference Number

Changes to your details and returning this Form

Using the list below, please tick the boxes to show which of your details require updating:

- Surname - Please complete Section 1
- Home Telephone Number - Please complete the Home Telephone Number area in Section 2
- Mobile Number - Please complete the Mobile Number area in Section 2
- Office Number - Please complete the Office Number area in Section 2
- Email Address - Please complete Section 3
- Residential Address - Please complete Section 4
- Correspondence Address - Please complete Section 5
- Passport Details - Please complete Section 6
- Tax Residency - Please complete Section 7
- Employment Information - Please complete Section 8

After completing the relevant sections, please sign and date the Declaration on page 6 and return it to enquiries@trustandpension.com. Before we update our system, we will be contacting you to verify any changes to your details.

Section 1 - Changes to your Surname

New Surname _____

Please provide us with the relevant supporting documentation, e.g., a suitably certified copy of your marriage certificate if your surname has changed due to marriage.



Section 2 - Changes to your Telephone Number/s

For verification purposes, please provide both your previous Telephone Number and your new Telephone Number below:

Previous Home Telephone Number

New Home Telephone Number

Previous Mobile Number

New Mobile Number

Previous Office Number

New Office Number

In order to protect your account, please note a verification call (video or telephone) will be conducted to confirm these details and we will contact you in this regard.

Section 3 - Changes to your Email Address

For verification purposes, please provide both your previous Email Address and your new Email Address below:

Previous Email Address

New Email Address

In order to protect your account, please note a verification call (video or telephone) will be conducted to confirm these details and we will contact you in this regard.

Section 4 - Changes to your Residential Address

For verification purposes, please provide both your previous Address and your new Address below:

Previous Residential Address

Building Name

Building Number

Sub Building Number / Name

Street

Sub Street

City / Town

State / District

Region

Post Code

Country

New Residential Address

Building Name

Building Number

Sub Building Number / Name

Street

Sub Street

City / Town

State / District

Region

Post Code

Country

Please provide us with a suitably **certified copy** of your new Residential Address that is not older than six months, e.g., utility bill. Alternatively, you can provide us with an uncertified copy and we will arrange to certify this directly with you via our video verification process. For guidance on suitable certification, please read our [Document Certification Aid](#).



Section 5 - Changes to your Correspondence Address

Please complete the below if your correspondence address is different from your residential address. For verification purposes, please provide both your previous Address and your new Address below:

Previous Correspondence Address

Building Name	Building Number
Sub Building Number / Name	Street
Sub Street	City / Town
State / District	Region
Post Code	Country

New Correspondence Address

Building Name	Building Number
Sub Building Number / Name	Street
Sub Street	City / Town
State / District	Region
Post Code	Country

Section 6 - Changes to your Passport

New Passport Number _____

Please provide us with a suitably **certified copy** of the identification pages of your new passport. Alternatively, you can provide us with an uncertified copy and we will arrange to certify this directly with you via our video verification process. For guidance on suitable certification, please read our [Document Certification Aid](#).

Section 7 - Changes to your Jurisdiction of Tax Residence

Are you a US Citizen? Yes No If yes, please provide your Tax Identification Number: _____

Please confirm if you are a UK resident Yes No If yes, please provide your Tax Identification Number: _____

Jurisdiction (s) of tax residence if not US/UK	Tax Identification Number/Social Security Number/National Insurance Number
_____	_____
_____	_____

If you are not a resident in any jurisdiction for tax purposes, please tick here

If you have ticked the box above, please provide an explanation:

If you have renounced any nationality, please provide details below and provide a certified copy of any certificates of loss of nationality.

Nationality/Country: _____ Date renunciation confirmed: _____

Do you have dual citizenship? Yes No If yes, please state the country _____

Section 8 - Changes to your Employment

Employed

Retired

Unemployed

If retired or unemployed, please state your last employment details in the section below.

Occupation (e.g. engineer, banker, etc)

Date of commencement of occupation (dd mm yy)

Name of Business

Business Address

Post Code

Country

Nature of Business

Position Held

What share, if any, do you own of this business?

Please indicate your average annual income £ / € / US\$ (delete as applicable)

Declaration

- a. I declare that all information provided by myself in this form is to the best of my knowledge and belief, accurate and complete.
- b. I undertake to advise OTAP promptly of any circumstances which causes the information contained herein to become incorrect or incomplete and to provide OTAP with an updated declaration within 30 days of such a change in circumstances.
- c. I consent to my personal data being used by OTAP for the provision of services in connection with the selected Plan and that such data will be shared within the group companies of OTAP including its staff and operations in South Africa and Guernsey.

Signature of Member

Print Name

Date (dd mm yy)

