

# Change of Contact Details Form

For use by Monument International Fund Managers (IOM) Limited account holders only

Please read these notes carefully before completing this form.

- This form is to be used when updating any of your contact information.
- To update your email address, telephone number or mobile number, we only require the form to be completed, signed and returned to us at **mifm@monument.im**
- To update your postal address or name, there will be additional requirements - please see below.
- If using ink to complete the form, please print clearly and use **dd/mm/yyyy** for any dates.
- In the Tax Reference number section of the form if you're a UK tax resident, please use your NI number.
- Remember to include the international dialing code in the phone numbers.
- Please make sure that all account holders or legal representatives sign this form.
- Monument International reserve the right to request further information and documentation if necessary.

**Change of address additional requirements**

- Proof of Address document to confirm your new address, such as a bank statement or utility bill.

**Change of name additional requirements**

- Original or certified copy of the legal document showing the change of name (such as a Marriage Certificate).
- One Proof of Identity document confirming the new name of the relevant individual.

Please refer to our AML Guidelines [www.monument.im/mifm](http://www.monument.im/mifm) for full details of which documents are acceptable.

Account number(s)		
Account holder details	<b>Account holder 1</b>	<b>Account holder 2</b>
Title (such as Mr, Mrs or Dr.)		
First name(s)		
Last name(s)		
Former names		
Date of birth		
Place of birth		
Nationality		
Second nationality (if applicable)		
Residential address		

Correspondence address, if different to your residential address		
Jurisdiction(s) of tax residence		
Tax reference number(s)		
Telephone number		
Mobile number		
Email		

### Declaration and data protection

All Account holders or any appointed legal representatives must read and sign below to confirm that:

- The information provided in this form is to the best of knowledge and belief, accurate and complete.
- Monument International ("The Company") has been given the necessary authority to contact the certifiers(s) of any documents directly if it is necessary to seek clarification regarding any part of the certification.
- The Company will communicate as appropriate using the contact details that have been supplied. Where more than one form of contact details have been provided, the most appropriate method of communication will be used depending on the urgency and sensitivity of the information as determined by the Company.
- Personal data will be collected and used as set out in the Company's Privacy Notice, which can be found at [www.monument.im/mifm](http://www.monument.im/mifm)

Date

Date