

Change of Address Form

This form is for notifying us of your new address details if one of the addresses we hold for you is changing.

- To let us know about two new addresses, please fill in two separate forms.
- To update any business contact details other than address (e.g. salutation), please contact our Business Telephone Banking team on 03457 60 60 60¹.

You can also change your address on our HSBC UK mobile banking app 'HSBC Business UK' and Business Internet Banking - for UK addresses, or by contacting our Business Telephone Banking team.

Information you'll need to complete this form

- The type of address that's changing e.g. registered, trading and/or correspondence.
- Full details of your new address.
- When the change should take effect.

Please note, we may contact you for verification purposes once we've received your signed and completed form.

To authorise the change, complete all of the details below, then print, sign (in accordance with your bank mandate) and return the form via freepost to:

Freepost HSBC forms

If you're outside the UK, please send to:

HSBC
Abbey View
Penfold Drive
Wymondham
Norfolk
NR18 0WZ

Information you provide to us

We'll use any information you provide to us as set out in our Privacy Notice. You can find this at business.hsbc.uk/legal or you can ask for a copy in branch.

About your business

Name of business

Sort code - -

Account number

¹ We're open Monday to Friday, 8:00am to 8:00pm and Saturday, 8:00am to 2:00pm (subject to change over certain periods). Our up-to-date opening hours can be found at business.hsbc.uk/contact-us. If you're calling from outside the UK, please dial +44 1226 260 878. To help us improve our service, and in the interest of security, we may monitor and record your conversation. If you need a Text Relay service, you can download the 'Relay UK' app and call our number from within it.

Change your address

Please select which type of address or addresses you'd like to change. You can select multiple options.

All

Your registered business address

Your trading address

Your correspondence address

New address effective date

D	D	M	M	Y	Y	Y	Y
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Select address type

UK and Isle of Man

British Forces Post Office

Overseas

Channel Islands

New address

Premises

Building

Street

District

Town or City

Postcode

Authorisation

Please sign below, in accordance with your bank mandate, to authorise the change of address.

As soon as we've received this signed form and verified the signature, your change of address will take effect.

Signed on behalf of the business referred to above.

Signature

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Name

Date

D	D	M	M	Y	Y	Y	Y
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Name

Position

Position

Accessibility

If you need any of this information in a different format, please let us know. **This includes large print, braille, or audio.** You can speak with us using the live chat service on our website, by visiting one of our branches, or by giving us a call.

There are also lots of other options available to help you communicate with us. Some of these are provided by third parties who are responsible for the service. These include a Text Relay Service and a British Sign Language (BSL) Video Relay Service, to find out more please get in touch. You can also visit: business.hsbc.co.uk/accessibility or: business.hsbc.co.uk/contact-us.

business.hsbc.uk

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