Change of information

Please use this form to tell us if any of your details have changed or if any of the information we hold about you is incorrect.

This will help us keep your ITV DC Plan record up to date and ensure we have the right details to get in touch with you if we need to.



Completing this form

• Please complete only the sections that apply in **BLOCK CAPITALS** using **black ink**.

If your name has changed	Complete 1 5 6
If your status has changed	Complete 2 5 6
If your address has changed	Complete 3 5 6
If other personal details are incorrect	Complete 4 5 6

● Apart from changes of address, we'll need proof of changes to your details. There is a 'documents checklist' for each section, where we have provided details of the document(s) that you can provide as evidence. Please tick (✓) the relevant box to tell us which document(s) you have included as proof of any changes.

Please insert the address you would like your documents returned to below.



• If you have any queries or need help completing this form, please call ITV Pensions on 01772 884488.

If your name has changed

If your name has changed, please complete both your previous and new name.

PREVIOUS					
Title:					
Surname:					
First name	(s):				

NEW				
Title:				
Surname:				
First name(s):				
Please enclose <i>one</i> of the following showing your new name:				
Marriage certificate				
Passport and birth certificate				
Change of name deed				

If your status has changed, please tick the appropriate box below.	Please enclose <i>one</i> of the following documer showing your new status:
I have married/remarried	Marriage certificate
I have got divorced	Divorce decree absolute
I have entered into a civil partnership	Civil partnership certificate
If your address has changed	
If your address has changed, please complete <i>both</i> your p PREVIOUS	revious and new address. NEW
Home address:	Home address:
Post code:	Post code:
	Effective date of new address:
	D D MM I I I I I
If other personal details are in	couvect
If other personal details are in	correct
NII number	Please enclose <i>one</i> of the following documer
NI number:	NHS card
	Information from HMRC
	Please enclose <i>one</i> of the following documer
	r tease erretese erre er tile retterring es carrier
Date of birth:	Birth certificate

Please complete both sections below.

Contact details		
In case we have any queries about the information you have provided, plea If we need to contact you quickly, we may email or call you. If we do, we'll we know it's you – you can also call us back so you know it's us. Title:	•	
Surname:		
First name(s):		
Daytime phone number:		
Email address:		
NI number:		
Date of birth:		
Your agreement		
I understand the Trustees of the ITV DC Plan hold personal data which I've provided administer my benefits under the DC Plan. The Trustees, who are data controllers to required to look after my personal data in line with legal requirements. This means deciding what personal information needs to be processed and the way in which the my personal data, the Trustees may need to pass personal information about me, beneficiaries to the DC Plans' administrators, auditors, legal advisers, insurers or ot	for data protection purposes, are s the Trustees are responsible for he information is processed. In proces my dependants and other members ther occupational pension schemes ar	
their advisers with a view to securing benefits or making or receiving a transfer of land such third parties as may be necessary for the purpose of administering DC Pla I confirm that the details provided on this form are correct and that the documents Where to find out more: Full details of the personal data the Trustees hold, how to share it with are set out in the Trustees' privacy notice. The privacy notice also sets held about you by the Trustees and who to contact if you want to exercise those riany questions. The privacy notice is updated from time to time in accordance with legislation and DC Plan practice. You can see the current version of the privacy not you'd prefer to receive a hard copy of the privacy notice, please call ITV Pensions of enquiries@itv-pensions.com.	an. s required are enclosed. they use that information and who the s out your rights about the personal coights, make a complaint or generally n future developments in data protectice on itvdcplan.com/privacy-notice.	ey lata have tion
and such third parties as may be necessary for the purpose of administering DC Pla I confirm that the details provided on this form are correct and that the documents Where to find out more: Full details of the personal data the Trustees hold, how to share it with are set out in the Trustees' privacy notice. The privacy notice also sets held about you by the Trustees and who to contact if you want to exercise those riany questions. The privacy notice is updated from time to time in accordance with legislation and DC Plan practice. You can see the current version of the privacy not you'd prefer to receive a hard copy of the privacy notice, please call ITV Pensions of	an. s required are enclosed. they use that information and who the sout your rights about the personal crights, make a complaint or generally a future developments in data protectice on itvdcplan.com/privacy-notice. on 01772 884 488 or email	ey lata have tion

Please complete in BLOCK capitals and return to;

ITV Pensions, 5 Fulwood Park, Caxton Road, Fulwood, Preston PR2 9NZ

Please email a scanned copy of this form and copies of the documentary evidence to enquiries@itv-pensions.com. Alternatively, you can send by post to the address above.