



Change of Address or Personal Details Form

Deferred Members

Fill in this form to let us know about any changes to your personal details, including your home address, name or contact details.

To complete this form, you'll need to sign and date Part 6 on the last page.

Part 1 - Your details

Please complete in **BLOCK CAPITALS**

STRICTLY PRIVATE AND CONFIDENTIAL

Title we currently have on record for you: _____	National Insurance number: _____
First name we currently have on record for you: _____	Member number: _____ You can find your member number on any previous correspondence we've sent you. Don't worry if you can't find it, we should still be able to identify you from the other information you provide in this form.
Surname we currently have on record for you: _____	Nestlé site location: _____
Please update the appropriate sections in Parts 2 to 6 to let us know your new details.	Date of birth (DD / MM / YYYY): _____

Part 2 - Your updated personal details

If you haven't changed your name or title, please go straight to Part 3 of this form.

Updated title (if appropriate): _____

Updated first name (if appropriate): _____

Updated surname (if appropriate): _____

If you'd like us to make any changes to the name we currently hold for you on your pension record, please send us **photocopied** proof of your updated ID. This can include your **passport, a marriage or civil partnership certificate**, or a **change of name deed**. Please don't send us any original documentation as we won't be able to return it.

Please also confirm your current phone number and email address in Part 4 below.

Part 3 - Your address

i. Previous home address:

Postcode: _____

ii. New home address:

Approximate date of move: _____ Postcode: _____

Part 4 - Phone number and email

You should fill in this section even if your other details haven't changed.

Please confirm your current phone number and email address:

Current phone number: _____

Current email address: _____

Part 5 - Data privacy

As the data controller of the Nestlé UK Pension Fund (the Fund), the Trustees can hold certain personal data about members of the Fund, and, where we need to, their dependants and beneficiaries. We collect this information from either you or from Nestlé when you were employed by them. In order to run the Fund, we need to share your personal data with the Fund's administrators, actuary, legal advisers, Nestlé and other relevant organisations.

As the Trustees of your pension fund, we have a legitimate interest in holding and processing information about you. We do this so we can administer the Fund properly and calculate and pay your benefits. We also hold and process this information so that we can meet our obligations under the Fund's governing documents, as well as relevant legislation.

As part of our role in keeping your data safe, we must also let you know about the rights you have relating to the information we keep about you. You can find out more about these rights in our personal data privacy statement at nestlepensions.co.uk/deferred/privacy-policy

You can also ask for a paper copy of the personal data privacy statement by getting in touch with us using the contact details at nestlepensions.co.uk/deferred/contact-us

Part 6 - Declaration

I confirm the changes outlined in **Part 2**, **Part 3** and/or **Part 4** of this form are correct and authorise you to update my pension record accordingly.

Signed:

Date (DD / MM / YYYY):

**Once you've completed and signed this form, please return it to:
Nestlé Pensions, 1 City Place, Gatwick, RH6 0PA**

Don't forget to include photocopies of any identification documents if the changes you're letting us know about are covered in **Part 2** of this form. **Please don't send us any original documentation as we won't be able to return it.**