



Use this form to notify us about any changes to your pension scheme's online registration or contact details. You can do this online. Go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and select 'pension schemes' under 'do it online'.

### 1 Scheme Administrator/Practitioner details

Scheme Administrator ID

A 0 0 8 5 6 0 3

Practitioner ID

1.1 I wish to change the following. *Tick all boxes that apply*

Name ☐ Go to Q2

Address ☒ Go to Q3

Email address ☐ Go to Q4

Phone number ☐ Go to Q5

To receive/cease to receive paper notices and reminders ☐ Go to Q6

### 2 Change of name

Are you

☐ An individual? go to Q2.1

☐ An organisation? go to Q2.3

2.1 Individual Scheme Administrator/Practitioner current name

Title

First name(s) *max 2 names, both a max 35 characters*

Surname *max 35 characters*

2.2 Individual Scheme Administrator/Practitioner new name

Title

First name(s) *max 2 names, both a max 35 characters*

Surname *max 35 characters*

2.3 Scheme Administrator/Practitioner current organisation name

2.4 Scheme Administrator/Practitioner new organisation name *max 255 characters*

*If you do not have any other changes to make, go to Q7.*

### 3 Change of address

Scheme Administrator/Practitioner current address

	Dukeries Way
	Dukeries Industrial Estate
	Worksop
	S81 7DW
Postcode	
Country	United Kingdom

Scheme Administrator/Practitioner new address

	c/o Pension Practitioner.com Ltd
	Daws House
	33-35 Daws Lane, London
Postcode	NW7 4SD
Country	United Kingdom

*If you do not have any other changes to make, go to Q7.*

### 4 Email address - add or change

Scheme Administrator/Practitioner current email address

Scheme Administrator/Practitioner new email address

*If you do not have any other changes to make, go to Q7.*

## 5 Change of phone number

Scheme Administrator/Practitioner current phone number

Scheme Administrator/Practitioner new phone number

*If you do not have any other changes to make, go to Q7.*

## 6 Change from/to paper notices and reminders as well as electronic

☐

Tick this box if you wish HM Revenue & Customs to send communications to you electronically only?

☐

Tick this box if you wish HM Revenue & Customs to send communications to you through the post as well as electronically?

## 7 Do you want your Relief at Source records for all your pension schemes updated with these new details?

☐

Yes

☐

No

## 8 Details of the person submitting this form

Are you

☒

The Scheme Administrator? go to Q8.1

☐

The Practitioner? go to Q8.2

8.1 Scheme Administrator ID

A	0	0	8	5	6	0	3
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8.2 Practitioner ID

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8.3 Are you

☒

An individual? go to Q8.4

☐

An organisation? go to Q8.5

8.4 Individual name

Title

Mr

First name(s) *max 2 names, both a max 35 characters*

Stephen Ron

Surname *max 35 characters*

Hoole

*Go to Q8.6*

8.5 Organisation name


8.6 Your address

	Dukeries Way
	Dukeries Industrial Estate
	Workshop
Postcode	S81 7DW
Country	United Kingdom

8.7 Email address

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8.8 Phone number

--

8.9 Signature

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8.10 Date *DD MM YYYY*

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***Return this form to:***

*HM Revenue & Customs  
Pension Schemes Services  
Yorke House  
Castle Meadow Road  
Nottingham  
NG2 1BG*