

SPRINGFIELD

	Request for a Notification Form
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If you have determined that notification is required there are two easy ways to notify.

1. Complete The Form Below – send it to us, fax it (01625 545748) or email the information and a draft notification form will be sent to you for further action.
2. Internet – you can complete the notification form on-line by visiting our website ([www.ico.gov.uk](http://www.ico.gov.uk)). The form should then be printed and sent to us with the appropriate fee.

Data Controller Name: (E.g. Trustees of XYZ Ltd Pension Scheme)	JOHN COLDRICK
Data Controller Address: (if a Ltd or plc company this should be the registered office address)	10 FEEDER ROAD ST PHILIPS BRISTOL BS2 0SB
Company Reg. Number (optional):	\
Contact Name & Job Title:	JOHN COLDRICK - TRUSTEE
Contact Address:	10 FEEDER ROAD ST PHILIPS BRISTOL BS2 0SB
Contact Telephone Number:	\
Contact Fax Number:	\
Contact Email Address:	\
Nature of Business: e.g. Doctor, Accountant. (Please note it is essential to indicate the nature of business so that the correct information can be sent to you.)	N822 Pensions Administration

Signature

Name

Job Title

Date

Tel. No.

Advice about any aspect of notification can be obtained by writing to the address below or by calling the notification help line on 01625 545740.

**PLEASE DO NOT SEND ANY MONIES WITH THIS FORM**

Notification Dept, Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.  
t: 01625 545740, f: 01625 545748 e: [notification@ico.gsi.gov.uk](mailto:notification@ico.gsi.gov.uk) w: [ico.gov.uk](http://ico.gov.uk)