

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 pension record up to date and make sure your benefits are correct and can be paid quickly.

Completing this form

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

If your name has changed	Complete	1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5	6
If your status has changed	Complete	<input type="radio"/>	2	<input type="radio"/>	<input type="radio"/>	5	6
If your address has changed	Complete	<input type="radio"/>	<input type="radio"/>	3	<input type="radio"/>	5	6
If other personal details are incorrect	Complete	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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.

We will return your documents to you via Recorded Delivery.

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

1 If your name has changed

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

[illegible]

NEW	
Title:	<input type="text"/>
Surname:	<input type="text"/>
First name(s):	<input type="text"/>
<p>Please enclose one of the following showing your new name:</p> <p>Marriage certificate <input type="checkbox"/></p> <p>Passport and original birth certificate <input type="checkbox"/></p> <p>Change of name deed <input type="checkbox"/></p>	

2 If your status has changed

If your status has changed, please tick the appropriate box below.

- ☐ I have married/remarried
- ☐ I have got divorced
- ☐ I have entered into a civil partnership

Please enclose **one** of the following documents showing your new status:

- Marriage certificate
- Divorce decree absolute
- Civil partnership certificate

3 If your address has changed

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

We'll update your change of address as soon as we receive it. However, if we're in the process of mailing information to your old address, we may be unable to stop this. Please allow up to 2 weeks for your change of address to be effective on all correspondence.

PREVIOUS

Home address:

Post code:

NEW

Home address:

Post code:

Effective date of new address:

D

D

—

M

M

—

Y

Y

Y

Y

4 If other personal details are incorrect

NI number:

Please enclose **one** of the following documents:

- NHS card
- Information from HMRC

Date of birth:

Please enclose **one** of the following documents:

- Original birth certificate
Passport

Please complete *both* sections below.

5 Contact details

In case we have any queries about the information you have provided, please fill in your contact details below. We'll only use this information if we need to get in touch with you about the information in this form.

Title:	<input type="text"/>
Surname:	<input type="text"/>
First name(s):	<input type="text"/>
Daytime phone number:	<input type="text"/>
Email address:	<input type="text"/>
NI number:	<input type="text"/>
Date of birth:	<input type="text"/>

6 Your agreement

- I confirm that the details provided on this form are correct and that the documents required are enclosed.
- I understand that the Trustees hold personal data which I've provided to them. They need this to be able to administer my benefit under the Scheme and pay my pension. The Trustees, who are the data controller for data protection purposes, are required to look after my personal data in line with legal requirements. This means the Trustees are responsible for deciding what personal information needs to be processed and the way in which that information is processed. In processing my personal data, the Trustees may need to pass personal information about me, my dependants and other members and beneficiaries, to the Scheme's administrators, auditors, legal advisers, insurers, the ITV group of companies and such third parties as may be necessary for the purposes of administering the Scheme.

Where to find out more: Full details of the personal data the Trustees hold, how they use that information and who they share it with are set out in the Trustees' privacy notice, which is on the ITV Pensions website at www.itv-pensions.com/documents/itv-scheme_gdpr_statement.pdf. The privacy notice also sets out your rights about the personal data held about you by the Trustees and who to contact if you want to exercise those rights, make a complaint or generally have any questions.

The privacy notice is updated from time to time in accordance with future developments in data protection legislation and Scheme practice and you can see the current version in the Library section of the ITV Pensions website. Alternatively, if you'd prefer to receive a hard copy of the privacy notice, please contact ITV Pensions on 01772 884 488 or email enquiries@itv-pensions.com.

You are responsible for keeping the Trustees up-to-date with your personal information, including your marital status, contact and, where necessary, bank details. Without this information, there may be delays in paying benefits to you or your dependants.

Signed

Date

/ /

When you have completed this form, please return to:

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

If only your address has changed, you can email a scanned copy of this form to us at: enquiries@itv-pensions.com

Please remember to enclose documentary evidence if appropriate. We recommend you send your documents using a tracked method of postage, such as Special or Recorded Delivery. Please make sure you confirm the address you'd like your documents returned to if it's different to the one we have on record.