

Change of Details Form

This form should only be used for changing the organisation name; contact address; email addresses for E-Bulk users; or the legal name of a Recruiter (due to marriage, deed poll etc). **Please note that box D must always be signed by the Lead Recruiter to confirm the amendments.**

Please complete this form and scan to Disclosure@thirtyoneeight.org.

Section A

Changes to Organisation Name and/or Address (Only to be completed if the details have changed)

New organisation name: _____

Organisation formerly known as: _____

New contact address (if applicable): _____

Postcode: _____

Section B

Change of Recruiter Name (e.g. married, deed poll)

Previous name: _____ Signature: _____

Current name: _____ Signature: _____

Section C

Change of Email (For E-Bulk users this will be your new username)

Recruiter's name: _____ Signature: _____

Old email address: _____

New email address: _____

Recruiter's name: _____ Signature: _____

Old email address: _____

New email address: _____

Section D

Lead Recruiter please sign to confirm all changes

Lead Recruiter Name: _____ Date of birth: ____/____/____

Signature: _____ Date: ____/____/____

Telephone: _____ Mobile: _____

Organisation Reference No: _____

Section E

OFFICE USE ONLY

Date: ____/____/____

Signature checked: _____

Validation sent: _____

E-Bulk amended: _____

Checked: _____