

Change of Personal Details Form

PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK.

Important

Within this form Concept Group Limited may be defined as "Concept", "Concept Group" and/or any associated or subsidiary companies.

Please use this form to notify Concept Group Limited ("Concept") of any changes to your personal details. This may include change of name (e.g. upon marriage), change of status, change of address, change of contact details or change of employment. Please complete all relevant fields to indicate relevant changes.

Please ensure all evidence, suitably certified where applicable, is provided with this form to confirm the changes (e.g. marriage certificate, passport, and/or address confirmation).

Details of correct Client Due Diligence ("CDD") documentation and correct suitable certification will be provided by your Financial Adviser, (if applicable), or guides can be downloaded from www.cgl.gg or can be provided upon request.

Acceptable certification wording "I certify that having seen the original and photocopy at the same time this is a true and exact copy" if a photograph is submitted as proof of identity this must also include the wording "the photo is a true likeness of the individual" the certifier should also include their name, contact details, capacity in which they are certifying the document i.e. accountant, FSA regulated and details of their regulatory license number.

Please complete in **full** and return (**scanned copies are NOT acceptable**), together with all applicable original or suitably certified documents to: Concept Group Limited, PO Box 130, Cambridge House, Le Truchot, St Peter Port, Guernsey, GY1 3HH.

Membership/ Participation Number	C	L																		
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Effective date change																				
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Change of name

If you have changed your name please enclose one of the following documents as evidence - *Deed Poll / Marriage Certificate / Decree Absolute*

Previous name in full:

Previous signature: *please keep your signature within the box*

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New name in full:

New signature: *please keep your signature within the box*

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If you have provided documentation in a language other than English, you will need to arrange for the document(s) to be translated into English and certified as a true and exact copy. NB: where the document has not been translated, Concept will arrange for this to be done with the cost being charged to your structure.

Please note the documents submitted must be an original (which will be returned) or a certified true and exact copy. Details of correct CDD documentation and correct suitable certification will be provided by your Financial Adviser, (if applicable), or guides can be downloaded from www.cgl.gg or can be provided upon request.

Change of address

If you have changed your address you may wish to enclose one of the following documents as evidence, as service providers may request this documentation - *Bank Statement / Credit Card Statement / Utility Bill (mobile telephone bills are not acceptable)* All documents must be less than three months old.

Previous residential address:

New residential address:

Previous correspondence address: *If different from residential*

New correspondence address: *If different from residential*

Non-bank cards i.e. store cards, mobile telephone bills or addresses that feature a care of address are NOT ACCEPTABLE as confirmation of proof of address. Documents addressed to PO Box numbers are not normally acceptable unless there is reference to the physical address on the document.

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Please note the documents submitted must be an original (which will be returned) or a certified true and exact copy. Details of correct CDD documentation and correct suitable certification will be provided by your Financial Adviser, (if applicable), or guides can be downloaded from www.cgl.gg or can be provided upon request.

Change of contact details

Previous home telephone number

Dial code + | | |

Phone number | | | | | | | | | | | | | | | | | | | | | |

New home telephone number

Dial code + | | |

Phone number | | | | | | | | | | | | | | | | | | | | | |

Previous work telephone number

Dial code + | | |

Phone number | | | | | | | | | | | | | | | | | | | | | |

New work telephone number

Dial code + | | |

Phone number | | | | | | | | | | | | | | | | | | | | | |

Previous mobile telephone number

Dial code + | | |

Phone number | | | | | | | | | | | | | | | | | | | | | |

New mobile telephone number

Dial code + | | |

Phone number | | | | | | | | | | | | | | | | | | | | | |

Previous fax number

Dial code + | | |

Phone number | | | | | | | | | | | | | | | | | | | | | |

New fax number

Dial code + | | |

Phone number | | | | | | | | | | | | | | | | | | | | | |

Previous email address | | | | | | | | | | | | | | | | | | | | | |

New email address | | | | | | | | | | | | | | | | | | | | | |

Change of personal details

Previous domicile*																																							
New domicile*																																							
Previous nationality**																																							
New nationality**																																							
Previous tax residence																																							
New tax residence																																							
Previous employer																																							
New employer																																							

*You may need to take advice on your domicile, as this will not necessarily be the country where you currently reside.

**If you have changed your nationality, please provide a document evidencing this.

Please note the documents submitted must be an original (which will be returned) or a certified true and exact copy. Details of correct CDD documentation and correct suitable certification will be provided by your Financial Adviser, (if applicable), or guides can be downloaded from www.cgl.gg or can be provided upon request.

<p>Do you have, or have you ever had, any connection with the USA? (eg have you ever held a USA green card, a USA passport, or had a USA residential address?) If yes, please give details (eg passport number or former USA TIN) including any applicable dates of USA tax residency. If you have relinquished a USA green card or renounced USA citizenship or nationality, please provide details below and provide a certified copy of any documentary evidence (such as a certificate of loss of nationality).</p>	<table border="1"> <tr> <td style="width: 40px; height: 30px;">Y</td> <td style="width: 40px; height: 30px;">N</td> </tr> </table>	Y	N
Y	N		

Details of connection with USA																																							
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Tax residency - Please list the countries in which you are resident for tax purposes including your tax reference number

Country	Tax reference number

If you are unable to provide at least one tax reference number, please state the reason why:

Declarations

I declare that all information provided by me in this form is true and complete and I will notify the Trustees promptly, in writing, of any changes to the information in this form and of any other relevant information and will provide any additional documentation upon request.

I confirm I have read and agree Concept's current Terms of Business and Privacy Statement which are available at www.cgl.gg, a copy of which will be provided upon request.

Client's signature

Date

Client's full name

For internal use only: Signature verified Information verified Instruction verified

Approved by:

Date: