



To be completed by Human Resources

Please use this form to let JLT Employee Benefits know of changes to a member's surname, marital status, home address or National Insurance number.

Member's Personal details

PLEASE USE BLOCK CAPITALS AND INCLUDE THE MEMBER'S **PREVIOUS** DETAILS IN THIS SECTION

National Insurance No:

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Surname : Title : Sex :

First names:

Date of birth:

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Changes required

I confirm that the following changes need to be made to the member's record.

TICK ALL THAT APPLY

- **Change of surname**
 New surname:
 I enclose a certified copy of supporting documentation (such as a marriage certificate or deed).
- **Change of home address**
 New address:
Postcode:
- **Change in Marital Status**
 New status (for example married, divorced):
 New title (if changed):
- **Change in National Insurance Number**
 New number:

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Important instructions for HR and JLT Employee Benefits are at the end of this form (overleaf)



To be completed by the Human Resources (HR) Department

Full name of Member
National Insurance Number

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Please keep one copy of the form on file and send one copy to JLT Employee Benefits at:
JLT Employee Benefits, Alstom Pension Scheme, Post Handling Centre U, St James Tower,
7 Charlotte Street, Manchester M1 4DZ

Your signature: Date:
Your name:
Your position: Unit:
E-Mail address: Telephone:
Date copy sent to JLT Employee Benefits:

To be completed by JLT Employee Benefits

I confirm that our records have been updated in line with these instructions, and that I have passed a copy of this form to HR (see above for address).

Your signature: Date:
Your name:
Your position:
Date copy of form sent to HR: