



Protected



# Specimen Signature Form

For registration of Marriage or Change of Name. (A certified copy of the Marriage Certificate or Change of Name Deed must accompany this form.)

Account Number(s):

Title (Mr/Mrs/Miss/Ms etc.)

Full Name:

Address:   
  
  
  
Postcode:

Telephone No.:   
Date of Birth:   
NI Number:   
Existing Leek United account number(s):

(Please attach first CALLML Sheet)

Are you a citizen and tax resident of the UK only?  
(\*if **NO**, please complete a separate citizenship and tax residency self certification form)

Yes:  No\*:

Previous Signature:

Specimen (New) Signature:

NOTE: The Building Societies Act 1986 provides that in the case of joint holders of shares, only the first named in the books of the Society shall be entitled to receive notices and vote at meetings.

## DATA PROTECTION LEGISLATION

The Data Controller is Leek United Building Society, whose principal office is 50 St Edward Street, Leek, Staffordshire, ST13 5DL.

The information you are supplying will be held by the Society and used for market research purposes, developing goods and services, statistical and business analysis, customer servicing, and administration. Your information may be passed to other companies within the Leek United group for the purposes stated above.

This information may be held during the life of the account and for administration reasons after the account has closed.

Under data protection legislation you are entitled to receive a copy of personal information held about you, have inaccurate data corrected, restrict the purposes for which your personal data is used and in certain circumstances the right to your data being erased. Further information regarding how we manage your data can be found within our Privacy Notice which can be found at [leekunited.co.uk/privacy/](http://leekunited.co.uk/privacy/), or alternatively can be requested from any of our branches or by writing to the address above.

If you would like to obtain information held about you, please write to the address above.

## MARKETING PREFERENCES

We would like to use the contact details you provide us with to keep you up to date with our latest news and offers, ranging from Member benefits through to information on our products and services we feel may be of interest to you. We'll always treat your personal details with the greatest of care, and will never pass them onto any other companies for Marketing purposes. If you would like to receive Marketing promotions from us, just tick any of the following, as we want to contact you via your preferred channels:

Applicant 1    Post     Email     Telephone     SMS

See our privacy policy, [leekunited.co.uk/privacy/](http://leekunited.co.uk/privacy/), for more about how we use your information. Don't forget you can opt out of marketing at any time by telephone, email or visiting one of our Branches.

## OFFICE USE ONLY

CALL ML Electronic ID Search: Verified  (Please attach first CALL ML Sheet) Refer  (See Confirmation of ID)

CALL ML Reference

Search performed by (Assistant's name and date of completion)

Confirmation of Identity (for acceptable forms of ID see the Proving your Identity leaflet). Please attach copies of ID taken.

ID Type	Reference Number	Advisor
ID1	Proof of Name	Print Name
ID2	Proof of Name	Print Name
ID3	Proof of Address	Print Name

Input by:

Date Amended  System (Initials)  Passbook (Initials)

Amendments 2nd Checked by

## FOR SOCIETY USE ONLY

### Checking Requirements (The relevant CSR screen is listed below)

Please initial  
1st and 2nd check)

1. Check the Specimen Signature Form against our records to ensure that all accounts are listed that need to be changed. Query with the Customer Assistant if any are missing or you feel some are changed which shouldn't be.

2. Check the **Date of Birth, NI Number, phone number and email address** are correct. (CUVL Contact Details).

3. Check the Citizenship and Tax Residency have been input (CUM Other).

4. Has the signature been verified and initialled?

5. Is there a Marriage Certificate/Change of Name Deed attached?

6. Have you closed the request in **Sharepoint**?

### Specimen Signature Changes:

Performed by:  Date:

### Second Check:

Performed by:  Date:

Passbook Initials:

**Please now forward this form to HO for Scanning**