

# The Platform SIPP

## Change of Address and Contact Details

Please use this form to update iPensions Group of any changes to your contact details and/or address. Once completed, please send the original to the address noted at the foot of the form.

### Guidance Note for Updating Your Address

**Please Note:** You have the option to easily update your address, phone number, and email address through your online portal account. If you have not already registered, you can self-register and access your online account by clicking [here](#) or alternatively log into your existing account by clicking [here](#). No Proof of Address document is needed when you update your information securely via your portal. We strongly recommend using this method as it is quick and easy, and you can do it at any convenient time. If you still prefer updating your residence address using this form, we require you to provide a certified Proof of Address document that is dated within the last 3 months. You can find a list of acceptable documents [here](#).

Forename	Surname	Member Number
Date of Birth (DD/MM/YYYY)	UK National Insurance Number	

### Change of Address and Contact Details

Previous Address	<input type="checkbox"/> Correspondence <input type="checkbox"/> Residential
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Previous Phone Number (Please be sure to include country code)	Previous Email Address
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New Address	<input type="checkbox"/> Residential <input type="checkbox"/> Correspondence Date of Change (DD/MM/YYYY)
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New Phone Number (Please be sure to include country code)	New Email Address
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If you are already in receipt of retirement income and as a result of your address changing your tax residency has also changed, please ensure you register your new residency details with HMRC immediately.

**I confirm that the information provided in this form is to the best of my knowledge true and correct.**

Member's Signature	Date (DD/MM/YYYY)
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