

Business Bank - Change of Address



To request a **change of address in relation to a business account**, simply follow these three steps:

1. Complete the details on this form (section 1, 2 & 3).
2. Make sure this form is signed by the correct people (section 3, guidance below).
3. Upload a copy (scanned or a photo) of this form and for each person signing it, one piece of government-issued photo ID that includes a reproduction of their signature (e.g. a driving licence or passport) to our secure online document portal at: <https://send.cbonline.co.uk/commercial>

To request a **change of address in relation to a business debit card**, simply follow these steps:

1. Complete the details on this form (section 1 & 4).
2. Make sure this form is signed by the cardholder who is changing the address ("Cardholder signature", section 4)
3. Upload a copy (scanned or a photo) of this form and for each person signing it, one piece of government-issued photo ID that includes a reproduction of their signature (e.g. a driving licence or passport) to our secure online document portal at: <https://send.cbonline.co.uk/commercial>

Alternatively, you can return this completed form to your nearest Virgin Money branch or post it to us at: The Business team at Virgin Money, Sunderland, SR43 4JB.

1. Business Account Details

Please provide the details of your main **Business Account**

If you don't have a Business Current Account, but have other accounts i.e. loan, asset finance or savings, enter the account details below:

Sort Code (if applicable)	<input type="text"/>	Account (or Agreement) Number	<input type="text"/>
Customer Name ("Customer")	<input type="text"/>		
Current Registered Address	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	Post Code	<input type="text"/>	
Current Mailing Address (if different)	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	Post Code	<input type="text"/>	
Current Trading Address (if different)	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	Post Code	<input type="text"/>	
Business Email Address	<input type="text"/>		

Continued overleaf...

2. Business Address Change

What address would you like to change? (please tick all that apply)

2.1 Mailing Address
(The default address mail will be sent to)

2.2 Trading / business address
(where your day-to-day business activities take place)

2.3 Registered Office Address
(please ensure this is updated at Companies House first)

If you have different mailing, trading and registered office addresses, please complete section 2.1, 2.2 & 2.3 as required, if it's the same address, complete the below.

New Address			
		Post Code	
		Effective from	

Please tick the box if these changes are to be made to all accounts operating under this **Customer Name**.

If not, please add the account details you would like to update, in the following box:

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Please note: if you also hold personal accounts with Virgin Money, the quickest way to do this is via the app.

2.1. New Mailing Address (if different)

Please note: if you wish to update the same address for all address types, you only need to complete section 2.

New Address			
		Post Code	
		Effective from	

Please tick the box if these changes are to be made to all accounts operating under this **Customer Name**.

If not, please add the account details you would like to update, in the following box:

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2.2. New Trading / Business Address (if different)

Please note: if you wish to update the same address for all address types, you only need to complete section 2.

New Address			
		Post Code	
		Effective from	

Please tick the box if these changes are to be made to all accounts operating under this **Customer Name**.

If not, please add the account details you would like to update, in the following box:

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2.3. New Registered Office Address (if different)

Please note: if you wish to update the same address for all address types, you only need to complete section 2.

New Address			
	Post Code		
	Effective from		

Please tick the box if these changes are to be made to all accounts operating under this **Customer Name**.

If not, please add the account details you would like to update, in the following box:

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3. Account holders to complete and sign

To Clydesdale Bank PLC (trading as Virgin Money) ("You")

I/we authorise and request You to change the business address(es) as noted above.

I/we confirm that by signing this form, I/we are authorised by the Customer to amend the selected address(es) from the effective date(s) stated in relation to the business accounts held by the Customer specified above:

The Customer has agreed with us, by signing an account mandate, who can sign to operate their business account(s). If you don't know who that is for each business account, the following people may be sufficient. If not, we'll be in touch to ask for further signatures:

- Sole Trader - the sole trader
- Limited Company - If you've got two or more directors, two directors must sign. If you have one director, one director and a witness.
- LLP - Two Members must sign.
- Trust - All the Trustees must sign (unless the document creating the trust and any later amendments specifies otherwise - please supply a copy of this).
- Partnership/Limited Partnership - All partners/general partners must sign (unless the partnership agreement specifies otherwise - please supply a copy of this).
- Other - All members/committee members must sign (unless the association's constitutional document specifies otherwise - please supply a copy of this).

Signature		Official Position	
Name		Date	
Signature		Official Position	
Name		Date	
Signature		Official Position	
Name		Date	
Signature		Official Position	
Name		Date	

Continued overleaf...

4. Business Debit Card Address Change

Cardholder's Name	<input type="text"/>		
Cardholder's Current Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Cardholder's New Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Email Address	<input type="text"/>		
Cardholder's Signature	<input type="text"/>	Date	<input type="text"/>