

Notification of a Change in Directors or Shareholders



- In the top menu use "File > Save As" to save this PDF form at a convenient location on your computer.
- Fill the form electronically (on PC/Mac/tablets)
- When completed, print form and sign it.
- Send scan of form by email (including any additional documents) to sales@ecomm365.com

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Existing Company Profile

Merchant Name (DBA or trading name) _____

Corporate or Legal Name _____

Registered Business Address Line 1 _____

Registered Business Address Line 2 _____ County _____

Town / City _____ Country _____ Postcode _____

Principal Place of Business (if different) _____

Principal Contact Name & Title _____ Email _____

Principal Contact Telephone *(Include country & area code)* _____

New Ownership Details

Please supply the updated shareholder / director details for the Company

* Enter "Director", "Shareholder", or "Both" in the second column below. You must enter details for at least one individual in the top row.

Name	Shareholder, Director or both	% Owned	Date of Birth	Personal Address	Phone	Email

Please provide:

- Photo ID and Address Verification for each new Director / Shareholder
(Address verification e.g. utility bill must be for personal residential address and dated within the last three months)
- Official statement from lawyer or accountant confirming that the shares have been transferred

Comments

Please use the space below for any comments or explanation in support of this amendment of the company details.

Directors' Signature: _____ Print Name: _____ Date: _____