

# Notification of a Change in Address



- 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 Registered Address Details

Please enter the new address in the box below.

## New Place of Business Address Details

Please provide details for any sub offices where staff are located and business is carried out.

Tick to confirm evidence of new registered address is being sent with this form:  
e.g. Utility bills, which must be dated within the last three months.

## Declaration

I hereby confirm that there are no other material changes in our business activity or business ownership, since our original application to establish a relationship with eCOMM Merchant Solutions Ltd.

Directors' Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_