

Update your contact details

If any of your contact details have changed since the start of your policy, please complete the relevant sections of this form, print it out and return it to your local office (see overleaf) along with any supporting documentation. Alternatively, please scan the completed, signed form and email a copy to us, along with all the relevant supporting documentation. The email address to use is: customerservices@fpiom.com

Plan/policy number(s):	<input type="text"/>	<input type="text"/>
	First (or only) policyholder	Second policyholder
Name(s) of policyholder(s):	<input type="text"/>	<input type="text"/>
New residential address: (if applicable)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

If you are resident in Hong Kong, you will be required to provide an original or certified document that verifies your residential address. Please see the 'Supporting documents' section overleaf.

New correspondence address: (if applicable)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
PO Box number:	<input type="text"/>	<input type="text"/>
New home telephone number: (if applicable)	<input type="text"/>	<input type="text"/>
New mobile telephone number: (if applicable)	<input type="text"/>	<input type="text"/>
Please provide or confirm your email address:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Providing your email address on this form will help us ensure that our records are up to date and, where agreed with you, will allow us to contact you in specific circumstances. If you have previously advised us of your preferences with regards to the receiving of marketing communications and updates on products and offers, these preferences will not be affected by the provision of your email address on this form.

Signature(s):	First (or only) policyholder:	Second policyholder:
	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>

Supporting documents for Hong Kong residents

If you are resident in Hong Kong we require an original or certified copy of a document, written in English, to verify your residential address. Any documents must be issued in your name and show the residential address that appears overleaf. In all cases, the document should be no older than three months, unless it is only issued on an annual basis. You could send any one of the following examples:

- Utility bill, (water, gas, electricity, landline telephone connection) rates invoice, council tax notification. Please note, mobile telephone bills, cable TV bills and internet service provider's bills are only acceptable if you are resident in Hong Kong.
- Current driving licence with photograph.
- Tax assessment document.
- An extract from the official Registrar of Electors.
- Bank account statement. Please note, statements of credit cards and non-bank cards, such as store cards, are not acceptable.
- State pension, benefit or other government-produced document showing benefit entitlements, such as an MPF.
- Letter from your employer, confirming your residential address.
- Proof of ownership or rental of the residential address.
- Mortgage statement.
- A tenancy agreement stamped by the Hong Kong Inland Revenue.

If your document needs certification, it can be authorised by:

- Your financial adviser.
- A notary public, licensed lawyer or solicitor.
- An authorised representative of an embassy or consulate of the country that issued the documents.

Document must be certified with the following information:

'I certify that this is a complete and accurate copy of the original documentation that I have seen...'

Signed: (the signature of the certifier)

Name: (the printed name of the certifier)

Date: (the date of certification).

If your document requires translation into English, please ask the certifier to explain on the document:

- What the document is.
- Indicate where your name and address is printed.
- The certifier should translate the relevant part(s) into English and write on the document:

'I certify that the English translation provided is a true translation of the relevant part(s) of this document...'

Signed: (the signature of the certifier)

Name: (the printed name of the certifier)

Date: (the date of certification).

Please print, complete and post the signed form (along with any supporting documentation) to your local Friends Provident International office:

- Dubai Branch, Emaar Square, Building 6, Floor 5, PO Box 215113, Dubai, United Arab Emirates.
- Hong Kong Branch, 803, 8/F., One Kowloon, No.1 Wang Yuen Street, Kowloon Bay, Hong Kong.
- Singapore Branch, 182 Cecil Street, Level 17 Frasers Tower, Singapore 069547.

Alternatively, please scan the completed, signed form and email a copy to us, along with all the relevant supporting documentation to: customerservices@fpiom.com

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