

# Change of company name or address



TDS membership number

A charge of £12.50 +VAT is made for each form entered on your behalf. The data will not be entered on the tenancy database until payment has been made.

Make cheques payable to: The Dispute Service Ltd

On behalf of the company below, I wish to inform you that we are changing our company name or address as detailed below.

## Current company name, address and contact details

Company name		Contact name
Head Office address		Postcode
Contact address if not at Head Office		Postcode
Phone	Email	Fax

## New company name, address and contact details (please complete as applicable)

Company name		Contact name
Head Office address		Postcode
Contact address if not at Head Office		Postcode
Phone	Email	Fax
Date that changes become effective		

Where there is a change in company name, please provide us with a copy of the *Certificate of Incorporation* or a letter from your accountant confirming the change.

### Declaration

- I/we confirm that there are no other changes that will affect our membership of TDS.
- I/we confirm that changes made to our company name or address do not affect our membership of a professional body, trade association or accreditation scheme in a way which might change the basis of our membership of the Tenancy Deposit Scheme.
- I/we will inform you in writing if this changes.

Title (Mr, Mrs, Ms, Dr)	Name	Position
Signed		
Day	Month	Year