

# EMPLOYEE CHANGE OF ADDRESS



Please use this form to inform us of an employee's change of address.

As you are probably aware we regularly communicate with your employees to keep them up to date on their pension and any other benefits they receive.

Please help us keep our records up to date by informing us of changes to employee contact details using this form or by encouraging your employees to inform us themselves.

You can either **fax** or **post** this form back to us (details below), or alternatively provide the details requested below on **e-mail** to **info@bandce.co.uk**

## COMPANY DETAILS

Company Name:

Account Number:

Contact Name:

## EMPLOYEE DETAILS

Full Name:

National Insurance Number:

Employee Number (Optional):

Address:

Postcode:

Telephone Number:

**Postal address:** B&CE Benefit Schemes, FREEPOST CY384, Crawley, West Sussex, RH10 9QP  
**Fax:** 01293 586801

**Data Protection Act 1998.** Any personal information held by B&CE will be used solely for the marketing of B&CE's own products. It will not be divulged to any other party other than appointed representatives unless required by law or in accordance with the data protection registry.

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**Building & Civil Engineering Holidays Scheme Management Limited, Manor Royal, Crawley, West Sussex, RH10 9QP**  
**Tel 08457 414142 or 01293 586790 Fax 01293 586801 www.bandce.co.uk**

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