

	<b>FORMS</b>	Doc No: BF 053
		Revision No: 03
<b>Request For Change Of Details</b>		Date: 05 Aug 2008
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Existing Company Name:

Certificate No.(s):

Please indicate the proposed changes by completing the appropriate details:

**Change of Company Name**

New Name:  
(Please insert new name exactly as you would like it to appear on your certificates and Red Book listing.

Is this a change in the Legal Name of Company  Yes  No  
If yes, please provide a copy of your Companies House registration form or partnership agreement

What is the planned date of change?

**Change of Address or introduction of additional address(e)**

New  Additional address   
(please state)

Postal or Zip code:

What is the planned date of change?

What date will normal trading (operations) begin?

For installation schemes, have all trained operatives transferred to the new address:  Yes  No  
Where No please provide details

**Change of Telephone, Fax, Telex , e-mail or website**

Telephone Number:

Fax Number:

telex Number:

e-mail address:

website address:

(please provide full details including codes when dialling from the UK STD code)

### Change in Partners

Please show names of all partners, in full, indicating which ones are new.

Names :

### Change in Holding Company

Where, as a result of a takeover or a buyout, a listed firm becomes owned by another company or companies, please indicate full name, any trading name if different, company registration number and domicile if not registered in UK. Show also any intermediate holding companies.

Please confirm the status of the previous legal entity. Has the business closed leaving creditors

Yes  No, if yes please provide full details.

Please provide evidence of this change.

### Change in Legal Entity

1. If an existing listed firm being a partnership of a proprietorship is formed into a limited company indicate date of formation here:
2. If a partnership is formed on the basis of an existing proprietorship show date of formation here: (then complete the change of partners box above).
3. If any other type of change, indicate as follows:

### Extension or reduction in management systems certification scope:

Please detail the scope of certification that you would like to have on your certificate and in your Red Book listing:

Note: extension to scope may involve additional assessment.

**Changes to product approval / certification**

**Product reference number or certificate number:**

**Change of product name:**

**Existing name**

**New name**

**Please indicate if this a replacement for the existing product or an additional name.**

**For proposed modifications to approved products please complete our modification questionnaire.**

**Please give details of any other changes which may affect your certification**

**Declaration**

We hereby confirm on behalf of .....(The Supplier) that we agree to abide by the following documents: PN100 Appeals Procedure, PN101 Terms and Conditions, PN103 Use of the Certification Mark. We understand that any proposed change(s) are not approved until formal written acceptance is obtained from BRE Certification.

Name:

Position:

Signature:

Date:

Director / Company Secretary partner on behalf of the Firm