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| --- | --- |
| **Local Government Pension Scheme**  **Royal Borough of Kensington & Chelsea** | G:\CS Pens Team\COMMUNICATIONS TEAM\PROOFS\Best logos\LGPS Logo_Orange.jpg |
| **Home Address – notification of new address** | |

Please complete all parts of this form and return it to RBKC Pensions using the contact information at the bottom of the form. All paper-based correspondence from RBKC Pensions will be sent to your new home address. You can also use Member Self-Service to update your home address. To register for self-service, go to: <https://mypension.rbkc.gov.uk/home/registration/sign-up.html>

**Section 1 – Your Personal Details**

|  |  |  |
| --- | --- | --- |
| Title: |  | Your full name: |

|  |  |  |
| --- | --- | --- |
| Your National Insurance Number: |  | Your contact telephone number: |

|  |
| --- |
| Your contact email address: |

**Section 2 – Your New Home Address**

|  |  |
| --- | --- |
| Home address line 1: |  |
| Home address line 2: |  |
| Home address line 3: |  |
| Home address line 4: |  |
| Home address line 5: |  |
| POST CODE: |  |

|  |  |  |
| --- | --- | --- |
| Signature (only your handwritten signature is accepted): |  | Date signed: |

**Send your completed form to:**

**Email:** [pensions@rbkc.gov.uk](mailto:pensions@rbkc.gov.uk)

*(please ensure it is a scan / photo with your original signature clearly visible)*

**Post:** RBKC Pensions Team, 3rd Floor, The Town Hall, Hornton Street, W8 7NX

**Phone enquiries:** 020 7361 2323 (9am – 5pm on working days)