

Customer Contact Details - Change Request Form



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It's important to notify us of any changes to your registered contact and billing account. This includes your name, email address, phone number, employer (if applicable) and billing address.

Please complete in **BLOCK CAPITALS** clearly indicating your current details in Section A and what you want them to change to in Section B

Section A: please provide your current registered customer details

Contact Details:

First name(s):

Last name:

Contact Number*

Job Title:

Email (registered username):

Mobile:

Telephone:

Billing Account:

Company name (employer
sponsored only):

Billing Address:

City:

Country:

Post Code/Zip:

*Compulsory field please provide unique contact number as verification of your identity

*You can find your unique Contact Number on your booking confirmation or within the My Profile section of the learning hub.

Section B: please provide details of change required

Contact Details (NEW):

First name(s):	
Last name:	
Email:	
Mobile:	
Telephone:	

Billing Account (NEW):

Company name (employer sponsored only):	
Billing Address:	
City:	
Country:	
Post Code/Zip:	

Reason for change

(please provide as much detail as possible e.g. changed employer; add new billing address; changed name due to marital status)	
Signed	
Date	

NB. Employer sponsored – if you are requesting a change to your contact details relating to a product or service purchased on your behalf by your employer or third party we have a duty to notify them of your change request as they entered the contract on your behalf. It may impact our undertaking of data sharing on the legal basis of legitimate interest. For further details please see Terms and Conditions and Privacy Policy.

Please save completed form and return by email to courseenquiries@int-comp.org.