

## Adding a new contact to your Scheme agreement

Please note that after completing this form the nominated person will be able to:

- Make minor changes to your Scheme agreement such as changing your address details
- Access your insurance cover with RSA Motability, allowing them to add or remove drivers from your policy.

For extra security, please create a password which your additional contact will need to quote when they call. Please fill out the details below:

Your additional contact's details	
Name:	Telephone number (landline/mobile):
<input type="text"/>	<input type="text"/>
Address:	Email address:
<input type="text"/>	<input type="text"/>
Postcode:	Date of birth:
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Password (if desired):
	<input type="text"/>
Signature:	Date:
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

By signing this you acknowledge that the information provided will be held and processed by Motability Operations Limited to communicate with you. For details of how we collect, store and process your personal information please see our Privacy Policy.

Your details	
Name:	Customer Reference Number:
<input type="text"/>	<input type="text"/>
Signature:	Date:
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>



### How to complete this form

1. If you have Adobe Reader you can complete this form electronically. To sign the form, select the **Sign** pane top right, then **Place signature**. In the dialogue box, select **Draw my signature** and draw your signature with your mouse. When you are finished, press **Accept** and click inside the **Signed** box on the form to place your signature. To create the second signature you will need to **Clear saved signature** in the **Place signature** drop down menu, then repeat the previous steps. Finally, save this form on your desktop and return to [adminrequests@motabilityoperations.co.uk](mailto:adminrequests@motabilityoperations.co.uk)
2. If you cannot electronically sign the form, you can print it, then scan or take a picture of the completed form and email it back to [adminrequests@motabilityoperations.co.uk](mailto:adminrequests@motabilityoperations.co.uk)
3. Alternatively you can print and post this form to: **Customer Administration, Motability Operations Ltd, PO Box 311, Bristol, BS16 0BB**