



United Kingdom  
Debt Management  
Office

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[www.dmo.gov.uk](http://www.dmo.gov.uk)

## **DMADF – LOCAL AUTHORITY AUTHORISATIONS AMENDMENT FORM**

**Please note the amendment form must be printed onto your authorities headed notepaper**

Please complete the relevant sections of this form in **BLOCK CAPITALS** or typeface in black ink.

It will require two authorised signatories: one of whom must be the officer designated by section 151 of the Local Government Act 1972 or section 95 of the Local Government (Scotland) Act 1973 (or equivalent).

Please return the completed form via email to [dmadf@dmo.gov.uk](mailto:dmadf@dmo.gov.uk)

### **Section 1 – DMADF counterparty details**

Name of counterparty
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### **Section 2 – change requested**

Please tick the box (es) of the correspondent(s) request for change:

- Address
- Bank Account Details
- Complete list of persons authorised to transact with DMO/DMADF
- Complete list of persons authorised to confirm changes to DMADF

### **Section 3 – change of address**

Name of counterparty
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Address
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Town/City
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County
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Postcode
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### **Section 4 – change of account details**

Please fill in details where applicable.

<b>CHAPS DETAILS</b>	
Name of Bank/Branch	
Sort Code	
Account Number	
Account Name (if Applicable)	

**Please provide supporting documentation from your bank confirming these changes (i.e. a scanned copy of an original bank statement, blank cancelled cheque or a letter from your bank).**

### **Section 5 – complete list of persons authorised to transact with DMO/DMA DF**

<b>Name / Designation</b>	<b>Email address</b>	<b>Telephone number</b>

**If possible, please provide a generic / group email address which will be used for all enquiries**

**Section 6 – complete list of persons authorised to confirm changes to DMADF**

Name/Designation	Telephone Number	Signature (digital or wet signature accepted)

**Authorised in signing this amendment form we agree that:**

- We confirm the validity of requested change
- The information contained in this application is true and correct.

Print name  
(Section 151 officer or equivalent)

\*Position

Signature (digital or wet signature)

Date

Print name  
**(Must be an authorised person listed in Section 6)**

\*Position

Signature (digital or wet signature)

Date

\*Two signatories are required, one of which should be the Officer designated by section 151 of the Local Government Act 1972 or Section 95 of the Local Government (Scotland) Act 1973 (or equivalent). Additionally, we reserve the right to contact your section 151/ section 95 officer should we need clarification of the authorised signatory listed within this section.

**If your section 151 officer (or equivalent) has changed, we will require two authorised signatories listed under Section 6 to confirm their appointment below.**

Print name:

Print name:

**Please provide an email address, which we will contact, to confirm when the changes have been actioned**

The following is to explain your rights and give you the information you are be entitled to under the General Data Protection Regulation (GDPR).

Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally).

- 1. The identity of the data controller and contact details of our Data Protection Officer**  
The United Kingdom Debt Management Office (UK DMO) is the data controller. The Data Protection Officer can be contacted at [dataprotection@dmo.gov.uk](mailto:dataprotection@dmo.gov.uk)
- 2. Why we are collecting your personal data**  
Your personal data is being collected as an essential part of the service we provide, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.
- 3. Our legal basis for processing your personal data**  
The GDPR states at Article 6(1)(e) that processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller is a sufficient legal basis.
- 4. With whom we will be sharing your personal data**  
The data we collect may be shared with relevant staff in other government departments, agencies and public bodies.
- 5. For how long we will keep your personal data, or criteria used to determine the retention period.**  
Data provided for authorisation purposes is held until it is superseded by a new instruction. Data relating to a deposit application is held for six years after the deposit maturity date.

## **6. Your rights, e.g. access, rectification, erasure**

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to have all or some of your data corrected if it is inaccurate or incomplete
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

## **7. Your personal data will be maintained in secured government IT systems here in the UK**

From time to time it may be necessary for personal data to be sent overseas to ensure our systems are working appropriately. Your data will only be transferred overseas temporarily and only where equivalent safeguards are in place and when absolutely necessary.

## **8. Your personal data will not be used for any automated decision making.**

9. Further information regarding the rights of individuals under GDPR can be found on the DMO website at <https://www.dmo.gov.uk/terms-of-use/privacy-notice/>