

# CHANGE OF CERTIFICATE DETAILS

Please fill in this form to request a new copy of your certificate should any of your company's details have changed.

Email the completed form to [enquiries@qmsuk.com](mailto:enquiries@qmsuk.com) and we will upload the adjusted certificate(s) to your [QMS Connect](#) or [Launchpad](#) account.



\* Required Fields

## Details of Current Certificate(s)

Company Name \*

Certificate Number/s \*

Company registration number \*

Total UK Offices \*

Estimated Annual Turnover \*

Total International Offices \*

## Your Details

Contact Name \*

Contact Telephone Number \*

Contact Email address \*

## Details of New Certificate(s)

Type of change required \*

I require printed copies of these certificates

An administration charge of £20 + VAT is payable within 28 days of the issue of each new certificate. This charge may also apply for any additional companies.

New Company Name *(if applicable)*

New Registration Number *(if applicable)*

New Company Address *(if applicable)*

New Scope *(if applicable)*

Additional Company Names/Addresses *(if applicable)*

Please describe the activities of the additional companies if different from the main company *(if applicable)*

I confirm the relevant management system has been amended to represent the changes requested in this form \*

I confirm that my previous certificate(s) will be destroyed upon receipt of a replacement \*

I understand that any printed certificates will incur a fee of £20 +VAT per certificate \*