

CHANGE OF BANK DETAILS FORM (SIPF)



WHO IS THIS FORM FOR?

This form is for Shell International Pension Fund (SIPF) Pensioners who would like to change their bank details.

Your name:

Pension number:

Telephone number:

Email address:

Bank Name and Address:

Account Number:

Swift/BIC Code:

Country Clearing Code:

IBAN (mandatory for accounts in Europe):

DECLARATION

I confirm that I would like my pension payments to be made to the bank account detailed above from the next available pay date. **Please do not close your current bank account until you have received the first payment into your new account.**

Signature:

Date:

Please sign and date this form and return it to the Pensions Administration Team (see contact details overleaf).

IMPORTANT NOTES

- If you wish to email your new details to us, please be aware we will require a scanned, signed form in order to update your record. If the form is not signed, we cannot update your record.
- Please be aware our payroll closes around the 18th of each month. If we receive your new account details after this date, your pension payment will not be credited to your new account until the following month. For example, if we receive your new bank details on 20th June, the first payment to credit your new account would be on 1st August.
- Failure to provide all requested information may cause delay or rejection of your pension payment.
- Please ensure the form is signed before returning.

Payments to overseas banks

If you wish to have your pension paid overseas, Citibank, the Funds' bank, will transmit your pension as an 'International Payment' wire transfer. Bank fees will apply (see below for details).

Payments will be made in your base country currency and conversion to the currency of the country in which the account is held will be made by the beneficiary bank (i.e. your local bank).

In certain countries, it is compulsory for the payer to provide the home address of the beneficiary to the crediting bank. We will, therefore, include your home address if you ask us to pay your pension outside the UK. If you do not wish us to pass on your home address, you must have your pension paid to a bank account in the UK.

Bank fees

No bank fee is charged for payments made by BACS to an account in the UK.

No bank fee is charged by Citibank on any payments that they transmit outside the UK. However, charges may be applied by the beneficiary bank (i.e. your local bank) and also by any other banks through which your payment is routed. We have no control over these additional charges.

SWIFT or BIC codes

Swift/BIC codes should be provided for all overseas banks.

IBANs for banks in Europe

IBAN stands for International Bank Account Number and is used primarily in Europe. For most countries in Europe, an IBAN is mandatory and your payment cannot be processed without this. It is only used when making payment from one country to another; it identifies the country to which payment is being made, the bank and the individual's account number along with a validation check.

The format does differ between countries, but a typical IBAN will look like this: BE 88 3200 3471 3441 or like this: GB19 LOYD 3096 1700 7099 43.

If you are not clear on how to find your IBAN, please check with your bank or, alternatively, you can input your details into the following website to validate: www.paymentscouncil.org.uk

CONTACT DETAILS

If you have any questions about how to complete this form, please contact the Pensions Administration Team.

Write to: Pensions Administration Team, Trustee Services Unit, Shell International Limited, Shell Centre, London, SE1 7NA, United Kingdom

Telephone: +44 (0)20 7934 1190

Email: UK-PensionsAdmin@shell.com