



CHANGE OF NAME POLICY

INTRODUCTION

PIABC Limited (PIABC) is a recognised and regulated awarding body with CCEA Regulation, Ofqual and SQA Accreditation. PIABC is committed to high levels of quality assurance and policies that are open, transparent and free from bias.

OVERVIEW

Under the law in England, Wales and Northern Ireland, if you want to be known by a different name you can change your name at any time, provided you do not intend to deceive or defraud another person. There is no legal procedure to follow in order to change a name you can simply start using the new name.

Like other public organisations and financial institutions, PIABC has a duty of care to prevent fraud and therefore, an individual must provide their correct name when registering for their qualification. This name will then be used in all PIABC correspondence with the individual and will also be used on any qualification certificates issued to the individual. The individual is responsible for ensuring that PIABC has recorded their name accurately.

If an individual changes their name, then they will be required to provide documentary evidence of the change before PIABC can update their record. Examples of documentary evidence are:

- Passport
- Birth certificate
- Marriage/civil partnership certificate
- Decree absolute
- Change of name deed or deed poll
- Public announcement
- Police report (change of name due to personal safety)

QUALIFICATION CERTIFICATES

Requests to reissue a certificate in a new name must be made in writing to PIABC. The original qualification certificate issued must be returned along with copies of the relevant documentary evidence, which will clearly show the change in name (all documents received will be treated with strict confidentiality) and addressed to:

PIABC Limited, The Boilerhouse, Caunt Road, Grantham, NG31 7FZ

Alternatively, email PIABC (piabc@iom3.org) with the change of name notification and copies of the relevant documentary evidence including their PIABC candidate number and name (as currently recorded) information.

FEE

Requests to reissue a certificate (due to a change of name or loss of original certificate) will incur a charge of £30.00 GBP, which will cover the costs of materials and administration.

Payment in full to be received by PIABC before the request is processed and therefore, PIABC will require payment by a method detailed below. Please submit this information with the change of name notification and documentary evidence to PIABC.

PAYMENT METHODS

Assessment registration will not be processed until remittance is received.

BY BANK TRANSFER

Account name: PIABC Ltd

Bank: Santander UK plc

Bank address: 2 Triton Square, Regent's Place, London, NW1 3AN, United Kingdom

Sort code: 09-02-22

Sterling Account number: 11017983

IBAN: GB25ABBY09022211017983

Swift code: ABBYGB2L

Please add the following payment reference: PIABC (YOUR SURNAME)

BY INVOICE

Purchase Order No:	
Contact name & address for invoicing:	
Telephone number:	
E-mail:	

Please send your completed form either to your centre co-ordinator or to PIABC Limited directly (piabc@iom3.org).

PIABC Limited

07 November 2023 (V4)