

BWML CHANGE OF DETAILS FORM

(Version 02.09)



INSTRUCTIONS TO THE CUSTOMER:

Please complete the shaded grey boxes (where applicable) and then take the form to your local BWML marina or post it (no stamp required) to **FREEPOST BWML CENTRAL FINANCE, Sawley Marina, Nottinghamshire, NG10 3AE.**

If the changes warrant a new Contract (i.e. because the Owner has changed or the Owner owns a different Vessel or the berth grade changed) do not complete this form but complete a **BWML Contract Application Form.**

A. CONTRACT DETAILS

Marina	<input type="text"/>	Current Contract Invoice Number	9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Customer Number	8	Date Changes Take Effect (DD/MM/YY)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B. CUSTOMER DETAIL CHANGES

OLD DATA

Title	<input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
Post Code	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

NEW DATA

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Emergency Contact Details:

Full Name	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>

Full Alternative Contact Address If Main Address To Be The Marina (Only Applicable For Grade 1 Moorers):

Address	<input type="text"/>
	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
Post Code/PO Box	<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

C. VESSEL DETAILS

OLD DATA

Boat Name/Unit Detail

Navigation Authority Reference

Navigation Authority if Boat (ring as appropriate) [British Waterways (BW)]
 [Environmental Agency (EA)]
 [Small Ships Register (SSR)]
 [Other]

NEW DATA

[British Waterways (BW)]
 [Environmental Agency (EA)]
 [Small Ships Register (SSR)]
 [Other]

D. NEW INSURANCE DETAILS

Name of Insurance Provider Start Date (DD/MM/YY)

Insurance Policy Number End Date (DD/MM/YY)

E. NEW BOAT SAFETY SCHEME (BSS) DETAILS IF BOAT

Boat Safety Scheme Relevance (ring as appropriate) [BSS Certificate Held]
 [Cover by RCD Declaration]
 [Sailaway Craft with Builder's Declaration]
 [Exempt]

BSS Certificate Number

Certificate Issue Date (DD/MM/YY) Certificate Expiry Date (DD/MM/YY)

Boat Surveyors Name or Reference

F. OWNER(S)' AGREEMENT

Owner(s) Signatures Date (DD/MM/YY)

MARINA USE ONLY

Name of BWML Staff Member Who Processed Form Date Form Scanned/Faxed to Central Finance (DD/MM/YY)

CENTRAL FINANCE USE ONLY

Name of BWML Staff Member Who Processed Form Date SAP CRM/XD02/XD05 Record Updated (DD/MM/YY)

Date Aged Debt Database Updated With Emergency Contact & Extra Contact Address (DD/MM/YY) Date Contracts Database Updated (DD/MM/YY)