

# Customer Database Records Amendment Request Form

Instructions: Please complete this form to request updates or corrections to your customer record. Once completed, print the form, sign it, and submit it to the Customer Accounts Department.

## 1. Current Customer Information (As it currently appears in our database)

Customer Account Number:

First Name:

Last Name / Company Name:

Contact Phone Number:

Email Address:

## 2. Requested Amendments

Please specify the fields you wish to update, along with the correct new information.

Field to Amend (e.g., Address, Phone, Name)	Current Value in Database	New Corrected Value
<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"/>

## 3. Reason for Amendment Request

Reason for change (e.g., relocation, marriage, typo correction):

## 4. Authorization and Signature

By signing below, I certify that I am the account holder or an authorized representative, and that the information provided above is true and accurate.

Printed Name of Requester:

Signature (Sign here after printing):

Date (DD/MM/YYYY):

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## Office Use Only

Processed By (Name):  Date Processed:

System Reference Number:  Status: