

Claim No.	Date
Entered	Verified

## Application form for King Charles III banknotes from the Bank of England (Maximum £300)

**Applications from individuals resident in the UK ONLY. 1 application per person permitted.**

**Claims to be submitted by 30/06/2024.**

To apply for your King Charles III banknotes by post, please fill out this application form and send it to us with the banknotes. **Please include an additional £5 postage (notes only) if special delivery is required.** Please send to **Department 24, Bank of England, Threadneedle Street, London, EC2R 8AH.**

**ONLY BANK OF ENGLAND BANKNOTES WILL BE ACCEPTED  
(COINS, FOREIGN CURRENCY, SCOTTISH, IRISH, ISLE OF MAN, JERSEY and GUERNSEY NOTES NOT ACCEPTED)**

Please list the notes to be exchanged MAXIMUM £300				King Charles III banknotes to be received MAXIMUM £300			
Quantity	Quantity		Value	Quantity	Quantity		Value
	@	£50	= £		@	£50	= £
	@	£20	= £		@	£20	= £
	@	£10	= £		@	£10	= £
	@	£5	= £		@	£5	= £
<b>Maximum £300</b>	<b>Total</b>		<b>= £</b>		<b>Total</b>		<b>= £</b>
Postage (if special delivery required)	@	£5	= £				
	<b>Total</b>		<b>= £</b>				

### APPLICANT DETAILS – PLEASE USE CAPITAL LETTERS

Title	Mr	Mrs	Miss	Ms	Other
Surname					
Forename(s)					
Address (UK only)					
Town / City (UK only)					
County					
Postcode (UK only)					
	Daytime Telephone No				
Email Address					

Return Postal Method: (please select)	<b>Standard</b> <input type="checkbox"/> Standard Royal Mail First Class post (not insured, posted at your own risk)	<b>Special Delivery</b> <input type="checkbox"/> Royal Mail Special Delivery requires a signature on receipt. As the cost of a special delivery is £7.35, a <b>£5 contribution is mandatory</b> , and the remainder will be covered by the Bank of England. <b>Should you choose this option, please ensure you enclose £5.00 in your banknote total</b>
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Applicant Signature: \_\_\_\_\_

Date
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If your claim is successful the Bank will not contact you, however you will receive the exchanged banknotes by your requested postal method

## APPLICATION FORM COMPLETION NOTES

1. **This application form should be used for exchanging Bank of England banknotes for newly issued Bank of England King Charles III banknotes only. Scottish, Northern Ireland, Channel Islands, Isle of Man or foreign notes or coins will not be accepted.** Received notes of these types, and coins, will be returned to you by standard Royal Mail First Class post at your own risk.
2. **Applications will ONLY be accepted from individuals resident in the UK, with banknotes being sent to a UK address.** Any applications received from non-UK residents will be returned alongside your submitted banknotes, by standard Royal Mail First Class post at your own risk.
3. **The maximum amount of King Charles III banknotes that can be claimed is £300.** Cash received in excess of this amount will be returned to you by your requested Return Postal Method, alongside the requested King Charles III banknotes.
4. **Only one application is permitted per person.** Any subsequent applications will be returned using your requested return postal method.
5. If notes are requested to be returned via Royal Mail Special Delivery (signature required on receipt), **a £5.00 contribution is mandatory so this should be included in the value of notes sent in.** If the mandatory £5.00 contribution is not included, your requested banknotes will be returned to you by standard Royal Mail First Class post at your own risk.
6. **If insufficient funds have been included in your application** to purchase the requested King Charles banknotes, the value which we have received from you will be returned as King Charles III banknotes, after allowing for your requested postal method.
7. **Claims received after 30/06/2024 may not be processed and will therefore be returned to the applicant with their original banknotes using the Return Postal Method requested.**
8. For successful exchanges, the Bank will not contact you, however you will receive the exchanged banknotes by your requested return postal method.

When completed, the application form together with the notes to be exchanged should either be forwarded by secure courier service, or sent by post (appropriately stamped and at the **applicant's own risk** – it is recommended to send higher value claims by Royal Mail Special Delivery) to:

**THE MANAGER, DEPT 24, BANK OF ENGLAND, THREADNEEDLE STREET, LONDON, EC2R 8AH**

Copies of this form can be downloaded from the King Charles III Banknotes page of the Bank of England's website:

[www.bankofengland.co.uk/banknotes/king-charles-banknotes](https://www.bankofengland.co.uk/banknotes/king-charles-banknotes)

If you have any queries regarding this application form, please contact us on 020 3461 2053

### **Privacy Notice: How we use your information**

#### **Information we collect**

By submitting this form, the Bank of England collects personal data about you. This includes your name, address, contact details, and information relating to your possession of the banknotes.

#### **Why we need your personal data**

We collect your personal data to assess your exchange banknote application (in a way that complies with applicable laws and regulations, including Anti Money Laundering regulations) and to allow us to reimburse you the face value of your exchanged banknotes. Without this data, we cannot process your application. This is necessary for the performance of a task carried out in the public interest or in the exercise of our official authority as the Central Bank of the United Kingdom.

#### **What we do with your personal data**

We use this information to confirm you are who you say you are, to audit our processes and to comply with applicable laws and regulations. We may have reference to your previous claims to the Bank, and in some instances commercial sources, to enable us to meet our obligations in assessing your application.

In complying with applicable laws and for law enforcement purposes, we may also disclose data to any government entity, regulatory authority or to any other person the Bank reasonably considers necessary. This may mean that personal data is transferred outside the UK. The Bank will not, however disclose personal data to third parties for marketing purposes.

Your data will be stored for a period that the Bank considers appropriate to support the prevention of crime and to enable its compliance with relevant laws.

#### **Your rights**

You have a number of rights under data protection laws. For example, you have the right to ask us for a copy of the personal data the Bank holds about you. This is known as a 'Subject Access Request'. You can ask us to change how we process or deal with your personal data, and you may also have the right in some circumstances to have your personal data amended or deleted.

To contact us about those rights, including making a request for the personal data we hold about you or to make a complaint, please see our website at [bankofengland.co.uk/privacy](https://www.bankofengland.co.uk/privacy) or write to us at: **The Privacy Team, Bank of England, Threadneedle Street, London, EC2R 8AH.**

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

**How we use your information:** For further information about privacy at the Bank of England and how we use personal data (including certain rights and options that you have), please see <https://www.bankofengland.co.uk/legal/privacy>