**Instructions for**
# Customer Information Update Form

To update your information, simply type appropriate responses to the corresponding citeria listed below within the COB system. A completed enclosed example is provided in the box below for illustration.

a.  Name :
b. Address (Residential):
c.  Address (Mailing):
d.  Date of birth *:*
e.  Type of Identification:
f.  Identification Number:
g.  Issue and Expiry date of identification: Issue :
                                             Expiry:

 h.  Telephone  -Home:
                - Work:
                - Mobile:
i.  Occupation/Employer:

*Completed Enclosed Example*

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a.  Name :  Anthony Banker

b. Address (Residential): #1 Bridge Street, Financial Plaza, Castries

c.  Address (Mailing):  P O Box 1862, Castries

d.  Date of birth : January 01, 1950

e.  Type of Identification:  St Lucia National Identification Card

f.  Identification Number:123456

g.  Issue and Expiry date of identification: Issue :  January 01, 2000
                                             Expiry:  January 01, 2010

h.  Telephone  -Home:        758-451-0000
               - Work:        758-450-1111
               - Mobile:      758-999-9999

i.  Employer/Occupation:   Government of St Lucia - Teacher

**Step 1: Log in to online Banking, click on the "Secure Message" tab, then click "Add Message" button.**



**Step 2: Type your response as per instructions above in the message box.**

**Step 3: Preview of completed customer update form**



**Step 4: Click on Submit button.**