



Instructions for Customer Information Update Form

To update your information, simply type appropriate responses to the corresponding criteria 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

- 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.

Bank of Saint Lucia
ALL THE BANK YOU NEED

Safe, secure Internet Banking

Complete Online banking
FROM BANK OF SAINT LUCIA LTD

Secure Message Help COB Agreement Exit

Account Listing Accounts Options

BANK OF SAINT LUCIA LTD. # 1 Bridge Street, CASTRIES
Tel: (758)-456-6000

Add Message

NOTE: Click on a column name to sort transactions by that column in ascending (↑) or descending (↓) order.

ID	Status	Received	Urgency	Subject	Attach
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Step 2: Type your response as per instructions above in the message box.

https://www.netteller.com - Send Secure Message - Microsoft Internet Explorer

Bank of Saint Lucia
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Complete Online banking
FROM BANK OF SAINT LUCIA LTD

Send Secure Message

From: 967900000188

Your E-mail: *

Your Name:

Subject:

Urgency: High Medium Low

Message:

Submit Reset Close

*Your e-mail address will be used to notify you when you receive a reply.

Step 3: Preview of completed customer update form

https://www.netteller.com - Send Secure Message - Microsoft Internet Explorer



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Your Name:

Subject:

Urgency: High Medium Low

Message:

- 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 (mm/dd/yy): Jan 01, 1950

**Your e-mail address will be used to notify you when you receive a reply.*

Step 4: Click on Submit button.

https://www.netteller.com - Send Secure Message - Microsoft Internet Explorer



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Send Secure Message

From: 967900000188

Your E-mail: *

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- a. Name : Anthony Banker
- b. Address (Residential): #1 Bridge Street, Financial Plaza, Castries
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**Your e-mail address will be used to notify you when you receive a reply.*