# FP Change my company details terms and glossary

**If you are changing your company name or address:** **Licence Fee £30 + VAT**

There will be an administration charge to apply to the Royal Mail for your new franking machine licence, we will also update all of our systems with your new details ensuring that we have the correct contact information for you at all times.

**If you need to update your Company advert and / or return address:** **Advert £66 + VAT**

Once you have submitted your new company details to us via the 'change my company details' form, submit your new advert to us via the online advert designer. This can take up to 5 working days.

**Novation** **£190 + VAT**

This will be required if your company is changing registration number. You will be contacted regarding the process.

*Please select which options you require when filling in the 'change my company details' form and we will invoice you accordingly*