

20 December 2022

Dear all

I would like to give you an update on Vincent House including some important news you'll need on how we will be working.

### **Vincent House**

The Vincent House sale is progressing well. Marketing of the property has attracted a lot of interest and we have received a number of good offers are currently being considered by Trustees.

The staff have been busy clearing out the office, sorting through and digitising or archiving documents kept at Vincent House. The IT servers have been relocated from Vincent House, and the building will now be closed to all staff by the end of 16 December 2022, with exception of core personnel required to work on-site.

### **New registered address**

We have a new official registered address which will take effect from 1 January 2023. This will be used as needed on core charity materials, such as letterheads, envelopes and key publications like our Financial Statements. The new registered address is: Action Medical Research, 5th Floor, 167-169 Great Portland Street, London, W1W 5PF.

Please note that this is not the charity's office and serves as our address for official business and regulatory purposes.

We are updating this on our website and on corporate stationery (such as letterheads and envelopes) and will be applying this to any relevant materials we produce through our design team.

If you are creating any other documents or emails which require Action Medical Research's registered address, please make sure you use this new one from 1 January.

Post arriving at our new registered address will be scanned and passed onto our Supporter Services team to distribute or respond to as required.

There is also a redirect in place for post addressed to Vincent House from yesterday (and we'll be checking Vincent House post for a period after this to make sure nothing gets missed). The post will be redirected to Telebank, a response handling agency, who will also be receiving all our direct marketing freepost appeal responses as well as any cheques that are sent to our new registered address.

### **Other**

Details of processes for printing, warehousing and a GDPR compliance policy are being worked on and will be published in January 2023.

If you have any questions, do please let me know.

I'd like to thank you for your fantastic fundraising for the charity, and wish you a very happy Christmas and new year.

Best wishes

Lewis.