

Please complete this form if you want to set-up a direct debit or change your nominated bank account details. Completing this form facilitates the payment of dividends and sales proceeds to you in a prompt and secure manner.

If you have any questions about completing this form, please call Customer Services on **0345 300 0430**. Please return this form to: Equiniti, PO Box 4605, Aspect House, Spencer Road, Lancing, West Sussex, BN99 6QY.

### Your account details

Name

Share Dealing Account No.

Do you want to make regular monthly payments from your bank account below into your Equiniti Shareview Dealing account?

Yes

No

Please specify the product to which this instruction applies and enter the amount you wish to transfer each month:

Investment Account  £

ISA  £

Payments will be debited from your bank account on the 27<sup>th</sup> of each month.

### Instruction to your bank or building society to pay by Direct Debit

Name and full postal address of your bank or building society:

To: The Manager

Bank/Building Society address

Postcode

Service User Number

8 3 8 5 1 0

Service User Reference

### Instruction to your bank or building society

Please pay Equiniti Financial Services Limited Direct Debits from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Equiniti Financial Services Limited and, if so, will be passed electronically to my bank/building society.

Signature (for joint accounts both parties must sign)

First Account Holder Signature

Print Name

Date

Second Account Holder Signature

Print Name

Date

Name of Account Holder(s)

Bank/Building Society Account Number

Branch Sort Code

Banks and building societies may not accept Direct Debit Instructions for some types of account.

### Please note, if we are unable to verify the bank account details provided to us, we will require you to send us a bank statement.

We can accept the statement (original/photocopy) that is returned along with this form by post, if you wish to provide this now. Any original statement will be returned to you. The bank statement should be less than three months old and show your full name, current home address, your sort code and account number. This will need to contain some transactional information and have the details of the bank, including the bank logo, name and address (branch, registered or web address).

We will accept a scanned copy of your bank statement as long as this has been sent from your email address which you have already provided to us and this should be sent to [enquiries@equinitishareviewdealing.com](mailto:enquiries@equinitishareviewdealing.com). However, you should be aware that there are potential risks in sending documents that contain your sensitive bank account information by email as this is not considered to be a totally secure medium.

If you are unable to provide a bank statement, we can accept a cheque from you nominated bank account with "void" written across it.

We recommend that you retain a copy of the Direct Debit guarantee

### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Equiniti Financial Services Limited will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Equiniti Financial Services Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Equiniti Financial Services Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Equiniti Financial Services Limited asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

