



Instruction to your Bank or Building Society to pay Direct Debits

Originators Identification Number

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Originators Reference
(Office Use Only)

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Please complete parts 1 to 6 to instruct your Bank or Building Society to make payments directly from your account then return this form to:- **The Royal Institute of Navigation, 1 Kensington Gore, London, SW7 2AT**

Please use capital letters:

1. To: The Manager

Bank: _____

(Banks may refuse to pay Direct Debits from some types of account. Non UK Banks/ Building Societies are not accepted.)

Branch: _____

Address: _____

_____ Post Code _____

2. Bank Sort Code:

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3. Bank Account Number:

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4. Name of Account Holder(s): _____

5. Address of Account Holder(s): _____

_____ Post Code _____

6. Your instructions to the Bank, and your Signature(s):

- I instruct you to pay Direct Debits from my account at the request of **The Royal Institute of Navigation**.
- I confirm that the amounts to be debited are variable and may be debited on various dates.
- I shall duly notify the Bank in writing if I wish to cancel this instruction. I shall also so notify **The Royal Institute of Navigation** of such cancellation.
- I understand that this instruction may remain with **The Royal Institute of Navigation** and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s): _____

Date: _____

The Direct Debit Guarantee

- This is a guarantee provided by your own Bank/Building Society as a member of the Direct Debit Scheme, in which Banks/Building Societies and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then your Direct Debit Originator will notify you in advance of the amounts to be debited to your account.
- Your Bank/Building Society will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed a prompt refund by your Bank/Building Society of the amount so charged.
- You can cancel the Direct Debit Instruction in good time by writing to your Bank.