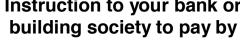


Please fill in the whole form including official use box using a ball point pen:



Instruction to your bank or **Direct Debit**

Service user number 9 8 4 4

FOR DEPARTMENT FOR BUSINESS, INNOVATION & SKILLS (BIS) ED LOAN Please return the form to your SFLG or EFG Lender GUARANTEE OFFICIAL USE ONL This is not part of the instruction to your bank or building society Please **DO NOT** send it to The Department for Business Innovation & Skills or The Small Firms Loan Guarantee (SFLG) and Enterprise Finance Guarantee (EFG) are managed on behalf of the Department for Business, Innovation & Skills (BIS) by the British Business Bank. Department for Business, Innovation & Skills (BIS) ED Loan Guarantee This form must only be used to give instruction for the payment of an SFLG or EFG guarantee scheme premium. This form should be completed by the Payer and returned to their SFLG or EFG Lender. It should not be sent to BIS or the British Business Bank. British Business Bank Foundry House 3 Millsands The Lender is responsible for providing the Payer with a schedule detailing the amounts and timing of the premiums to be collected over the lifetime of the guaranteed facility. The quarterly premium is reparate from and in addition to capital and interest payments and any fees due to the Lender. Premium payments collected under this instruction will be identified on the Payer's bank statement with the narrative "BIS LOAN GUARANTEE" followed by the reference shown below. Sheffield S3 8NH Payer - Please insert your e-mail address below so that you can be contacted to be advised of the collection date of your first premium. Name(s) of account holder(s) **Email Address Details:-**Lender - Please upload relevant details to the Premium Collection Agency system Bank/building society account number Instruction to your bank or building society Branch sort code Please pay the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee 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 the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee and, if so, details will be passed electronically to my bank/building society. Name and full postal address of your bank or building society Bank / Building Society To: The Manager Signatures (s): Address: Date : Postcode Reference

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

DDI1

This guarantee should be detached and retained by the payer.

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 the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee 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 the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee 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 the Department for Business, Innovation & Skills (BIS) ED Loan Guarantee 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