

# HM Land Registry

## Variable Direct Debit payment scheme

### Application form for Business e-services



#### Office use only

N/A      S/C      S/O  
☐      ☐      ☐

Reference/Key number

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CRM number

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#### Accept/reject/notes

Signature

Date

Please complete in CAPITAL LETTERS and sign the declaration below. The information provided will be used to assess your application; please ensure that it is legible, accurate and as complete as possible. Details omitted and the use of initials or nonstandard abbreviations may lead to delay or to the application being declined. Sole traders and partners should insert **all** forenames in full.

#### Organisation name


Full postal address including county and postcode. Applications using Direct Debit will be despatched to the address below. Individual users can create an alternative despatch address using Portal Administrative Services.

Post code

#### Contact details

DX address

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Telephone number

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Fax number

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Company registration number (if applicable)

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Email address for notification


Is a Business e-service account required?

☐ Yes. Is Form AFS1 enclosed? ☐

☐ No. Please go to next section.

All successful applications for variable Direct Debit accounts will be provided with a new unique account key number.

**Declaration**

We/I apply for a HM Land Registry Direct Debit account facility having read the general terms and conditions and information provided with this application form.

We/I agree that regulation 9 & 11 (certain information to be supplied by the service provider where an order is placed with electronic services) of the Electronic Commerce (EC Directive) Regulations 2002 as amended from time to time will not apply.

The information provided is correct to the best of our/my knowledge and belief. We/I authorise HM Land Registry to make any enquiries it believes necessary regarding this application, including a check with a credit reference agency using the information provided on this form, and understand that the application may be declined without stating a reason.

We/I agree to abide with the terms and conditions under which the facility is operated and understand that failure to meet such terms and conditions may result in the facility being suspended or withdrawn without notice.

Signature

Date

Full name and position in your organisation

This application if accepted forms a legal contract between the account holder and HM Land Registry and must be signed by a person authorised to contract on behalf of the applicant.

The Direct Debit instruction must be signed by a person authorised by the applicant's bank to do so.



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

Please fill in the whole form, excluding official use box and send it to:

Service Access Team  
PO Box 650  
Southfield House  
Southfield Way  
Durham  
DH1 9LR  
or: DX 313201 Durham 24

Service user number

6	7	9	1	2	5
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For HM Land Registry official use only

This is not part of the instruction to your bank or building society

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building  
society

To: The Manager	Bank/building society
Address	
Postcode	

Reference (official use only)

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Instruction to your bank or building society

Please pay HM Land Registry 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 HM Land Registry, and, if so, details will be passed electronically to my bank/building society.

Signatures

Date

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

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 HM Land Registry will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HM Land Registry 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 HM Land Registry 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 HM Land Registry 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.