

Date: .....

From: .....

Address: .....

.....

**To:** Empire Trade UK  
Windsor Business Centre  
PO Box 1477  
Windsor  
Berkshire  
SL4 1FB

**Fax:** 01753 594 848

Attention Membership Accounts Officer

**Re Account Name:** .....

**Empire Trade Account number** .....

As the authorised signatory on the above account with Empire Trade I advise that I wish to close this account effective from the date of this notice.

☐ I have enclosed any unused cheque slips.

☐ I have enclosed my membership card.

**Accounts with a debit cash or trade balance**

☐ I understand that all outstanding fees and account balance must be settled prior to the closing of this account and **have enclosed my cheque/cheques accordingly.**

**Accounts with a credit trade balance**

Gift Certificate cheques can be issued to an account holder to clear credit balances **up to £T500** and are sent by registered mail at the account holder's cost. Empire Trade Exchange takes no responsibility for Gift Certificates cheques that may not arrive at their destination when sent by regular mail. **Please choose from the two options below.**

☐ Please forward Gift Certificates Cheques by Australia Post registered mail for the credit balance. I agree to pay £5 cash to cover the cost of registered post prior to the Gift Certificates being dispatched.

☐ Please forward Gift Certificates Cheques by Australia Post regular mail for the credit balance. I do not wish to pay the £5 charge for registered mail and accept that Empire Trade will not take responsibility should the Gift Certificate Cheques be lost in the mail and not delivered.

**Payment of transaction fees for Gift Certificate Cheques, plus registered mail fee (if this option is selected), accompanies this notice. I understand full payment must be received before the Gift Certificate Cheques are mailed.**

Signed: .....

Name of Signatory: .....

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In the event that this agreement is sent by facsimile or email transmission to one or both parties for signature or to their respective agents or solicitors and is subsequently duly signed and returned then this agreement shall be binding on the parties as if an original and duplicate of the agreement were signed by the parties. This agreement is not conditional upon the subsequent execution of an original and duplicate by the parties although either party may request the other party to execute an original and duplicate agreement.

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Office use only

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Regional Agent authorisation

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Dated