

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

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

London Gateway Registration Department,
C/O Community Network Services Ltd. (CNS),
204-207 Berths
Western Docks
Southampton, Hants
SO15 1DA
(CNS -As Agent For London Gateway Port Limited)

Service user number

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FOR CNS OFFICIAL USE ONLY

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

DATE RECEIVED:

DD REF:

PROCESSED:

	DATE	BY (name)
SAGE:
BACSTEL:
BANK:

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	

Instruction to your bank or building society

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

Signature(s)

Date

IBAN Number (International Banking) / BIC / SWIFT Code

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Reference

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V B S

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.

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The Direct Debit Guarantee

**DIRECT
Debi**

- 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, CNS will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request CNS 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 CNS 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 CNS asks you to.
- You can cancel Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.