

DIRECT DEBIT MANDATE

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

Please fill in the whole form using a ball point pen and return it to:

MCP plc, The Chapel, Maybush Lane, Felixstowe, IP11 7LL

1. Name and full postal address of your bank or building society branch

To: The Manager	Bank or Building Society
Address:	
Postcode	

2. Name(s) of account holder(s):

5. Reference Number:

3. Branch sort code:

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4. Bank or building society account number:

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6. **Instruction to your bank or building society.** Please pay MCP plc Direct Debits from the account detailed on this instruction subject to the safeguards assured by the direct debit guarantee. I understand that this instruction may remain with MCP plc and, if so, details will be passed electronically to my bank/building society.

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

Signature(s):
Date:



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, Maritime Cargo Processing Plc will notify you at least 10 working days in advance of your account being debited or as otherwise agreed. If you request Maritime Cargo Processing Plc 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 Maritime Cargo Processing Plc 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 Maritime Cargo Processing Plc 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.