

Please complete this form if you want to set up a direct debit, change your nominated bank account details, or set up a regular payment instruction. If you have any questions about completing this form, please call our Customer Experience Centre on 0345 0700 720.

Please return this form to: **Selftrade PO Box 4923, Worthing, BN99 6SF.**

Section A Your Personal Details

Please provide your Selftrade Dealing Account Number

If you do not have an account, you must also complete a Dealing Account application form and return it with this form.

Title

Mr

Mrs

Miss

Ms

Other

Last name

First name(s)

Daytime Telephone Number
(please include extension number if appropriate)

Home Address

House no

Postcode

Section B Regular Payment Instruction

Do you want to make regular monthly payments from your bank account below into your Selftrade account? If Yes, please choose the date you would like payments to be debited from your bank account and the amount that you would like to transfer each month.

	Transfer Date		Amount
Dealing Account including Joint, Investment Club and Company Dealing Accounts	1st <input type="checkbox"/>	15th <input type="checkbox"/>	£ <input type="text"/>
Shares ISA	1st <input type="checkbox"/>	15th <input type="checkbox"/>	£ <input type="text"/>
Child Trust Fund	1st <input type="checkbox"/>	15th <input type="checkbox"/>	£ <input type="text"/>

If the regular payment date falls on a non-working day, the payment will be collected on the next working day.

Section C Banking Details - this must be completed

You must set up a Direct Debit to us from your nominated bank account by filling in this section. This will allow you to pay money into your account and allow us to transfer any income you receive from dividends and proceeds from sales to your bank account. The nominated bank account provided must be held in the name of all applicants.

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



Name and full postal address of your bank or building society:

To: The Manager

Bank/Building Society

Service User Number

Bank/Building Society address

Service User Reference (if applicable)

Instruction to your bank or building society
Please pay Equiniti Financial Services Limited, trading as Selftrade ("Selftrade"), 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 Selftrade and, if so, will be passed electronically to my bank/building society.

Name of Account Holder(s)

Signature(s)

Bank/Building Society account number

Branch sort code

Print name(s)

Date

Banks and building societies may not accept Direct Debit Instruction for some types

Please note, if we are unable to verify the bank account details provided to us, we will require you to send us a bank statement.

We can accept the statement (original/photocopy) that is returned along with this form by post, if you wish to provide this now. Any original statement will be returned to you. The bank statement should be less than three months old and show your full name, current home address, your sort code and account number. This will need to contain some transactional information and the details of the bank, including the bank logo, name and address (branch, registered or web address).

We will accept a scanned copy of your bank statement as long as this has been sent from your email address which you have already provided to us and this should be sent to info@selftrade.co.uk. However, you should be aware that there are potential risks in sending documents that contain your sensitive bank account information by email as this is not considered to be a totally secure medium.

If you are unable to provide a bank statement, we can accept a cheque from your nominated bank account with "void" written across it.

We recommend that you retain a copy of the Direct Debit guarantee



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, Equiniti Financial Services Limited, trading as Selftrade ("Selftrade"), will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Selftrade 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 Selftrade 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 Selftrade 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.