

Please complete and send to:  
Swains International plc  
Eastland House  
Westgate  
Hunstanton  
Norfolk  
PE36 5EW

**INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT**

Originators Identification Number

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

<b>To: The Manager</b>
<b>Address:</b>
<b>Postcode:</b>

**2. Name(s) of account holders**

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**5. Reference**

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**3. Branch sort code**

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**6. Instruction to your Bank or Building Society**

Please pay Swains International 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 Swains and if so, details will be passed electronically to my Bank/Building Society

**4. Bank or Building Society account number**

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**Signature(s)**

**Date**

Banks & Building Societies may not accept Direct Debit instructions for some types of accounts

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 Swains International Plc will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Swains International 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 Swains International 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 Swains International 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.