

**Please complete and send to:**

Swains International Plc  
26 Rollesby Road  
Hardwick Industrial Estate  
King's Lynn  
Norfolk  
PE30 4LS

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

Originators Identification Number

7	5	5	2	8	5
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**1. Name & full postal address of your Bank or Building Society branch**

To: The Manager	
Address:	
	Postcode:

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

**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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Banks and Building Societies may not accept Direct Debit instructions for some types of account

Signature(s)
Date



## 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.