Direct Debit Mandate

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Unique mandate reference – to be inserted by Originator

Registrar-General's Department

By signing this mandate form, you authorize (a) the Registrar-General's Department to send instructions to your bank to debit your account and (b) your bank to debit your account in accordance with the instructions from the Registrar-General's Department.

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within **3 months** starting from the date on which your account was debited.

A person shall be eligible for a refund where (a) the debit is not authorised, (b) the amount debited differs from the invoice amount or (c) the same instruction is executed more than once.

Note: Your attention is drawn to Section 26(A)(3) of the Registration Duty Act to your liability regarding insufficiency of funds in bank account to meet the full fees, duties and taxes through the Direct Debit Scheme.

The completed form duly signed should be sent to the Registrar-General's Department at the address shown below.

Your Name

Your Address

Name and Address of your Bank

Your Account Number

Additional Information whichever is applicable

NIC/NCID

BRN

Type of Payment: Recurrent Payment

Validity Period for Recurrent Payments: From __ / __ / ____ To __ / __ / ____

Please sign here **Signature:** .....

Date: __ / __ / ____

Registrar-General's Department
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