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Deputy responsible person details

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| **Version 1.1**This form should be used when requesting additional deputy responsible persons for the organisation and returned to:Service Access TeamPO Box 650Southfield HouseSouthfield WayDurhamDH1 9LRDX 313201 Durham 24If you need guidance to complete your application, pleaseemail: customersupport@mail.landregistry.gov.uk or call 0300 006 0411**Deputy responsible person details**A person within the organisation nominated to supervise the administrators. The deputy responsible person will have access to reports documenting the activities of the administrators and Variable Direct Debit (VDD) account data. **There is no limit on the number of deputy responsible persons an organisation can have.** |  | Fields marked ‘\*’ are mandatory.Your organisation details\*Name      1. Deputy responsible person details\*Title *(Please place an ‘X’ in the appropriate box)*[ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms[ ]  Other (please specify)

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| \*First name       |
| Middle name(s)       |
| \*Family name [block letters]       |
| \*Address       |
|       |
|       |
| Postcode       |
| DX address       |
| \*Email       |
| \*Telephone number *(Please complete at least one option)* Landline       |
| Mobile       |

**\*Delivery method of security credentials** *(Please place an ‘X’ in the appropriate box)*[ ]  Postal [ ]  Electronic |
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| **VDD details**Include VDD key numbers where known. If you are applying for a new VDD key number, enter the account name. This should correspond to the ‘Name(s) of account holder(s)’ that appears on the VDD mandate.A default key number will be allocated to the deputy responsible person. The lowest key number will be set as the default, unless you indicate otherwise in the space provided. |  | Variable Direct Debit (VDD) detailsIf you leave this section blank, all portal enabled VDD key numbers for your organisation will be allocated to this deputy responsible person.If you only wish to allocate specific VDD key numbers or account names to this deputy responsible person, please enter them all here.Enter the default VDD key number/account name     Other VDD key number/account names                               |

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| \*First name       |
| Middle name(s)       |
| \*Family name [block letters]       |
| \*Address       |
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| Postcode       |
| DX address       |
| \*Email       |
| \*Telephone number *(Please complete at least one option)* Landline       |
| Mobile       |

**\*Delivery method of security credentials** *(Please place an ‘X’ in the appropriate box)*[ ]  Postal [ ]  Electronic |
|  |  |  |
| **VDD details**Include VDD key numbers where known. If you are applying for a new VDD key number, enter the account name. This should correspond to the ‘Name(s) of account holder(s)’ that appears on the VDD mandate.A default key number will be allocated to the deputy responsible person. The lowest key number will be set as the default, unless you indicate otherwise in the space provided. |  | Variable Direct Debit (VDD) detailsIf you leave this section blank, all portal enabled VDD key numbers for your organisation will be allocated to this deputy responsible person.If you only wish to allocate specific VDD key numbers or account names to this deputy responsible person, please enter them all here.Enter the default VDD key number/account name     Other VDD key number/account names                               |
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| This form must be signed and dated on behalf of the organisation by the responsible person. |  | \* Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Print name      \*Date       |