



As part of this Customer Agreement, a consumer credit search will be carried out by an appointed credit reference agency against their consumer information database, either on the directors of the company or the owners of the business. A note of this search will appear on your consumer credit file but will not affect your ability to obtain credit in the future. Please note, we will only carry out a consumer credit search on any director who is an officer of a registered company that is either a 'Small company' as defined under s247(2) of the Companies Act 1985, or that is a newly formed company which has yet to file its first set of accounts.

**Please note that you may consent for such a search to be conducted of up to 2 other owners or directors, provided that (i) your business has no more than 3 owner/director; and (ii) you are empowered by both director/owner 2 and 3 to give consent for such a search to be conducted on them.**

Government departments and local authorities will be subject to separate arrangements and will not be required to undergo a credit check.

### Section 1 – Details of the applying organisation

1.1 Full registered legal name of applicant organisation

1.2 Type of organisation

Limited Company/LLP/PLC

Registration No

Registered with Law Society Registration No

Registered with Tenant Services Authority FSA

member

Other—please give details of the sector in which you operate and membership of any Trade or Regulatory Organisation:

1.3 Credit limit required weekly

£

1.4 Key shareholders and/or ParentCompany

Name of shareholders and or parent company	%

1.5 Full registered officeaddress

Building and street

Second line of address

Town or city

County (optional)

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

1.6 Number of yearstrading

1.7 Contact details

Name

Position/title

Email

Phone number

1.8 Are you an existing HM Courts & Tribunals Service Direct Debit customer?

Yes, my customer reference(s)

No

1.9 Does your parent company or any subsidiary companies have an existing Fee Account facility with HM Courts & Tribunals Service?

Yes, their Fee Account Number is

No

## Section 2 – Trading details (if different from Section 1)

2.1 Trading name

2.2 Trading address

Building and street

Second line of address

Town or city

County (optional)

Postcode

--	--	--	--	--	--	--	--

### 2.3 Contact details

Name

Position/title

Email

Phone number

## Section 3 – Secondary contact

### 3.1 Contact details

Name

Position/title

Email

Phone number

## Section 4 – Billing details

### 4.1 Billing address

As in **Section 1**

As in **Section 2**

As below

Building and street

Second line of address

Town or city

County (optional)

Postcode

--	--	--	--	--	--	--	--	--	--

### 4.2 Billing contact

As in **Section 1**

As in **Section 2**

As below

Name

Position/title

Phone number

#### 4.3 Billing email

Email

The billing email address must be a generic email account that is monitored constantly and to which correspondence can be sent (eg ask@abc.co.uk). It cannot be a personal email address (eg. jo@abc.co.uk).

NOTE: All account information correspondence will be to this Billing email address.

#### 4.4 We will send an Itemised Advance Notice weekly electronically

Do you require .xml format, in addition to the pdf?

Yes, please also send me an invoice in an '.xml' format

No

We will process, manage, control release and record personal information to

- Search credit reference and fraud agencies' records (including information from the electoral register and from overseas) so we can manage your account with us and make decisions about credit, including whether to make credit available, or to continue to extend your existing credit (these searches will not be seen or used by other - lenders to assess your ability to get credit);
- access any application for creditor other financial services you, or a member of your household or a business to which you are a party makes (we will sometimes use a credit scoring or other automatic decision-making system to do this);
- if you are providing information about others, such as a spouse, or a member of this business to which you are a party, you must have their permission to do so;
- manage your accounts and policies, and make decisions on questions about any application, agreements or correspondence which you may have with us;
- carry out, monitor and analyse our business;
- contact you (unless you tell us that you prefer not to receive direct marketing) about other products and services which we consider may interest you;
- fight fraud, money-laundering, terrorism and other crimes; and keep to any laws or regulations in any country.

## Section 5 – Declaration

By ticking the declaration boxes and submitting this application form you confirm that you are authorised to complete this form on your organisation's behalf and that

- The details supplied in this application are correct
- You have read and understand the Terms & Conditions and agree to be bound by them

Authorised by:

Name

Position/Title

Email

Telephone

Signed

Date

### What happens next

1. Once you have completed the application form, scan a copy of the whole form and email it to [middleoffice.DDservices@liberata.com](mailto:middleoffice.DDservices@liberata.com)
2. Please post completed and signed paper mandate to the following address:  
Liberata PbA Support Team,  
PO Box 3166,  
Cardiff  
CF30 0FH  
**or**  
DX 134282,  
CARDIFF 46

If you need this application in an alternative format, for example in large print, please contact Liberata PbA Support Team



Please fill in the whole form using a ball point pen and send it to:

Ministry of Justice-HMCTS PBA GBS,  
PbA Support team,  
PO Box 3166,  
Cardiff,  
CF30 0FH

### Name(s) of Account Holders

### Bank/Building Society Account Number

--	--	--	--	--	--	--	--	--	--

### Branch Sort Code

--	--	--	--	--	--

### Name and Full Postal Address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
	Postcode

### Instruction to your Bank or Building society to pay by Direct Debit

#### Service User Number

6	9	8	5	1	2
---	---	---	---	---	---

#### Reference Number

--	--	--	--	--	--	--	--	--	--

### Instruction to your Bank or Building Society

Please pay Ministry of Justice-HMCTS PBA GBS 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 Ministry of Justice-HMCTS PBA GBS and, if so, details will be passed electronically to my Bank/Building Society.

Signatures
Date

**Banks and building societies may not accept Direct Debit Instructions for some types of account**

**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 Ministry of Justice-HMCTS PBA GBS will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Ministry of Justice-HMCTS PBA GBS 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 Ministry of Justice-HMCTS PBA GBS 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 Ministry of Justice-HMCTS PBA GBS 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.