



Instruction to your bank or building society to pay by Direct Debit

Maritime Cargo Processing plc The Chapel Maybush Lane FELIXSTOWE IP11 7LL	Service user number 7 2 4 9 9 2	
Name(s) of account holder(s)	Reference	
Bank/building society account number Branch sort code	Instruction to your bank or building society Please pay Maritime Cargo Processing plc 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 Maritime Cargo Processing plc and, if so, details will be passed electronically to my bank/building society.	
Name and full postal address of your bank or building society To: The Manager Bank/building society		
Address	Signature(s)	
Postcode	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 Maritime Cargo Processing plc will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Maritime Cargo Processing 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 Maritime Cargo Processing 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 Maritime Cargo Processing 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.

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