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

Institute of Barristers' Clerks
289-293 High Holborn
London
WC1V 7HZ

LDE 240

Instructions to your Bank or Building Society to pay by Direct Debit

Name(s) of Account Holder(s)

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

Originator's Identification Number

6	5	2	9	3	2

Reference Number

Instructions to your Bank or Building Society
Please pay Institute of Barristers' Clerks 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 Institute of Barristers' Clerks and, if so, details will be passed electronically to my Bank/Building Society

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions from 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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change the Institute of Barristers' Clerks will notify you twenty-eight days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Institute of Barrristers' Clerks or your Bank or Building Society you are guaranteed a full and immediate refund from your branch of the amount paid.
- Your can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.