



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

**S.D.S. Security Limited**  
The Old Print House  
173 Northcote Road  
Battersea  
London  
SW11 6QE

Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference

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

Originator's Identification Number

6	8	7	5	4	3
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FOR SDS Security Ltd OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society.

Maintenance Charges:

- ☐ Annually  
☐ ½ Yearly  
☐ Quarterly  
☐ Monthly

Any additional charges will be collected on an ad hoc basis but a minimum of 14 days after invoicing.

**Instruction to your Bank or Building Society**

Please pay SDS Security Ltd 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 SDS Security Ltd 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 for some types of account

DD11

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 **SDS Security Ltd** will notify you **10** working days in advance of your account being debited or as otherwise agreed. If you request **SDS Security Ltd** 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 **SDS Security Ltd** 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 **SDS Security Ltd** 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.