



SEPA Direct Debit Mandate

Unique Mandate Reference

Unique Mandate Reference (UMR) – to be completed by Office Technology Ltd.

By signing this mandate form, you authorize **Office Technology Ltd.** to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from **Office Technology Ltd.**

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank.

A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Please complete all the fields marked *

Creditor's name

Creditor identifier

Creditor address

City

Post Code

Country

Type of payment * Recurrent payment or One-off payment

Debtor Name *

Debtor Address

City

Post Code

Country

Debtor account number – IBAN *

Debtor bank identifier code – BIC *

Date of signature *

Signature(s)

Please sign here *

Please return this mandate to the Creditor