

**Standing Order Mandate
for Starting My Business part of the SCF Group**

Name of Bank	Address
Contact Person	Postal Code

New Instruction		Amendment to Previous Standing Order	
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ACCOUNT TO BE DEBITED		BENEFICIARY DETAILS	
SORT CODE		BANK	HSBC LIMITED
ACCOUNT NUMBER		BRANCH DETAILS	25 NOTTING HILL GATE , LONDON, W11 3JJ
ACCOUNT NAME		SORT CODE	40-05-09
		ACCOUNT NUMBER	31431420
		IBAN	GB30 MIDL40050931431420
		BIC CODE	MIDLGB2106Y
		BENEFICIARY NAME	SCF LEGAL & CORPORATE MANAGEMENT SERVICES LIMITED
		REFERENCE*	

* Insert in the name of your Company followed by "Residual Payment" - If you don't have a Company insert in your Surname. If clear referencing information is not given Starting My Business/SCF may not be able to allocate your funds immediately which could result in penalties/increased government duties etc.

PAYMENT DETAILS	
AMOUNT OF FIRST PAYMENT	UK £
DATE OF FIRST PAYMENT	
AMOUNT OF USUAL PAYMENT	UK £
AMOUNT OF USUAL PAYMENT IN WORDS	
WHEN PAID	ANNUALLY
AMOUNT OF LAST PAYMENT & DATE OF LAST PAYMENT	N/A
OR PLEASE CONTINUE UNTIL FURTHER NOTICE	YES

Customer/Authorizing Signature (s)	Date
	The Day of 200
Name(s) in Block Letters	Contact Telephone Number(s)

NOTES:

1. EU based residents must add on VAT @ 17.5% for any services received or organised for their benefit by SCF
2. The fees are guaranteed for the first financial year but where extra franchise fees and/or duties have been increased then SCF reserves the right to issue a balancing invoice
3. SCF Legal & Corporate Management Services Limited is a Private Limited Company registered in England at 90-100 Sydney Street, Chelsea, London SW3 6NJ. The Company Certificate Number is 5462416
4. Standing Orders can be cancelled under our Terms & Conditions provided 90 days notice is given before the next payment date in writing by registered mail to the address above.
5. A Completed Standing Order Mandate is compulsory for all Starting My Business/SCF Services where residual services are required. If a Mandate is not completed there will be an Administrative Surcharge of 10% on all Fees. Please note that this Form needs to be Printed, Completed and Signed and then forwarded to your Starting My Business/SCF Consultant preferably by Registered Mail or its equivalent.