



BRITISH INSTITUTE IN EASTERN AFRICA
 10 Carlton House Terrace
 LONDON SW1Y 5AH



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

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Service User Number

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CAF, Kings Hill, West Malling, Kent, ME19 4TA

Name(s) of Account Holder(s)

Instruction to your Bank or Building Society

Please pay CAF Re British Institute in Eastern Africa 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 CAF Re British Institute in Eastern Africa and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Reference

F	S	2	8	2	3
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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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, CAF Re British Institute in Eastern Africa will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request CAF Re British Institute in Eastern Africa 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 CAF Re British Institute in Eastern Africa 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 CAF Re British Institute in Eastern Africa asks you to
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Written confirmation may be required. Please also send a copy of your letter to us.