



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form and send it to: St. James's Place Wealth Management, Administration Centre, PO Box 9034, Chelmsford, CM99 2XA.

1. Name and full postal address of your Bank/Building Society Service User Number Metro Bank PLC To: The Manager 6 One Southampton Row Bank/Building Society Address London Instruction to your Bank/ **Building Society to pay** WC1B 5HA **Direct Debit** Postcode Please pay St. James's 2. Name(s) of Account Holder(s) Place UK plc Direct Debits from the account Lloyd's Scheme detailed in this Instruction subject to safeguards assured by the Direct Debit Guarantee. 3. Bank/Building Society Account Number I understand that this Bank/Building Society Account Number Instruction may remain with St. James's Place **Branch Sort Code** 2 3 UK plc and, if so, details will be passed Reference (St. James's Place UK pic use only) electronically to my bank/building society. Banks and building societies may not accept Direct Debit Instructions for some types of account. Engot 1 1 0 2 2 0 2 4 Signature(s)* Date

For Retirement Account and Trustee Investment Account Business

This is not part of the Instruction to your bank or building society and must be detached by St. James's Place UK plc before submission to the paying bank.* If payments are to be made from an account other than the planholder's, please also provide details of the payer's full postal address. On your Bank Statement payments may appear with a reference of 'SJP'. To help us improve our level of service, telephone calls handled by our Administration Centre may be recorded to help identify training issues and needs.

St. James's Place UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
St. James's Place UK plc. Registered Office: St. James's Place House, 1 Tetbury Road, Cirencester, Gloucestershire, GL7 IFP, United Kingdom. Registered in England Number 2628062.

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The Direct Debit Guarantee

This Guarantee should be detached and retained by the payer.



- 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, St. James's Place UK plc will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request St. James's Place UK plc to collect the payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit by St. James's Place UK plc 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 St. James's Place UK plc 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.