

DIRECT DEBIT FORM

Pay your service charge in 10 monthly payments

Benefits to You:

- No need to remember when to pay
- No need to write & post cheques
- No queuing at the bank
- Potential savings on transaction fees & postage

Guarantee from Us:

- Direct Debits presented to your bank will only be for amounts due per your service charge statement
- If direct debits are presented in error, you can obtain a refund from your bank

Dear Owner,

Petra Management Ltd. would like to inform owners that you can now pay your service charge by **Monthly Direct Debit**. In order to avail of this facility, it is **essential** that you complete and return the Direct Debit mandate form overleaf as soon as possible. The first Debit from your account will occur the last week of June.

There is no charge for this service.

If payment cannot be collected for any reason, the debit will be resubmitted. Where payment cannot be collected due to lack of funds in your account or incorrect information supplied to Petra, an administration fee may be applied to your account.

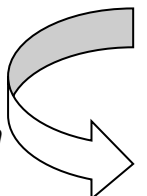
If you have already completed this form, please accept our thanks. If you have any additional queries please contact us by e-mail at contactus@petra.ie.

Petra Management Ltd.

For and on behalf of:
Your Owner's Management Company.

Form Overleaf

*Please complete and return
to the above address*



The Petra Management Direct Debit scheme is a **SAFE** and **CONVENIENT** method of paying your annual service charge.

Direct Debit Mandate Form

| | | | | | | |
|---|----------|----------|----------|----------|----------|----------|
| Originators Identification No (OIN) | 3 | 0 | 9 | 1 | 0 | 0 |
| Originators Reference (Petra use only) | | | | | | |

Please complete parts 1 to 4 & return the form to:

Petra Property Management
 Unit 3, Cubes 2, Beacon South Quarter
 Sandyford, Dublin 18

1. Please write the full name and postal address of your bank & branch (BLOCK CAPITALS):

2. Name of Account Holder(s)

3. Sort Code
 Account Number

| | | | | | | | |
|--|--|---|--|--|---|--|--|
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- I instruct and authorise you to pay Direct Debits from my account at the request of Petra Management Ltd.
- I confirm that the amounts to be debited are variable and may be debited on various dates.
- I shall duly notify the Bank & Petra Management Ltd if I wish to cancel this instruction.
- I understand that if any direct debit is paid which breaks the terms of this instruction, the bank will make a refund

4. Signature (s)..... Date

Direct Debit Guarantee

- This is a guarantee provided by your own bank as a member of the direct debit scheme, in which banks and originators of direct debits participate.
- If you authorise payment by direct debit, then:
 Your Direct debit Originator will notify you in advance of the amounts to be debited to your account. Your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised direct debit was charged to your account, you are guaranteed an immediate refund by your bank of the amount so charged where you notify your bank without undue delay on becoming aware of the unauthorised direct debit, and in any event no later than 13 months after the date of debiting of such direct debit to your account.
- You are entitled to request a refund of any variable direct debit which exceeded the amount which you could reasonably have expected, subject to you so requesting your bank within a period of 8 weeks from the date of debiting such direct debit to your account.
- You can instruct your bank to refuse a direct debit payment by writing in good time to your bank.
- You can cancel the direct debit instruction by informing your bank in good time.