

European business-to-business direct debit

Registration form business-to-business mandate

SEPA

When arranging a European business-to-business direct debit, you need to take at least two actions:

1. Issue a European business-to-business direct debit mandate to the creditor (your supplier).
2. Register the mandate information with your own bank.

- Arrange for the creditor to send this form, completed and signed by you, to your bank¹. You can also send it in yourself.
- Do not use this form if you want to pass on additional information to your bank. In that case, please contact your bank.
- Make sure that the information on this form corresponds with the information of the original mandate.
- Incomplete forms will not be processed by the bank.
- Your bank must check and register the data set out below, before the European business-to-business direct debit can be executed.
- Your bank will notify you once the registration process has been completed successfully.
- By signing this form you also authorize your bank (if the bank considers this to be necessary) to provide the information on this registration form to the creditor.

The Undersigned,

Declares that he has issued a business-to-business mandate to the creditor named below, and instructs his bank to register the data of this mandate (the account in question must be a business account. If in doubt, check with your bank).

1. Own data

Company : _____

Address : _____

Postal code : _____ City: _____

Charged to IBAN : N L

Contact : _____

Telephone :

2. Mandate information

Creditor name : _____

Creditor ID :

Mandate type : Single(one-off)/Recurrent (delete which does not apply)

Maximum amount per direct debit transaction

: yes no €

: _____ (amount in full)

Mandate reference :

Put your postalcode and address number as reference here.

3. Signature

This document must be legally signed by the account holder(s) or an authorised signator(y)(ies).

Date : - - Place: _____

Name 1 : _____ Name 2: _____

Signature : _____ Signature 2: _____

¹ This form cannot be used for Rabobank and Citibank. Clients of these banks must register the European business-to-business direct debit mandate themselves, using internet banking. ING clients should preferably register the mandate themselves through ing.nl/b2bmachtiging

Please note! With a European business-to-business direct debit you are not entitled to a refund from your bank after your account has been debited. Ask your bank for the terms and conditions.

Instructions for the creditor

Note! Once your business customer's bank has received this form¹, the registration of this business-to-business mandate will take up to five working days. Therefore, you can offer your first debit transaction only after this period² at your bank for processing.

Banks usually send a confirmation of the registration to your business customer.

This form should only be used for Netherlands-based banks that offer the European business-to-business direct debit service to their clients.

1. Check whether the registration form has been signed by your client and includes the date and place of signing.
2. Decide to which bank the form should be sent on the basis of the Bank Identification Code (BIC) in the International Bank Account Number (IBAN) (boxes 5 to 8). If necessary, consult the current "[BIC from IBAN](#)" table for the right bank name.
3. Consult www.betalvereniging.nl for up-to-date addresses of the banks that can process this generic registration form.
4. Send the received registration form immediately or as soon as possible³ to the bank in question.

- **ABN AMRO**, Domestic Payments, Postbus 1045 (Paccode GP1100), 3000 BA Rotterdam
- **Bank of Tokyo - Mitsubishi UFJ (Holland) NV**, Postbus 75682, 1070 AR Amsterdam
- **BNP Paribas Fortis**, T.a.v. Client Service Desk (SDD mandates), Herengracht 595, 1017 CE Amsterdam
- **Commerzbank AG Kantoor Amsterdam**, Postbus 75444, 1070 AK Amsterdam
- **Deutsche Bank**, T.a.v. Implementation & Services (AF2001), Postbus 12797, 1100 AT Amsterdam
- **GE Artesia Bank**, T.a.v. Afdeling Fiat, Postbus 274, 1000 AG Amsterdam
- **Handelsbanken Nederland**; T.a.v. afdeling Operations, Schiphol Boulevard 135, 1118 BG Schiphol
- **ING Bank**, T.a.v. Contract Services Domestic Payments, Locatiecode OL 08.10 A, Postbus 2616, 1000 CP Amsterdam
- **KAS BANK N.V.**, T.a.v. afdelingscode 553 inz. Registratie Incasso, Nieuwezijds Voorburgwal 225, 1012 RL Amsterdam
- **KBC Bank NV Nederland**, T.a.v. Customer Service Desk, Postbus 502, 3000 AM Rotterdam
- **Van Lanschot Bankiers**, Service Center Betalen T.8, Postbus 1021, 5200 HC 's-Hertogenbosch
- **RegioBank**, SC KBS, Postbus 788, 6800 AT Arnhem
- **Royal Bank of Scotland**, Global Transaction Services CSI EMEA Accounts, Contracts & Documentation (IPC: 16.A.38) Gustav Mahlerlaan 350, 1082 ME Amsterdam
- **SNS Bank**, SC KBS, Postbus 788, 6800 AT Arnhem

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² Sending this form to the bank of your customer is no guarantee that the transaction can be processed in the future. Your client may withdraw the mandate at any point in time or refuse the transaction up to the day of execution

³ As part of their risk-mitigating measures, banks reserve the right not to process forms received more than two weeks after the date of signing.