

## Authorised PostPoint Retailer Registration Form

Please complete **all sections** using **BLOCK CAPITALS ONLY**

Agent No.  Group ID   
 IP Address  ISDN Installed: YES / NO

### 1. Personal Details

Applicants Name: ..... Position (owner/director): .....  
 Date of Birth: .....  
 Home Address: .....  
 .....  
 Home Telephone No: ..... Mobile No: .....

### 2. Trading Details

Trading Name: ..... Outlet Tel. No: .....  
 Address of Outlet: .....  
 VAT Registration No: .....  
 Opening Hours: Mon-Fri ..... Sat ..... Sun .....  
 Email Address of Outlet: .....

### 3. Business Details

**Please tick one box, if partnership or company, please complete Section (a) & (b)**

**Sole Trader**
                         
  **Partnership**
                         
  **Company**

(a) Company Name: .....  
 Head Office Address: .....  
 .....  
 Head Office Tel No: ..... Company email: .....  
 Reg. VAT No: ..... Company Reg. No: .....

(b) List below the Names, Positions, Home Addresses and Telephone Numbers of Owners, Partners, Directors, Officers or Principal Shareholders.


### 4. PostPoint Services

Please tick the relevant boxes to identify those services that you would wish to avail of using **PostPoint** terminals

Phone top up                     
  Gift Cards                     
  Tolling/Parking top up                     
  BillPayments  
 Postal Products/Labels                     
  Debit/Credit Card

EPOS supplier: ..... No. of Tills: .....



# PostPoint

## Bank Mandate Section



# PostPoint Direct Debit Instruction (DDI)



## Instruction to your Bank to payDirect Debits

Originators Identification No.(OIN)	3	0	2	4	0	3
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Please complete parts 1 to 4 to instruct your Bank to make payments directly from your account. Then return the form to:

PostPoint  
3A, GPO  
O'Connell Street  
Dublin 1

Originators Reference (Max 18 chars)	<b>PostPoint</b>
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### 1 To the Manager of (Bank/Building Society/Credit Union Name & Address)

Bank
Branch

2 Name of account holder

3 Sort Code  
&  
Account Number


### 4 Your instructions to the Bank/Building Society/Credit Union, and your Signature

- I instruct and authorise you to pay Direct Debits from my account at the request of PostPoint.
- I confirm that the amounts to be debited are variable and may be debited on various dates.
- I shall duly notify the Bank if I wish to cancel this instruction. I shall also so notify PostPoint of such cancellation.

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
  - o Your Direct Debit Originator will notify you in advance of the amounts to be debited to your account
  - o 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.

# PostPoint Direct Debit Instruction (DDI) Postal Products



## Instruction to your Bank to payDirect Debits



Originators Identification No.(OIN)	3	0	2	0	6	6
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Please complete parts 1 to 4 to instruct your Bank to make payments directly from your account. Then return the form to:

PostPoint  
3A, GPO  
O'Connell Street  
Dublin 1

Originators Reference (Max 18 chars)	<b>PostPoint Serv Ltd.</b>
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Bank
Branch

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# PostPoint

## Postpoint Services Limited

Phone top ups

BillPayments

Parking / Tolling top ups

Gift Cards

Postal Products

BinTags

Gift Cards

