

DDR Form

Pre-Completion Guidance

The Direct Debit Request (DDR) Form is part of the completion documents sent after a successful offer. This guide helps assist in an acceptable completion depending on the clients preference for their linked account. There are two possible options for linked accounts.

Option 1: Direct Debiting a UK bank account

Clients can nominate a UK bank account to make their loan repayments via direct debit.

NB: Bank Accounts outside of the UK cannot be linked via Direct Debit.

Follow example completion shown

- Account details must be noted including the postal address of the bank.
- The form must be signed by all account holders
- a bank statement must be provided to evidence ownership of bank account
- A scanned copy of completed form is acceptable

ColCap **DIRECT Debit**

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

Please complete the form and return scanned copy to Lender's solicitor with a bank statement to evidence account ownership.

Service user number: **571561**

ColCap Financial UK Limited
Office 405, 4th Floor,
70 St. Mary Axe
London, England
EC3A 8BE

Name(s) of account holder(s):
Miss Anna Citizen

Bank/building society account number:
1 2 3 4 5 6 7 8

Branch sort code:
4 0 0 1 1 3

Name and full postal address of your bank or building society:
To: The Manager
HSBC
Address: 1 Centenary Square
Birmingham
Postcode: B1 1HQ

Reference:

FOR ColCap Financial UK Limited OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Instruction to your bank or building society
Please pay ColCap Financial UK Limited 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 ColCap Financial UK Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s): [Handwritten Signature]
Date: 06/03/2025

Banks and building societies may not accept Direct Debit Instructions for some types of account

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Option 2: Using your ORA for repayments

Clients can opt to use the ORA to make repayments.

In this setup, the Mortgage account and the ORA are linked, and clients can transfer funds into the ORA for their repayments.

- No Account details are required as the ORA details are setup after completion. Simply note "Use ORA account" in the reference section
- The form must be signed by all account holders
- A scanned copy of completed form is acceptable

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Service user number: **571561**

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Office 405, 4th Floor,
70 St. Mary Axe
London, England
EC3A 8BE

Name(s) of account holder(s):
Miss Anna Citizen
Mr Greg Citizen

Bank/building society account number:
[Empty]

Branch sort code:
[Empty]

Name and full postal address of your bank or building society:
To: The Manager
HSBC
Address:
Postcode:

Reference:
Use ORA account

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