

Client Details

Surname	First Name
Middle Name	Telephone Number
Residential Address	
Postal Address	
Cell Phone Number	Email Address

Payment Details / Frequency

Amount (GHC)		☐ Monthly	☐ Quarterly	☐ Semi-Annual
Amount in words				
Effective Start Date	DD - MM - YYYY			
Expiry Date	DD - MM - YYYY	☐ Until otherwise advised		

Bank Instructions

Bank Name															
Account Domicile Branch															
Branch Code															
Account Type	☐ Current A/C	☐ Savings A/C	☐ Other												
If Others, give details:															
Account Name															
Account Number															

Terms & Conditions

1. The efficiency of the Direct Debit scheme is monitored and protected by all parties involved.
2. If an error is made by any of the parties involved, you are guaranteed a full and immediate refund to own bank account
3. The client can cancel this mandate at any time in writing to Capstone Capital Limited, copied to clients bank within 2 clear weeks in advance of your account being debited.
4. Capstone Capital Limited has agreed to advance notice of the deduction by electronic means within a minimum of 1week before due date
5. Where there are insufficient funds in the client's bank account, to honour this obligations, any charges arising shall be borne by client
6. The mere notification of debit received from the clients' bankers shall not constitute value until Capstone Capital Limited receives the credit in its' bank account and acknowledges same to the client

Declaration

I/We the undersigned hereby authorize the bank to deduct my/our periodic contribution as indicated above subject to the terms and conditions provided above.
Capstone Capital is hereby indemnified against any claim or liability that may arise but not limited to my/our implementing my/our direct debit authorisation.
I/We understand that the withdrawals hereby authorised will be processed through an automated clearing house platform provided by Stanbic Bank Ghana.

CLIENTS SIGN

Office Use ONLY

Reviewed by:					
	Name	Designation	Date (DD-MM-YYYY)		
Pre-Audit by:					
	Name	Designation	Date (DD-MM-YYYY)		
Approved by:					
	Name	Designation	Date (DD-MM-YYYY)		