



In partnership with



HIP Line 0844 633 1000 and ask for "HIPs"

Registration Form – NHBC New Build HIPs

Please complete and return to: **NHBC HIPs**, NHBC Services, Davy Avenue, Knowlhill, Milton Keynes MK5 8FP

ORGANISATION DETAILS

Company name

.....

.....

.....

Post Code

Main contact name

Tel

Fax

.....

Email

.....

REGISTERED COMPANIES under the Companies Act

For registered companies please provide the following details

Company Number

Registered Name

Registered address (if different from above)

.....

.....

USER DETAILS (Who within your office will be responsible for ordering HIPs?)

First name

Surname

Email

SOLICITOR CONTACT: Who will be responsible for providing Evidence of Title to NHBC?

Name

Company Name

Address

Postcode

.....

Email Address

ACCOUNTS INFORMATION (Staff within your organisation responsible for account queries/Payments)

Contact name

Contact telephone

Billing Address (if different from above)

.....

Please note – Invoices will be sent by MDA to your accounts area

Predicted Energy Assessments and Energy Performance Certificates

Will you be using **NHBC** to produce PEA's / EPCs? Yes No

Payment options

How do you wish to pay for your HIPs Direct Debit (please complete DD Mandate attached)

Account (subject to credit check)

I have read and accept the HIP Terms and Conditions as published on the NHBC website: <http://www.nhbc.co.uk/Legal/TermsandConditions/>

Signature

Name Printed

Date

**Instructions to your
Bank or Building Society
To pay by Direct Debit**

MDA Information Products Ltd
42 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4AJ

Originator's Identification Number

| | | | | | |
|---|---|---|---|---|---|
| 4 | 2 | 1 | 0 | 3 | 3 |
|---|---|---|---|---|---|

Name(s) of Account Holder(s)

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Reference: Number

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Bank/ Building Society account number

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Instructions to your Bank or Building Society

Please pay MDA Information Products Ltd 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 MDA Information Products and, if so, details will be passed electronically to my Bank/Building Society.

Branch Sort Code

| | | | | | | |
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Name and full address of your Bank/ Building Society

| | |
|----------------|-----------------------|
| To the Manager | Bank/Building Society |
| Address | |
| | |
| Postcode | |

| |
|--------------|
| Signature(s) |
| |
| |
| Date |

Banks and Building Societies may not accept Direct Debit Instructions for some types of account



This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change MDA Information Products Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by MDA Information Products Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.