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| **SDDB2B****SDDB2B** | **Annex D-2 Schedule[[1]](#endnote-1) information to the Adherence Agreement for adherence to the SEPA Business to Business Direct Debit Scheme.**1. The Applicant must supply the information requested in the schedule in support of its application to adhere to the Scheme. A failure to supply this information may result in a rejection of the application or a delay in processing it. The information set out below must be included in the Schedule.
2. Templates to be used for providing the Schedule information (Excel or Word) can be downloaded from the EPC website at [www.epc-cep.eu](http://www.epc-cep.eu). It is strongly recommended that Applicants provide the Schedule information as an Excel File.
3. The information supplied below shall be recorded on the EPC’s Register of Participants for the SEPA Business to Business Direct Debit Scheme. The Applicant understands that any information supplied in this section (C) of the Schedule shall be published in the relevant EPC Register of Participants on the public website of the EPC and may be made generally available for download by the EPC.

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| Full Name of Applicant |  |
| Official Address for Notices |  |
| BIC Code (BIC 8 or BIC 11) |  |

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| Details of Contact Point (for communication with the EPC, a generic email must be supplied here, e.g. sepa@bank.com)  |  |
| Readiness Date  |  |
| E-mail and phone number of contact person handling Applicant’s Adherence Pack in-house |  |
| Major Incident Reportingcontact email |  |

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| --- | --- |
| VAT Number |  |
| Generic E-mail address for invoicing |  |
| E-mail and phone number of contact person/ department for invoicing |  |
| Invoicing Address (if different from the Official Address for Notices) |  |
| Legal Entity Identifier ‘LEI’[[2]](#endnote-2) (if available) |  |
| Preferred payment instrument for Scheme Participation fee invoicing  | [ ]  SEPA Direct Debit Core[[3]](#endnote-3)[ ]  SEPA Credit Transfer |

1. The Applicant understands that any information supplied in the Schedule other than the information listed in section (C) of this Schedule shall be available only to the EPC or to any National Adherence Support Organisation ("**NASO**") that has been chosen by the Applicant and has agreed to assist in the completion of this application, and will not be disclosed to any other body.

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| Full Name of NASO(s) |  |

1. All EPC communication may be sent to the generic e-mail address specified in the schedule.
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1. Where more than one Applicant is covered by this Adherence Agreement, please ensure that information requested by this Schedule is supplied in respect of each Applicant. Organisations adhering to more than one SEPA Scheme are requested to always include the same Schedule information including the same reference BIC with each application. As such, organisations which are already Participants in the SEPA (Instant) Credit Transfer Scheme must provide the same reference BIC listed on their behalf in the SCT (Instant) Participant Register when adhering to one or both of the SDD Schemes. An organisation adhering to one or both of the SEPA Direct Debit Schemes which is already a participant in the SEPA (Instant) Credit Transfer Scheme must ensure that the Schedule information supplied when adhering to the SDD Scheme(s) is the same that is published in the SCT (Instant) Participant Register. If an SCT (Instant) Participant submits an application pack for adherence to an SDD Scheme featuring different Schedule information, the related information in the SCT (Instant) Participant Register will be overwritten. [↑](#endnote-ref-1)
2. The LEI is based on the international standard ISO17442:2012 [“Financial Services - scheme to identify the legal entities (LEI)”](http://www.iso.org/iso/home/store/catalogue_tc/catalogue_detail.htm?csnumber=59771)) [↑](#endnote-ref-2)
3. The Secretariat will send a numbered SDD Core mandate to be signed and sent back (via email or regular mail) to each successful Applicant wishing to make use of SDD Core to settle its Scheme participation fees [↑](#endnote-ref-3)