

[Our reference]: LPS-Llanybydder

Dear Supplier

### **BACS PAYMENT OF LIVESTOCK SUPPLY INVOICES – REQUEST FOR BANK DETAILS**

Within our commitment to partnership with our producers we are implementing BACS (Banker's Automated Clearing Services) payment of invoices for livestock in the coming months, giving a more efficient method for paying your invoices. We will pay you directly into your bank account which will in essence replace the sending out of cheques thereby saving you time and bank fees.

We are targeting to have all supplier payments transitioned to BACS by the spring and in order to achieve this we will be moving suppliers across in a phased approach through the coming months. The first step on the journey is for us to have an up to date record of your bank details. Given the confidentiality around such matter, we would ask that you follow the process outlined below and ensure a prompt response. This will allow us to implement the change-over as soon and as smoothly as possible.

Accordingly, overleaf is a form for completion of your bank account details to where payments by BACS are to be made.

Please complete the form in full and return to us through either of the following means:

1. Scan or picture copy of the completed form by email to [waleslivestock@dunbia.com](mailto:waleslivestock@dunbia.com) OR
2. By post to the address on this letter above enclosing a copy of your account paying in slip to confirm the correct details (**address to 'LPS dept.'**).

In due course we may contact you to acknowledge receipt and verify the details we hold on your behalf.

*Dunbia is committed to processing all personal information in accordance with GDPR, UK data protection laws and any other relevant data protection laws and codes of conduct. Details of how we maintain your personal data can be found in the Privacy Statement at [www.dunbia.com](http://www.dunbia.com). This informs you of our obligations and your rights under data protection law. We take your privacy seriously and will only use your personal information to administer your account and to fulfil our contract with you. If you have any queries about this notice or about how your information is gathered, stored, shared or used please contact our GDRP Coordinator at [gdrp@dunbia.com](mailto:gdrp@dunbia.com)*

Yours sincerely



Jim Dobson (CEO)



**Account Payments by BACS**

It is essential that we have a correct record of your address and bank details. To enable us to complete your payment it is necessary for you to confirm your details.

Please complete **and sign below** as follows:-

BANK NAME .....

BANK ADDRESS .....

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BANK SORT CODE .....

ACCOUNT NO .....

ACCOUNT NAME .....

SUPPLIER NAME .....

HOLDING NO .....

ADDRESS .....

..... POSTCODE .....

TEL. NO.....

MOBILE .....

FAX NO .....

EMAIL .....

SIGNED .....

PLEASE PRINT ..... DATE .....

Please enclose a copy of your bank paying in slip if posting this form for validation purposes