



United Kingdom  
Debt Management  
Office

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[www.dmo.gov.uk](http://www.dmo.gov.uk)

## Debt Management Account Deposit Facility (DMADF) NEW APPLICATION FORM

**Please note the form must be printed on your authority's headed paper**

Please refer to the DMO website for a copy of the latest DMADF [Operational Notice](#) and the [Notes to the application form](#).

The relevant sections of this form should be completed in **BLOCK CAPITALS** or typeface in black ink, together with the pro-forma letter of adherence.

It will require two authorised signatories: one of whom must be the officer designated by section 151 of the Local Government Act 1972 or section 95 of the Local Government (Scotland) Act 1973 (or equivalent).

Please return the completed form **and** relevant documentation via email to [dmadf@dmo.gov.uk](mailto:dmadf@dmo.gov.uk)

**Section 1 – DMADF local authority (or equivalent) details**

Local authority name

Address

Town/City

County

Postcode

Telephone number for section 151 officer (or equivalent)

Email address for section 151 officer (or equivalent)

Link to the local authority's website or council minutes (these details will be used to verify the section 151 officer – or equivalent)

**Section 2 – Treasury Advisor details**

Please confirm the Treasury Advisor for your authority by ticking the appropriate box below

- Arlingclose
- Link Asset Services
- Other (please specify \_\_\_\_\_)

### **Section 3 – account details**

Please fill in details where applicable.

<b>CHAPS DETAILS</b>	
Name of Bank/Branch	
Sort Code	
Account Number	
Account Name (if Applicable)	

**Please provide supporting documentation from your bank (i.e. a scanned copy of an original bank statement, blank cancelled cheque or a letter from your bank)**

### **Section 4 – list of persons authorised to transact with DMADF**

<b>Authorised person full name</b>	<b>Email address</b>	<b>Telephone number</b>

**If possible, please provide a generic / group email address which will be used for all enquiries**

**Section 5 – list of persons authorised to confirm changes to DMADF**

Name / Designation	Telephone Number	Signature (digital or wet signature accepted)

**Section 6 – documentation**

Original documentation is required and should be sent to the DMO with the application form. Please tick the box (es) to confirm which document is included in your application:

- Original bank statement
- OR original blank, cancelled cheque
- OR letter from your bank

## **Section 7 – authorisation**

### **By signing this application form we agree that:**

- We confirm the information given in this application to be correct and we have read and accept the DMADF Operational Notice and agree to be bound by any subsequent amendments advised to us by the Debt Management Office from time to time.
- We confirm the validity of the authorised persons list in Section 4.
- The information contained in this application is true and correct.
- We are enclosing the Adherence to Operational Notice printed on our headed notepaper.
- We are providing additional documentation to confirm our account details (i.e. original bank statement, blank cancelled cheque, or a letter from our bank).

Print name  
(section 151 officer or equivalent)

\*Position

Signature (digital or wet signature)

Date

Print name  
(Must be an authorised person listed in Section 5)

\*Position

Signature (digital or wet signature)

Date

**\*Two signatories are required, one of which should be the Officer designated by section 151 of the Local Government Act 1972 or Section 95 of the Local Government (Scotland) Act 1973 (or equivalent). Additionally, we reserve the right to contact your section 151/ section 95 officer (or equivalent) should we need clarification of the authorised signatory listed within this section.**

Please provide an email address, which we will contact, to confirm when the changes have been actioned

**Part B – Adherence to Operational Notice  
To be submitted on the Applicant’s headed paper**

Dear Sir/Madam,

**Debt Management Account Deposit Facility (DMADF)**

We agree that the terms of your Operational Notice issued November 2020, relating to DMADF (or, as the case may be, any subsequent version of that Notice in issue at the time of the relevant dealing) shall apply to all dealings between us in relation to any of the matters covered by that Notice (or such subsequent version of it, as the case may be), except to the extent otherwise expressly agreed between us.

We acknowledge that in our dealings with the DMO that we are responsible for complying with any money laundering laws and regulations applicable to the relationship (including, where relevant, obtaining and recording evidence of the identity of any principal on whose behalf we may act).

Signed for and on behalf of:

(Name of authority)

\*Signature (digital or wet signature)

Print name

\*Officer designated by section 151 of the Local Government Act 1972 or section 95 of the Local Government (Scotland) Act 1973 (or equivalent).

The following is to explain your rights and give you the information you are be entitled to under the General Data Protection Regulation (GDPR).

Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally).

**1. The identity of the data controller and contact details of our Data Protection Officer**

The United Kingdom Debt Management Office (UK DMO) is the data controller. The Data Protection Officer can be contacted at [dataprotection@dmo.gov.uk](mailto:dataprotection@dmo.gov.uk)

**2. Why we are collecting your personal data**

Your personal data is being collected as an essential part of the service we provide, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

**3. Our legal basis for processing your personal data**

The GDPR states at Article 6(1)(e) that processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller is a sufficient legal basis.

**4. With whom we will be sharing your personal data**

The data we collect may be shared with relevant staff in other government departments, agencies and public bodies.

**5. For how long we will keep your personal data, or criteria used to determine the retention period.**

Data provided for authorisation purposes is held until it is superseded by a new instruction. Data relating to a deposit application is held for six years after the deposit maturity date.

**6. Your rights, e.g. access, rectification, erasure**

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to have all or some of your data corrected if it is inaccurate or incomplete
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

**7. Your personal data will be maintained in secured government IT systems here in the UK**

From time to time it may be necessary for personal data to be sent overseas to ensure our systems are working appropriately. Your data will only be transferred overseas temporarily and only where equivalent safeguards are in place and when absolutely necessary.

**8. Your personal data will not be used for any automated decision making.**

9. Further information regarding the rights of individuals under GDPR can be found on the DMO website at <https://www.dmo.gov.uk/terms-of-use/privacy-notice/>