



United Kingdom
Debt Management
Office

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Notes to the Application Form

Please ensure you read these Notes to the Application Form before completing.

Part A contains the operational details required i.e. bank account details and list of authorised signatories.

Part B, the Adherence to the Operational Notice, is to be submitted on the applicant's headed notepaper.

Additional Notes

- 1) The signatory to the letter of adherence and one of the signatories in the DMADF Application Form 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).
- 2) In order that we can verify the authorised status of the signatory, can you please forward the appropriate supporting documentation. This may comprise the council's list of authorised signatories, extract of board minutes, structure chart, evidence of delegated power or other relevant documents.
- 3) In order that we can verify account details, please provide a scanned copy of a blank cancelled cheque, an original bank statement or a letter from your bank with your application form.

Contact us

If you have any questions about this letter, please feel free to contact the Business Operations team by emailing us at dmadf@dmo.gov.uk

Applications will be processed in order of receipt. You will be notified by email when your application has been approved.

Please complete all parts clearly and send with supporting documentation via email to dmadf@dmo.gov.uk