





### Section 3 – Terms and Conditions

1. These terms of business govern the provision of a business travel service account (“Business Travel Service Account”) to you by ATOC Limited (“ATOC”).
2. ATOC will charge an annual fee of £275 (£100 for registered charities), which will be payable annually in advance.
3. A statement will be sent by email to the account holder every four weeks and payment will be made by direct debit only and must be paid within 21 days of statement date.
4. All payments will be made to Rail Settlement Plan Ltd (RSP) on behalf of ATOC.
5. Season tickets of any description may not be purchased with the Business Travel Service Account.
6. Tickets are issued subject to the Regulations and Conditions contained in the Publications and Notices of the undertakings upon which such tickets are available.
7. ATOC reserves the right to amend the terms of the Business Travel Service Account upon written notice.
8. The contract between ATOC and the account holder may be terminated by either party at any time on written notice.
9. The Business Travel Service Account may be terminated forthwith by ATOC if: the annual fee is not paid on demand; any direct debit payment is not made on time.
10. If any direct debit payment is not made on time there will a fee payable of £25 for non-payment.
11. On termination of account all outstanding balances must be settled in full within 21 days of statement date.
12. The account holder must confirm any amendments to the Business Travel Service Account in writing to ATOC. Where appropriate, notice of any amendment must include a new Direct Debit mandate.
13. ATOC reserves the right to refuse new account applications. ATOC reserves the right to terminate any Business Travel Service Account due to any proposed change to banking details and arrangements by the Business Travel Service Account holder.
14. ATOC and the Business Travel Service Account holder will each comply with the obligations imposed by any Data Protection legislation in force from time to time which implements any data protection directives, including the European Union Directive entitled “Directive 95/46/EC”, and is applicable to this Agreement, including the Data Protection Act 1998 in respect of the processing of any information about living individuals and in particular, each will comply with the data protection principles.

### Section 4 - Declaration

**I have read and agree to the terms and conditions applicable to the account as above:**

**Name**

**Position held**

**Signature**

**Date**

**RAIL SETTLEMENT  
PLAN LIMITED**

Instruction to your Bank  
or Building Society to  
pay direct debits



Originator's Identification Number  
**993813**

**1. Name and full postal address of your Bank or Building Society branch**

To: The Manager, \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

**2. Name(s) of account holder(s)**

**3. Branch Sort Code**

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**4. Bank or Building Society Account Number**

**5. Rail Settlement Plan Ltd Reference Number** *(for RSP Ltd use only)*

**6. Instruction to your Bank or Building Society**

Please pay Rail Settlement Plan Limited direct debits from the account detailed on this instruction subject to the safeguards assured by The Direct Debit Guarantee:

Signature(s)

Date / /

**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, you will be told of this in advance by at least three days as agreed. If an error is made by Rail Settlement Plan 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.