



Documents Required for the Creation/Termination of a Direct Debit Mandate

1. Direct Debit Creation

1.1. Natural Person (Debtor, the Bank Account owner)

- Copy of EAC Account.
- Copy of Identity Card/Passport (the signature, photograph and passport number pages must be photocopied).
- Bank Statement containing the Bank Account details, the name of account holder (debtor), the Bank Account number and the IBAN number.

1.2. Legal Person (Debtor, the Bank Account owner)

- Copy of EAC Account.
- Copy of the Shareholders and Directors of the Company Certificate or copy of the Certificate of Registration of an Association, a Foundation, or the Articles of Association of a Management Committee, Organization etc.
- Seal (optional for companies)
- In case where the applicant (Debtor) **is not** a Director of the Company, or the President of the Association, Foundation, Cooperative, Management Committee, Organization etc. he/she must present an Original Power of Attorney **certified by a certifying officer**, to authorize a natural person (a legal representative) to sign on behalf of the Company or Association, Foundation, Cooperative, Management Committee, Organization etc. The natural person signing the Power of Attorney, on behalf of the legal person, must be a Director or Secretary of the Company, or the President of the Association, Foundation, Cooperative, Management Committee, Organization etc.
- Copy of Identity Card/Passport of the legal representative or the Director (the signature, photograph and passport number pages must be photocopied).
- Bank Statement containing the Bank Account details, the name of account holder (debtor), the Bank Account number and the IBAN number.



2. Direct Debit Termination

2.1. A) Natural Person (Debtor, the Bank Account owner or EAC Customer)

- Copy of EAC Account.
- Copy of Identity Card/Passport (the signature, photograph and passport number pages must be photocopied).
- For the Direct Debits created before 24/7/2014, the Debtor must further provide the Bank Statement containing the Bank Account details, the name of account holder (debtor), the Bank Account number and the IBAN number.

B) In case of the Debtor's death (the Bank Account owner)

- Copy of EAC Account.
- Copy of the Debtor's Death Certificate.
- Copy of Identity Card/Passport of the natural person ordering the termination of the Direct Debit (the signature, photograph and passport number pages must be photocopied). This natural person could be EAC's Customer, the administrator of the estate of the deceased Debtor, or the debtor's heir or any other authorized legal representative.
- For the Direct Debits created before 24/7/2014, the natural person ordering the termination of the Direct Debit, must further provide the Bank Statement containing the Bank Account details, the name of account holder (Debtor), the Bank Account number and the IBAN number.

2.2. Legal Person (Debtor, the Bank Account owner or EAC Customer)

- Copy of EAC Account.
- Seal (optional for companies)
- In case where the applicant (Debtor) **is not** a Director of the Company, or the President of the Association, Foundation, Cooperative, Management Committee, Organization etc. he/she must present an Original Power of Attorney **certified by a certifying officer**, to authorize a natural person (a legal representative) to sign on behalf of the Company or Association, Foundation, Cooperative, Management Committee, Organization etc. The natural person signing the Power of Attorney, on behalf of the legal person, must be a Director or Secretary of the Company, or the President of the Association, Foundation, Cooperative, Management Committee, Organization etc.
- Copy of Identity Card/Passport of the legal representative, or the Director (the signature, photograph and passport number pages must be photocopied).
- For the Direct Debits created before 24/7/2014, the Debtor must further provide the Bank Statement containing the Bank Account details, the name of account holder (debtor), the Bank Account number and the IBAN number.