

Instructions for the creditor

Note! Once your business customer's bank has received this form¹, the registration of this business-to-business mandate will take up to five working days. Therefore, you can offer your first debit transaction only after this period² at your bank for processing.

Banks usually send a confirmation of the registration to your business customer.

This form should only be used for Netherlands-based banks that offer the European business-to-business direct debit service to their clients.

1. Check whether the registration form has been signed by your client and includes the date and place of signing.
2. Decide to which bank the form should be sent on the basis of the Bank Identification Code (BIC) in the International Bank Account Number (IBAN) (boxes 5 to 8). If necessary, consult the current "[BIC from IBAN](#)" table for the right bank name.
3. Consult www.betalvereniging.nl for up-to-date addresses of the banks that can process this generic registration form.
4. Send the received registration form immediately or as soon as possible³ to the bank in question.

- **ABN AMRO**, Domestic Payments, Postbus 1045 (Paccode GP1100), 3000 BA Rotterdam
- **ASN Bank**, Postbus 93514, 2509 AM Den Haag
- **Bank of Tokyo - Mitsubishi UFJ (Holland) NV**, Postbus 75682, 1070 AR Amsterdam
- **BNG Bank**, T.a.v. Afdeling kredietbeheer, Postbus 30305, 2500 GH Den Haag
- **BNP Paribas Fortis**, T.a.v. Client Service Desk (SDD mandates), Herengracht 595, 1017 CE Amsterdam
- **Commerzbank AG Kantoor Amsterdam**, Postbus 75444, 1070 AK Amsterdam
- **Deutsche Bank**, T.a.v. Implementation & Services (AF2001), Postbus 12797, 1100 AT Amsterdam
- **GE Artesia Bank**, T.a.v. Afdeling Fiat, Postbus 274, 1000 AG Amsterdam
- **Handelsbanken Nederland**, T.a.v. afdeling Operations, Schiphol Boulevard 135, 1118 BG Schiphol
- **KAS BANK N.V.**, T.a.v. afdelingscode 553 inz. Registratie Incasso, Nieuwezijds Voorburgwal 225, 1012 RL Amsterdam
- **KBC Bank NV Nederland**, T.a.v. Customer Service Desk, Postbus 502, 3000 AM Rotterdam
- **Knab**, T.a.v. Servicedesk, Postbus 75, 2130 AB Hoofddorp
- **Van Lanschot Bankiers**, Service Center Betalen T.10.3, Postbus 1021, 5200 HC 's-Hertogenbosch
- **RegioBank**, SC KBS, Postbus 10021, 3505 AA Utrecht
- **Royal Bank of Scotland**, Global Transaction Services CSI EMEA Accounts, Contracts & Documentation (IPC: 16.A.38) Gustav Mahlerlaan 350, 1082 ME Amsterdam
- **SNS Bank**, SC KBS, Postbus 10021, 3505 AA Utrecht
- **Société Générale Amsterdam**, T.a.v. Payment Services, Amstelplein 1, 1096 HA Amsterdam
- **Triodos Bank NL**, T.a.v. Afdeling mutaties, Postbus 55, 3700 AB Zeist
- **Volkswagen Bank**, T.a.v. Afdeling Betalingsverkeer/F.C. van Schaik, Postbus 617, 3800 AP Amersfoort

¹ This form cannot be used for ING, Rabobank and Citibank. Clients of Rabobank and Citibank must register the European business-to-business direct debit mandate themselves, using internet banking. ING clients should register the mandate themselves through ING.nl/b2bmachtiging.

² Sending this form to the bank of your customer is no guarantee that the transaction can be processed in the future. Your client may withdraw the mandate at any point in time or refuse the transaction up to the day of execution.

³ As part of their risk-mitigating measures, banks reserve the right not to process forms received more than two weeks after the date of signing.