



## Important Notice

23<sup>rd</sup> March 2018

### Phasing out cheques and cash as payment options

We would like to inform you of an important change in the way we accept payments, we are phasing out cheques and cash as payment options. Unfortunately local banks charge substantial fees for both cheques and cash deposited and we cannot continue to absorb these costs indefinitely. Electronic payments are fast, secure and convenient; we therefore hope that you will chose one of our preferred options as follows:

**Electronic Funds Transfer** – You can send funds straight into our bank account from your on-line banking platform. This can be done for each individual payment or preferably as a deposit into your account with Companies House Gibraltar. (Please note that the payment must be ordered at least 24 hours before the funds are to be used as transfers will not show in our account immediately).

**Debit / Credit Card in person** – Payments can be made by Credit/Debit Card in person over the counter for any service or document. (Please note that a surcharge of 2% will be applied for Credit Card payments, however Debit Card payments will be accepted at no charge).

**Debit / Credit Card (by telephone)** - Payments can be made by Credit/Debit Card by telephone for any service or document. You will be required to complete a payment request form and then disclose some card details over the phone to complete the transaction. (Please note that a surcharge of 2% will be applied for Credit Card payments, however Debit Card payments will be accepted at no charge).

Should you wish to commence making payments by bank transfer, note our bank account details below:

<b>Name of Bank:</b>	<b>Jyske Bank (Gibraltar) Limited</b>
<b>Address of bank:</b>	<b>76 Main Street, Gibraltar</b>
<b>Account number:</b>	<b>05137541</b>
<b>IBAN:</b>	<b>GI17JYBA513754GBP253801</b>
<b>Swift Code:</b>	<b>JYBAGIGI</b>
<b>Sort Code:</b>	<b>40 51 78</b>

Please let us know should you require any further information or if you have any questions or concerns.