



Document One - Contract Information -Authority for bank account information.

Please delete as appropriate

I/ WE (Name) have instructed CIRS Limited to act on my/ our behalf in relation to the bank charges that have been applied to my/our account over the last 6 years.

This letter acts as undisputed authority for CIRS Limited to act on my/our behalf in connection with any claims made on my/our account. The authority will remain until the claim has been completed or the agreement has been cancelled in writing.

Please take this authority to deal with CIRS Limited directly and provide them with any information in relation to this bank charges claim.

I/we confirm that any information the Bank holds on my account in relation to bank charges can be released in accordance with my/our rights under the Data Protection Act as and when requested by CIRS Limited. I/we authorise you to send such confidential information to CIRS Limited in their official capacity as my/our claims manager.

This letter gives CIRS Limited full authority to act on my/our behalf in rejecting, or accepting any offers of refund in this matter.
All offers of compensation and refunds should be made payable to CIRS Limited by BACS or cheque and be sent to their head office at:
CIRS Limited, Kerlyn Farm, Dowlands Lane, Copthorne, West Sussex, RH10 3HX

Name(s) of Account Holder(s)	
Credit Card Issuer Name:-	
Bank –Name and Address	
Account Number	
Address of Customer	
Postcode	
Date of authority given	

Signed	
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Document two - Statement Request

Please delete as appropriate:-

I/we confirm that I have the last 6 years of bank statements for my account which I will send to CIRS Limited at

**CIRS Limited
Kerlyn Farm
Dowlands Lane
Copthorne
West Sussex
RH10 3HX**

I/we have not got any statements for my account for the past 6 years and therefore request CIRS Limited to obtain these for me/we from the Bank using the Subject Access Request Form for the cost of £10.

I/we enclose a cheque made payable to CIRS Limited for £10, please send this to CIRS Limited at

**CIRS Limited
Kerlyn Farm
Dowlands Lane
Copthorne
West Sussex
RH10 3HX**

“ Debt Agencies” means the company or companies against whom a debt is owed or owing.

“Success in Proceedings” shall mean payment in full of all sums owing to CIRS under any legal judgement, negotiated settlement, award including all costs, interest, court fees, and any other sums whatsoever.

“Net Proceeds” shall mean the amount of money recovered by CIRS following a legal judgement, final settlement or negotiated award in respect of the Causes of Action after :

- (i) the release by CIRS of all sums owing to any third parties including the solicitors, counsel, any other person with whom CIRS has paid for their services in order to complete the settlement of the Cause of Action as a result of negotiation or Proceedings including any appeals.**
- (ii) any disbursements incurred in relation to the Proceedings including but not limited to court ,counsel’s, expert’s, solicitor’s or any other third party’s fees whether allowed by the court on assessment of the costs or not.**
- (iii) all costs associated with enforcing a settlement or legal judgement, whether allowed by the court on assessment of the costs or not.**
- (iv) any other external costs met by CIRS but not including internal administrative costs of handling and progressing the Cause of Action.**
- (v) The deduction of any interest payable by the defendant in connection with the action.**
- (vi) subject to a minimum fee of £150 chargeable on this cause of action.**

2 The Customer assigns absolutely unto CIRS such right title and interest in the Causes of Action as the Customer may have at the date hereof and all interest due thereunder and to become due thereon and costs which may be or become payable to CIRS in respect of the recovery thereof and (so far as the Customer may transfer the same) the right to settle or compromise the Proceedings upon terms TO HOLD the same unto CIRS to the intent that the Proceedings may or shall be commenced and/or continued in the name of and at the sole cost and expense of CIRS.

3 CIRS agrees that it will :-

- (i) Conduct such negotiations as it considers appropriate to seek to persuade the Defendants to settle all and any claims under the Causes of Action if possible without Proceedings and**
- (ii) If required instruct a firm of solicitors and/or counsel in its discretion to advise and thereafter conduct any Proceedings and attendances at court which CIRS may in its total discretion, consider as reasonable and appropriate to settle the claims against any of the Defendants.**

4 If you fail to disclose to us that any part of your claim has been settled by your Bank then we may seek to recover from you any losses we incur in pursuing your claim consequential on that failure to disclose.

- 5 **You must also disclose to us if your debt to your bank has been passed onto another bank or debt collection agency.**

- 6 **CIRS agrees that it will pay the Customer a sum equal to the percentage of the Net proceeds as set in the information pack sent and subject to the deduction of any costs which are incurred by CIRS as a result of the Customers failure to co-operate with CIRS in. Such sum shall be paid by CIRS to the Customer within 28 days of the Net Proceeds being received by CIRS and being calculable. For the avoidance of doubt, the Customer agrees that it is the intention of the Customer that the balance of any monies recovered by CIRS in respect of the Causes of Action shall belong to CIRS absolutely.**

- 7 **In the event that the Customer should receive any sums from the Bank or the defendant in respect of any matter relating to the Causes of Action then the Customer shall forthwith pay such sum recovered from such third party to CIRS.**

EXECUTED AS A DEED by the parties on the date which first appears in this Deed.

Signed as a Deed by Customer _____

Witnessed by Signature_____

Name _____

Address _____

Date _____

THIS SECTION OF THE DOCUMENT IS FOR OFFICE USE ONLY.

Signed as a Deed by CIRS Limited

Acting by _____

Director _____

Secretary _____

Date _____