



When completing the DD mandate:

- (1) Ignore the 'reference' box. The system will generate a unique reference number in the format BS (for Botanical Society) followed by six digits, which will be used to identify the mandate to collect subscriptions in all DD communications.
- (2) In the 'official use' box write in your membership number as shown on official communications and in the BSBI Membership List. If a new member please leave blank.
- (3) Please also print your email address (if you have one) clearly in the 'official use' box. The DD system automatically generates a notification of registration of the DD mandate and a 10 day advance notice of collection. Without an email address we have to print the notifications and post them to you.
- (4) It will be helpful if you indicate the calendar year to confirm when the subscription collection by DD starts.