

Registration Process

Registration is a quick and easy process. Simply follow the five steps below, return your completed registration documents and your account will be set up.

Registration Form

Step 1. Organisational Information

Please supply your full postal address, contact numbers and DX details if applicable. You will need to provide us with contact details including an e-mail address for a;

- Senior contact - This is the main contact for review meetings or notification of SearchFlow developments.
- Administrator contact – This is the person who is responsible for feeding through amends to the users and company information.
- Accounts contact - This is the main contact in the Accounts Department with any queries regarding the invoices.

Note: If you have more than one branch you must register each one separately.

Step 2. Additional information

To avoid any technical difficulties we also ask that you complete the 'additional information' section – this details your internet connection and case management system.

Step 3. Terms & Conditions

These are simple and straightforward. They reflect the commercial process and the environment in which it takes place. They are available to view on any page of our website – simply click on 'terms and conditions' on the footer of the page. By sending in your Registration form you are indicating that you have read and agreed to our terms and conditions. You should print a copy of the terms and conditions for your reference.

Step 4. Complete the Direct Debit mandate

Step 5. Post your completed registration form and Direct Debit mandate to the following address -

SearchFlow Sales Support
42 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4AJ

As soon as we receive your completed forms you will be notified of your username and password and you can start to order your conveyancing searches.

Registration Form



SearchFlow
An MDA Business

Organisation information

Firm name:

Main contact name:

email address:

Address:

County:

Postcode:

Telephone:

Fax:

DX number:

DX exchange:

VAT No.

Professional body:

Senior contact - This is the main contact for review meetings or notification of SearchFlow developments

Name:

email address:

Administrator contact - This is the person who is responsible for feeding through amends to the users and company information

Name:

email address:

Accounts contact - This is the main contact in the Accounts Department with any queries regarding the invoices

Name:

email address:

By submitting this registration form, you will be indicating your consent to receiving email marketing messages regarding our services, unless you have indicated an objection to receiving such messages by ticking the box.

Additional Information

What internet connection do you have? _____

What Case Management System (if any) do you use? _____

How many fee earners are involved in conveyancing? _____

How many property transactions does your organisation process each month? _____

How did you hear about SearchFlow?

Tradeshow: _____

Seminar: _____

Other: _____

Please fill in the whole form using a ballpoint pen and send it to:

MDA SearchFlow Ltd
42 Kings Hill Avenue
Kings Hill, West Malling
Kent
ME19 4AJ

Name(s) of Account Holder(s)

Bank/ Building Society account number

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Branch Sort Code

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Name and full address of your Bank/ Building Society

To the Manager	Bank/Building Society
Address	
Postcode	

Originator's Identification Number

4	0	8	2	2	4
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Reference: Number

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Instructions to your Bank or Building Society

Please pay MDA SearchFlow Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with MDA SearchFlow Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account



This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change MDA SearchFlow Ltd. will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by MDA SearchFlow Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.