

## Trace Instruction Form

### Client Contact Information

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#### Client Name

#### Legal Entity Confirmation (e.g. Ltd)

#### Correspondence Address

Street Address

Address Line 2

City

County

Postcode

#### DX Address

Street Address

Address Line 2

City

Aberdeenshire 

County

Postcode

**Contact Name**

(overall responsibility)

**Job Title**

**Email Address**

**Telephone Number**

**Email Address for correspondence**

(if different from above)

**Subject to be Traced – Details**

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**Subject to be Traced – Name(s)**

**Last known Address**

Street Address

Address Line 2

City

County

Postcode

**Date of birth (if known)**

**Occupation (if known)**

**Email Address (if known)**

**Telephone Number (if Known)**

**Any further Information / Special Requirements**

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**Terms and Conditions:**

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1. I authorise Court Enforcement Services Ltd to undertake a trace to try to find the subject to be traced. If successful I agree to the following: 2. I represent that I am authorised to provide these instructions on behalf of the creditor and will be bound by the terms of this Agreement.

**NB:** Late payment charges will be applied to all our overdue invoices in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 (As Amended).

I agree to pay the following:

- Trace Fee (£35 plus VAT) if the trace is successful.
- Transfer Up Fee (£66)

- Statutory Compliance Fee (£75 plus VAT) – if required

### I agree to these Terms and Conditions

Agree

**Name**

**Date**

**CAPTCHA**

I'm not a robot reCAPTCHA  
Privacy - Terms

Submit