

Part 1 Dispute Details

Member Number:

Deposit Protection Certificate (DPC):

Member Name:

Part 2 Dispute Resolution Methods

You have two ways in which your Deposit Dispute can be resolved:

- Through my|deposits free Alternative Dispute Resolution (ADR) service**
If you choose ADR then you **MUST** provide a completed Member Evidence Form (MEF) and supporting evidence with this Dispute Acknowledgement Form within 10 Working Days of the date given on the notification you received from the Scheme regarding the dispute.
- Court proceedings**
If you choose the Court process you must still return this Dispute Acknowledgement Form within 10 Working Days of the date given on the notification you received from the Scheme regarding the dispute. You then have a further 7 Working Days to provide us with evidence of an issued Court Claim. If we do not receive this confirmation within the required timeframe then the dispute will revert to ADR.

If you are in doubt about the method of resolution to use please read the 'Alternative Dispute Resolution - Agent/Landlord Member Guide' and 'Conditions of Deposit Disputes'.

Part 3 Your preferred method of resolution (only one box to be ticked)

Please confirm which way you wish for your Deposit Dispute to be resolved: ADR Court

Part 4 Declaration

I confirm that I have read and understood the contents of this Dispute Acknowledgement Form and Conditions of Deposit Dispute and I agree to be bound by them.

Signed: Date:

Name:

Company Name (if applicable):

Part 5 Sending your completed form by post

Please send your completed form to: **mydeposits Jersey, Premiere House, 1st Floor, Elstree Way, Borehamwood, Hertfordshire, WD6 1JH, United Kingdom**