

Community shares - application and payment methods

Summary:

1. An application for community shares by an individual, at least 16 years old, can be made online via our website www.paradiso.org.uk or by completing the paper form which can be downloaded from our website or requested by phoning our Helpline: 07762 396475
2. An application for community shares by an organisation can be made by completing the paper form which can be downloaded from our website or requested by phoning our Helpline: 07762 396475
3. When you apply for community shares there are two principle payment options - 'Pay now' and 'Pay later' - which are described in detail below.

Detail when applying online

1. If you apply for community shares online to the value £100 - £500 both principle payment options - 'Pay now' and 'Pay later' - are available for you to choose once you have submitted the online application form.
2. If you choose the 'Pay now' option you will be transferred to our secure payment gateway where you can pay by Debit card or Credit card and you will receive a confirmation email.
3. If you choose the 'Pay later' option you will also receive an application confirmation email, but for security reasons this email will **not** contain details of how to pay. Instead please refer to the '**Payment methods**' section below.
4. If you apply for community shares online to the value £501 to £40,000 only the 'Pay later' option is available. You will receive an application confirmation email that for security reasons will **not** contain details of how to pay, so please refer to the '**Payment methods**' section below.

Detail when applying by completing a paper form

1. If you apply for community shares by completing a paper form, the value being applied for can be from £100 up to £40,000 and you can pay by bank transfer or by cheque.
2. Paper applications can be made either by an individual or by an organisation by using the appropriate form which can be downloaded from our website or requested by phoning our Helpline: 07762 396475

Payment methods

1. If you have chosen the online 'Pay later' option, if the value of the shares you have applied for is more than £500, or if you have applied using a paper form, you can either pay by bank transfer or by cheque using the following details:

a. Payment by bank transfer

These are the details to use in your internet banking system:

Bank: The co-operative bank

Account name: Bovey Tracey Paradiso Arts Limited

Sort code: 08-92-99

Account number: 65986871

(please enter your surname or family name in the banking reference field)

b. Payment by cheque

- i) If you have applied for community shares online, please send your cheque, made payable to Bovey Tracey Paradiso Arts Ltd., to our postal address below.
- ii) If you are applying for community shares using a paper form, please send your completed form and your cheque, made payable to Bovey Tracey Paradiso Arts Ltd., to our postal address below.

Postal address:

Bovey Tracey Paradiso Arts Limited, King of Prussia building, 83 Fore Street, Bovey Tracey TQ13 9AB

Thank you for supporting Bovey Paradiso!