



Communications Allowance
Direct payment of suppliers

17 SEP 2007

Comms2
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When to use this form

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

WAYNE DAVID

Constituency

CAERPHILLY

Office use only Cost

Claim details

You can only request Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
you attach all supplier invoices.

Period of claim

from 31,08,07 to 13,09,07 Allowance year 07,08

Approved by QA 16/08/07 & 18/09/07.

Suppliers

Amount

Table with 2 columns: Suppliers, Amount. Rows include: LLOYDS TSB FOR ABBOT, PRINTING LTD, [SURGERY POSTER + BOOKMARKS]

Office use only Allow. / Supp ID / Exp.Type (Cat 5)

Authorisation and declaration

I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature

[Redacted Signature] MP Date 13.09.07

**Data protection**

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the HM Revenue & Customs. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

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**Send your completed form to** Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

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<b>Office use only</b>	
	<b>Initials / Date</b>
Validation completed	<input type="text"/>
<b>Comments</b>	



Lloyds TSB

# Commercial Finance

## Statement and Notice of Assignment

ACCOUNT QUERIES TO:

[Redacted]	<input checked="" type="checkbox"/>
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WAYNE DAVID MP

[Redacted]

Account No.

[Redacted]

Date

10/09/07

Your Contact

CUSTOMER CARE 1 SOU

Telephone

[Redacted]

Supplier

ABBOT THERMOGRAPHIC PRINTING LTD

IF YOU PROPOSE SETTLING YOUR ACCOUNT BY CHEQUE, WILL YOU PLEASE ENSURE THAT THE CHEQUE IS MADE PAYABLE TO: "LTSB COMMERCIAL FINANCE LTD".

Date	Reference	Order Number	Amount	Notes
020807	INV 9410		426.69	OVERDUE
			[Redacted]	

If you have paid the due items within the last 7 days, you do not need to respond to this reminder.

Balance	426.69
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Lloyds TSB

# Commercial Finance

## DATA PROTECTION ACT

### FAIR PROCESSING NOTICE - TO SOLE TRADERS AND PARTNERSHIPS

To comply with the terms of the Data Protection Act, Lloyds TSB Commercial Finance Limited (we) are required to advise you of a range of actions which we may wish to undertake. The purpose of this note is to explain to you what these actions are and to clarify your legal rights.

*You have a legal right to object to the processing of information about you as described below and to obtain details of the credit reference and fraud prevention agencies from whom we obtain and with whom we record information about you. You may contact our Data Protection Officer in writing or, initially, by telephone on 01295 202066.*

*You also have the right, on payment of a fee, to receive a copy of the information we hold about you if you apply to our Data Protection Officer in writing.*

The possible actions that we need to bring to your attention are as follows:

- We may search your record at one or more credit reference agencies from time to time. These agencies will add to your record details of our searches and any other organisations carrying out later searches will be able to see that these searches have been made.
- We may check your details with one or more fraud prevention agencies and if you give us false or inaccurate information and we suspect fraud, we will record this.
- We may provide information about your payment record to these agencies or to credit reference agencies operating as part of our group of companies.

This information is recorded so that we and other organisations may use and search these records to:

- help make decisions about credit card related services for you and members of your household;
- help make decisions on motor, household, credit, life and other insurance proposals and insurance claims for you and members of your household.
- trace debtors, recover debt, prevent fraud and to manage your accounts or insurance policies,
- check your identity to prevent money laundering, unless you furnish us with other satisfactory proof of identity.

We, the credit reference agencies and the fraud prevention agencies will also use the records for statistical analysis about credit, insurance and fraud.

Information about you may be used by us and other group members for training purposes, credit or financial assessments (including establishing credit limits and providing credit ratings for the benefit of other clients), market research and product analysis and preparing statistics, and to recover monies and prevent fraud and money laundering. Such information may affect the credit terms we can offer you.

Unless you object, then we and other group members and carefully selected businesses may contact you by letter, telephone or e-mail about services and products which may be of interest to you.

We may also give information about you to third parties such as insurers, guarantors, professional advisors, and any business providing a similar service to ours.



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**Your details**

Name  
in CAPITAL LETTERS

✓ WAYNE DAVID VALIDATION  
CAERPHILLY  
10 SEP 2007  
ED

Constituency

Office use only Costc

**Claim details**

You can only request  
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 01/07/07 to 31/08/07 Allowance year 07/08 ✓

Suppliers

Amount

Suppliers	Amount
LOCAL VIEW ADVERTISING LTD	£ 110:00p ✓
REALLY USEFUL DIRECTORY	£ 10:00p ✓
	£ : p
Seen by QA	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only ✓  
Allow. / Supp ID / Exp.Type ✓

**Authorisation and declaration**

- I confirm that I am authorised to incur these costs and are in respect of costs incurred wholly, exclusively a performance of my Parliamentary duties.

Signature

MP

Date

07.09.07

**Data protection**

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**Send your completed  
form to**

Validation Team, Operations Directorate,  
Department of Finance & Administration, House of Commons, London SW1AA

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**Office use only**

Initials / Date

Validation  
completed**Comments**



[REDACTED]

the  
**Really Useful**  
**DIRECTORY**

*Connecting local business with local people*

INVOICE

Ref: [REDACTED]

July 17<sup>th</sup> 2007 ✓

[REDACTED]

[REDACTED]

ITEM DESCRIPTION:

2 X BASIC LINE ENTRY  
(1 Line Free Of Charge)

£10.00

[REDACTED]

TOTAL TO PAY

£10.00 ✓

14 SEP 2007

**This invoice is now due. Please send payment by return and make  
cheques payable to The Really Useful Directory.**

Thank you.

[REDACTED]