

Direct Debit Request Form



Australia

Fax to 1300 880 609

Customer Details

Account ID: _____

Mr Mrs Ms Miss Dr

First Name: _____

Last Name: _____

Date of Birth: ____ / ____ / ____ (DD/MM/YYYY)

Business customers must specify the authorised contact person as entered on the original signed Customer Authorisation Form.

Direct Debit Request

I request and authorise ACN Pacific Pty Ltd ('ACN') or its billing agent, until further notice, to arrange automatic payment of my ACN invoices by debiting my savings/cheque/credit card account as specified below on or immediately after the due date. I acknowledge that ACN may terminate this request at any time by written or verbal notice and in this case I must adopt an alternative method of payment.

Please select only one automatic payment option and sign below.

1 Credit Card

Visa MasterCard

Name as it appears on the card: _____

Credit Card Number: _____

Credit Card Expiry Date: ____ / ____ (MM/YY)

Cardholder's Signature: _____ **Date:** ____ / ____ / ____ (DD/MM/YYYY)

2 Bank / Credit Union Account Details

I/we authorise ACN, Direct Debit User ID 208695, to arrange for funds to be debited from my/our account at the Financial Institution identified below through the Bulk Electronic Clearing System (BECS). This authority is to remain in force in accordance with the terms described in the ACN Standard Form of Agreement - Appendix (i) Direct Debit Service Agreement; available via acnpacific.com.au/customer-agreements-tariffs.

Name of Financial Institution: _____

Bank Account Holder's Name: _____

Bank BSB Code: _____ - _____

Bank Account Number: _____

Branch Name: _____

Bank Account Holder's Signature: _____

(If joint account all signatures are required): _____

Date: ____ / ____ / ____ (DD/MM/YYYY)

Please fax to ACN on **1300 880 609** or post to **PO BOX 667 North Sydney NSW 2059**.

The following is the ACN Pacific Pty Ltd ("ACN", "we", "us" or "our") Direct Debit Service Agreement for users of ACN Services and forms part of ACN's Standard Form of Agreement ("SFOA") and, for non-carriage services supplied to ACN Independent Representatives/Independent Business Owners, ACN's Independent Representative (IR)/Independent Business Owner (IBO) Agreement.

ACN may modify this Direct Debit Service Agreement at any time in its sole and absolute discretion, pursuant to clause 3 below.

1. Interpretations

"Account" means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

"Agreement" means this direct debit service agreement between you and us.

"Business day" means a day other than a Saturday or a Sunday or an Australian public holiday.

"Debit day" means the day that payment by you to us is due. Debit payment means a particular transaction where a debit is made.

"Direct debit request" means the direct debit request between us and you.

"Us" or "we" means ACN Pacific Pty Ltd, which you have authorised by signing a direct debit request.

"You" means the customer who signed the direct debit request. Your financial institution is the financial institution where you hold the account that you have authorised us to debit.

2. Debiting Your Account

By signing a direct debit request, you have authorised us to arrange for funds to be debited from your nominated account or credit card. If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account or credit card on the previous business day.

The first direct debit will be made fourteen (14) days from the date of your first invoice. Subsequent direct debit dates are each monthly anniversary of the first direct debit.

3. Changes By Us

We may vary any details of this Agreement or a direct debit request at any time by giving you at least fourteen (14) days written notice.

4. Changes By You

If you wish to stop or defer a direct debit payment, or you wish to cancel our authority to direct debit your account or credit card, you must notify us by email, fax, or by post so that we receive your notice at least three (3) working days before your next direct debit payment day.

5. Your Obligations

You must ensure that there are sufficient funds available in your account to allow a debit payment to be made or that the credit limit of your credit card facility is not exceeded. If there are insufficient funds in your account to meet a debit payment or the credit card cannot be debited:

- a. You may be charged a fee and/or interest by your financial institution;
- b. You may also incur fees or charges imposed or incurred by us; and
- c. You must arrange for the debit payment to be made by another method or arrange for sufficient funds to be in your accounts by an agreed time so that we can process the debit payment.

We will not accept any bank charges levied by your financial institution for rejected transactions related to your account or credit card. If a direct debit item is returned from your financial institution, due to insufficient funds, we will contact you for permission to re-submit this item. We reserve the right to terminate the Agreement with you if two or more payments are returned unpaid by your financial institution.

6. Disputes

Please check your account statement to verify that the amounts debited from your account are correct. If you believe there has been an error in debiting your account, you should notify us directly and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. If we conclude as a result of our investigations that your account has been incorrectly debited we will adjust your account accordingly.

If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.

Any queries you may have about an error made in debiting your account should be directed to us in the first instance. If we cannot resolve the matter you can still refer it to your financial institution, which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

7. Things To Check

You should check with your financial institution:

- a. Whether direct debiting is available for your account as direct debiting is not available on all accounts offered by financial institutions;
- b. If additional fees and charges may be incurred by you as a result of this Agreement;
- c. That your account details which you have provided to us are correct. Your account details may be confirmed by checking them against recent account statements, a copy of a cheque or a personalised deposit slip.

8. Confidentiality

We will keep any information in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

9. Notice

If you wish to notify us in writing about anything relating to this Agreement, you should write us at the following address:

Attention Credit Team

ACN Pacific Pty Limited

PO Box 667

North Sydney NSW 2059

Or fax your correspondence "Attention Credit Team" to 1300 880 609

Or email credit@acnpacific.com.au

We will notify you by sending a notice by standard post to the address that you have given us. Any notice will be deemed to have been received two (2) business days after it is posted.