

Direct Debit Request (DDR)

1. Request and Authority to debit

If you have an existing Australia Post account, please provide the account number.

Company name and ABN / ARBN

Your full name and ABN (sole traders and partnerships)

"You" request and authorise The AUSTRALIAN POSTAL CORPORATION (User ID 063802) to arrange, a debit to your nominated account to pay for goods and services supplied by the above. This debit or charge will be arranged by Australian Postal Corporation's financial institution and made through the Bulk Electronic Clearing System (BECS) from your nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

2. Amount of debit

The amount specified in the invoice we send you, for payment on a stated due date.

3. Your account to be debited

Name/s on account

Financial institution name

BSB number (Must be 6 digits)

Account number

4. Your contact details

Business address or Postal address

Postcode

Telephone

Email

Preferred contact method email

or mail

5. Confirmation

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you confirm that:

- you are authorised to operate on the nominated account; and
- you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.

6. Your signature

Signed in accordance with the account authority on your account

Date

Contact details: As above

7. Second account signatory (if required)

Signed in accordance with the account authority on your account

Signature

Full name

Date

Contact details

Address

Postcode

Email

Telephone

8. Signing for a company

You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.

Signature of duly authorised officer

Full name

Position held

Business Address

Tick if same as Business Address

Postcode

Email

(Notices will be sent to this email address)

Telephone

Date

Second company signatory (if required)

Signature of duly authorised officer

Full name

Position held

Business Address

Tick if same as Business Address

Postcode

Email

(Notices will be sent to this email address)

Telephone

Date

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with Australian Postal Corporation, User ID 063802, ABN 28864970579 (the Debit User). It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Definitions

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 Request Service Agreement between *you* and *us*.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

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 written, verbal or online request between *us* and *you* to debit funds from your account.

us or *we* means Australian Postal Corporation, (the Debit User) you have authorised by requesting a *Direct Debit Request*.

you means the customer who has authorised the *Direct Debit Request*.

your financial institution means the financial institution at which you hold the account you have authorised us to debit.

1. Debiting your account

- 1.1 By submitting a *Direct Debit Request* or by agreeing to the Direct Debit Request by the method presented, you authorise us to arrange authorise us to arrange for funds to be debited from your account. The *Direct Debit Request* and this agreement set out the arrangement between us and you.
 - 1.2 We will only arrange for funds to be debited from *your account* if we have sent to the address nominated by you in the *Direct Debit Request*, a billing advice which specifies the amount payable by you to us and when it is due.
 - 1.3 If the *debit day* falls on a day that is not a *banking day*, we may direct your *financial institution* to debit *your account* on the following *banking day*. If you are unsure about which day *your account* has or will be debited you should ask your *financial institution*.
- ### 2. Amendments by us
- 2.1 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 sent to the preferred email or address you have given us in the *Direct Debit Request*.
- ### 3. How to cancel or change direct debits
- 3.1 You can:
 - a) cancel or suspend the Direct Debit Request; or
 - b) change, stop or defer an individual payment, or at any time by giving us at least two banking days' notice.To do so, contact us at:
directdebitrequest@auspost.com.au, **or** by telephoning us on 13 11 18 (follow the prompts to Credit Management) during business hours; **or** You can also contact your own financial institution, which act promptly on your instructions.
- ### 4. Your obligations
- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the *Direct Debit Request*.
 - 4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*:
 - a) you may be charged a fee and/or interest by your *financial institution*.
 - b) we may charge you *reasonable costs* incurred by us on account of there being *insufficient funds*; and
 - c) you must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that we can process the *debit payment*.
 - 4.3 You should check *your account* statement to verify that the amounts debited from *your account* are correct.

5. Dispute

- 5.1 If you believe there has been an error in debiting your account, you should notify us directly on directdebitrequest@auspost.com.au or phone 131118 (please follow the prompts to Credit Management). Alternatively, you can contact your financial institution for assistance.
- 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging within a reasonable period for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3 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 in writing.

6. Accounts

- 6.1 You should check:
 - a) with your *financial institution* whether direct debiting is available from *your account* as direct debiting is not available through BECS on all accounts offered by financial institutions.
 - b) *your account* details which you have provided to us are correct by checking them against a recent *account* statement; and
 - c) with your *financial institution* before completing the *Direct Debit Request* if you have any queries about how to complete the *Direct Debit Request*.

7. Confidentiality

- 7.1 We will keep any information (including your *account details*) 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.
- 7.2 We will only disclose information that we have about you:
 - a) to the extent specifically required by law; or
 - b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. Contacting each other

- 8.1 If you wish to notify us in writing about anything relating to this *agreement*, you should write to: directdebitrequest@auspost.com.au
- 8.2 We will notify you by sending a notice to the preferred address or email you have given us in the *Direct Debit Request*. Any notice will be deemed to have been received on the second *banking day* after sending.