

## Fund Direct Debit Request Service Agreement

FOR PAYMENT OF ANNUAL RENEWAL FEES BY DIRECT DEBIT FROM FUND'S BANK ACCOUNT
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Please ensure that you have read the following before sending in the Direct Debit Request and retain this page for your records.

- We may vary this agreement at any time by giving you at least 14 days notice.
- By signing this Direct Debit Request, you request and authorise annual renewal fees to be debited from your fund's bank account. We will issue an invoice for our services 30 days prior to its due date. Funds will be drawn from the nominated account on the due date or within 7 days after the due date. If the due date for payment falls on a non-working day or a national public holiday, the due date will be deemed to be the next working day. If you are uncertain as to when a debit will be processed, you can also contact your financial institution.
- It is your responsibility to ensure that there are sufficient funds in the nominated account when payments are to be drawn. If you do not have sufficient funds, then:
  - a) the payment will be regarded as not having been made;
  - b) an administration fee will be charged to your account;
  - c) we may attempt, on a day subsequent to the payment due date, to debit funds from your account, either in full or partial payment of any amount overdue.
- You should be aware that:
  - a) direct debiting through Bulk Electronic Clearing System is not available on all accounts;
  - b) account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your financial institution before completing the Direct Debit Request; and
  - c) It is your responsibility to advise us if the nominated account is altered, transferred or closed.
- If you believe there has been an error in debiting your account you should contact us on (02) 8296 6266 from 9.00am to 5.00pm, Monday to Friday, as soon as possible so that we can resolve your query quickly. You can also direct claims to your financial institution.
- Your records and account details will be kept private and confidential and will only be disclosed at your request or at the request of the financial institution in connection with a claim made to an alleged incorrect or wrongful debit, or otherwise as required by law.
- For all matters relating to the direct debit arrangement on the account, including requests for deferment of debits, alteration of debit arrangements or stopping or cancelling the Direct Debit Request, please call us on (02) 8296 6266 from 9.00am to 5.00pm, Monday to Friday. Stop and cancellation requests can also be directed to your financial institution.



## Fund Direct Debit Request

Please forward your direct debit to SUPERCentral – by either:

Mail: Level 9, 65 York Street, Sydney NSW 2000 / Email: [info@supercentral.com.au](mailto:info@supercentral.com.au) / Fax: (02) 8296 6267

Fund Name:

SC Number

I/We

authorise and request  APCA User ID Number  to arrange for

funds to be debited from the nominated account below, through the Bulk Electronic Clearing System (BECS) according to my/our instructions in this authority.

Commencing 12 months after initial deed conversion/creation and thereafter annually this authorisation is to remain in force in accordance with the terms described in the Fund Direct Debit Request Service Agreement until further notice.

Please tick to authorise immediate debit for initial set up fees

Name of Bank

Account Name

Address of the financial institution at which the account is held (optional)

BSB No:

Account Number:

I/We also authorise the following:

- a) the direct debit user to verify the details of the abovementioned account with my/our financial institution
- b) the financial institution to release information allowing the direct debit user to verify the abovementioned account details.

Authorised Signature(s)\*:

Date:

\* If debiting from a joint bank account, all signatures may be required

**Please note:** Direct debiting is not available on the full range of bank accounts, if in doubt, please refer to your financial institution.