

ADAPOS NEW CUSTOMER FORM

YOUR DETAILS |

Please complete this form using a BLACK PEN. Indicates a Mandatory Field.

Company Name					
ABN/ACN					
Surname		Given Name			
Mobile					
Email					
Address					
Suburb		State		Postcode	

DEBIT ARRANGEMENT |

ADAPOS SUBSCRIPTION FEE: \$_____+GST/Week

Start Date		Debit amount	\$
Frequency	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly		
Failed Payment Fee: \$9.90 (ONLY charge upon failure charge)			

PAYMENT METHOD |

DEBIT FROM BANK

Account Holder Name			
BSB		ACC Number	

I/We have read the Direct Debit Request Service Agreement, and authorise ADATOP PTY LTD ABN 11 679 717 045 to debit my/our account at the Financial Institution identified above through the Bulk Electronic Clearing System (BECS) in accordance with this Direct Debit Request.

SIGNATURE: _____ DATE: _____

Direct Debit Request Service Agreement

The meaning of words printed like this in this Direct Debit Request Service Agreement is explained in 8 below.

1. Debiting your account

1.1 By signing a direct debit request, you have authorized us to arrange for funds to be debited from your account. If deduction has been faulted at the first time, some penalty may occur at the next time.

1.2 We will arrange for your financial institution to debit your account in accordance with the repayment schedule in respect of the loan account referred to in the direct debit request. If, however, a debit payment is due on a day:

(a) which is not contained in a particular month; or

(b) which is not a business day, then the debit payment will be made on the next business day. If you are uncertain as to when a debit payment will be processed, you should contact your financial institution for assistance.

2. Changes by us

2.1 We may vary any details of this agreement or the direct debit request at any time (including cancelling it). We will give you notice in writing of any such change at least 2 weeks (14) days before the change takes effect.

3. Changes by you

3.1 You may request to stop or defer a debit payment or alter, suspend or cancel the direct debit request at any time. When we receive such a request, we will inform you of our notification requirements for such a request.

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) 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 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.

4.4 If we are liable to pay goods and services tax ("GST") on a supply made by using connection with this agreement, then you agree to pay us on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

5.1 If you believe that there has been an error in debiting your account, you should notify us

immediately by contacting us on 0416576066. Before you make the call, make sure you have all the relevant documentation available.

5.2 We will investigate and deal promptly and in good faith with any such query, claim or complaint. If your query, claim or complaint cannot be resolved to your satisfaction in that call, we will inform you at that time of the length of time which we estimate the investigation will take.

5.3 If we conclude as a result of our investigations that your account has been incorrectly debited, we will refund the amount of the debit payment and any charges by sending you a cheque for that amount and also adjust your account (including interest accordingly). We will also notify you of the adjustment either orally or in writing.

5.4 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.

5.5 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between you and us. 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.

6. Account

6.1 You should check:

- (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions;
- (b) that 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 if you are uncertain about either of the above matters before completing 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 unauthorized 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 or authorized by law; or
- (b) for the purposes of this agreement (including disclosing information in connection with any query or claim); or
- (c) with your implied or express consent.

8. Definitions

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

Agreement means this Direct Debit Request Service Agreement between you and us.

Business day means a day rather than a Saturday or a Sunday or a public holiday listed

throughout Australia.

Debit payment means a particular transaction where a debit is made.

Direct debit request means the Direct Debit Request between you and us.

Us, we or our means you have authorized Intelligeneer Solution financial services to debit your account by signing a direct debit request.

You or your means the person(s) who sign the direct debit request.

Your financial institution means the financial institution where you hold the account that you have authorized us to debit.