



SecurePay Pty Ltd ACN 088 101 875

# Account Payment Request

## Instructions for completing this form

Complete Part 1.

Complete either Part 2 or Part 3 but not both parts.

Please return to PO Box 190, Flinders Lane Post Office, Melbourne 8009 or fax to (03) 9629 5550.

**PH 1300 786 756**

### PART 1: MERCHANT DETAILS

Trading Name:

### PART 2: DIRECT DEBIT REQUEST

To: SecurePay Pty Ltd (User ID 056033)

I/we request that moneys due in terms of the payment arrangements contained in the Application made between SecurePay and the Merchant be drawn under the Direct Debiting system from my/our account conducted with:

Name of Financial Institution and Branch:

Account Name:

BSB:

Account Number:

I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement received from SecurePay.

Authorised signature:

Date:

### PART 3: CREDIT CARD AUTHORITY

I/we, the undersigned, request that SecurePay charge my/our Credit Card as payment for fees. This authority will remain in place until SecurePay receives written notification from me/us to cancel it.

Credit card type:

Bank Card

Visa

American Express

MasterCard

Diners

Credit Card Number:

Credit Card Expiry Date: / /

Name on Credit Card:

Card signature:

Date:

### DIRECT DEBIT SERVICE AGREEMENT

#### SECUREPAY'S COMMITMENT TO MERCHANT

##### Drawing arrangements

SecurePay will advise Merchant, in writing, the fees to be rendered under the Agreement at least 7 calendar days prior to the first drawing. Where the due date falls on a non-business day, SecurePay will draw the amount on the next business day.

SecurePay will not change the amount or frequency of drawing arrangements without Merchant's prior approval.

SecurePay reserves the right to cancel this Direct Debit arrangement if three or more drawings are returned unpaid by Merchant's nominated Financial Institution and SecurePay will arrange with Merchant an alternative payment method.

SecurePay will keep all information pertaining to Merchant's nominated account at Merchant's Financial Institution, private & confidential.

##### Merchant's rights

Merchant may terminate this Direct Debit arrangement at any time by giving written notice to SecurePay. SecurePay should receive such notice at least 5 business days prior to the due date.

Merchant may stop payment of a drawing under this Direct Debit arrangement by giving written notice to SecurePay. SecurePay should receive such notice at least 7 days prior to the due date.

Merchant may request change to the drawing amount and/or frequency of this Direct Debit arrangement by contacting SecurePay and advising Merchant's requirements no less than 5 business days prior to the due date.

Where Merchant considers that a drawing has been initiated incorrectly outside of these arrangements Merchant should take the matter up directly with SecurePay.

#### MERCHANT'S COMMITMENT TO SECUREPAY

##### Merchant's responsibilities

It is Merchant's responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date.

It is Merchant's responsibility to ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by the Financial Institution where the account is based.

It is Merchant's responsibility to advise SecurePay if the account nominated by Merchant under this Direct Debit arrangement is transferred or closed.

It is Merchant's responsibility to arrange with SecurePay a suitable alternative payment method if the Direct Debit Arrangements are cancelled either by Merchant or the nominated Financial Institution.