



To: ACT Property Group
Department of Land and Property Services
PO Box 777
FYSHWICK ACT 2609

DIRECT DEBIT REQUEST

Request for debiting amounts from your bank account and crediting them to ACT Property Group account via the direct debit system

Contact details of bank account holder * MANDATORY FIELDS
* Address of Licensed Premises:
* Company Name:
* First Name:
* Last Name:
* Address:
* State: Post Code:
* Phone: Mobile:
Fax: Email:
* Monthly amount to be debited (on the first work day): \$ * Receipt Required: Yes / No
* Date Commence from: * Ending date:

Details of account to be debited:

Name of Financial Institution Branch
Address of Financial Institution
Account Name (eg. Mrs Joan Smith)
Account Details BSB Number Account Number

OR Details of credit card

Name of Cardholder
Type of Card Amex / MasterCard / Bankcard / Visa
Card number
Expiry date
CVV Number:

Authorisation

I/We authorise and request Property and Capital Works Division, Department of Land and Property Services (User ID 401924) to arrange for funds to be transferred from my/our account at the financial institution identified above through the Bulk Electronic Clearing System.

This authorisation is to remain in force in accordance with the Direct Debit Request Service Agreement.

All signatories of the financial institution account may be required to sign this form.

Signature 1 [] Date [] Signature 2 [] Date []



DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. This agreement sets out the terms and conditions on which you have authorised us, ACT Property Group, to automatically deduct amounts that become payable under your Licence Agreement from your bank account at your financial institution. Your *Direct Debit Request* ('*DDR*') authorises us to arrange for the payment of amounts due to us, and at the times required, for the Licence Fee, outgoings and charges you are required to pay under your Licence Agreement.
2. Direct Debit through the Bulk Electronic Clearing System (BECS) is not available on all bank accounts. If you are unsure as to whether direct debit is available on your account, you should check with your bank. You should also check your account details against a recent statement from your bank.
3. We can amend this Direct Debit Request Service Agreement at any time after giving you a minimum of 14 days notice.
4. You can cancel, vary, defer or suspend the *DDR*, or stop an individual debit from taking place under this agreement by contacting us. You will need to allow a minimum of 14 days before the next drawing date to process your request or the debit may still be made. Our preferred means of contact is via e-mail – propertyactfinance@act.gov.au or contact Fiona Whillock on 02 6213 0702.
5. If a payment due date falls on a weekend or an Australian Capital Territory or national public holiday, the debit will be processed on the next business day. If you are unsure as to when a debit will be processed you should ask your bank.
6. You must ensure that you have sufficient clear funds available in your nominated account on the due date to permit the payment under the *DDR*. If funds are not available you will need to arrange an alternative payment method and contact us. If we attempt to debit your bank account unsuccessfully, you may be charged a dishonour fee. In addition, you will be in breach of clause 4.1.1 of the Licence Agreement.
7. If ACT Property Group incurs any bank fees or charges as a result of a dishonoured direct debit, these fees may be passed on to you as a charge.
8. If you believe that a debit has been made incorrectly you should contact us. We will then attempt to resolve the issue immediately or agree on a time to get back to you. If you are not happy with our response we will advise you of further options. Our preferred means of contact is via e-mail – propertyactfinance@act.gov.au or contact Fiona Whillock on 02 6213 0702.
9. We will keep information about your financial institution account confidential except to the extent necessary to resolve any claim you may make relating to a debit which you claim has been made incorrectly, or as otherwise required by law.
10. You are responsible for ensuring that your financial institution allows direct debits to be processed on your nominated account.