



**BENCHMARK**  
CANTERBURY

## Payment Authority and Direct Debit Request Form

Request and Authority to debit the account named below to pay Benchmark Canterbury Pty Ltd

Benchmark Canterbury Member ID \_\_\_\_\_

Your surname or company name \_\_\_\_\_

Your given names or ABN / ARBN \_\_\_\_\_ ("you")

You request and authorise Benchmark Canterbury Pty Ltd to arrange, through its own financial institution, a debit to your nominated account any amount Benchmark Canterbury has deemed payable by you.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

### BANK ACCOUNT DETAILS

#### Insert name and address of financial institution at which account is held

Financial institution name \_\_\_\_\_

Financial institution address \_\_\_\_\_

#### Insert details of account to be debited

Names on account \_\_\_\_\_

BSB number (Must be 6 Digits) \_ \_ \_ \_ \_ Account number \_\_\_\_\_

### Acknowledgment

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you acknowledge that you have read and understood and agreed to the terms and conditions governing the debit arrangements between you and Benchmark Canterbury Pty Ltd as set out in this Request and in your Agreement with Benchmark Canterbury.

#### Insert your signature and address

Signature \_\_\_\_\_  
(If signing for a company, sign and print full name and capacity for signing e.g. director)

Full name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Payment details: The first debit may be made on \_\_\_\_\_ and at fortnightly intervals after that.

### CREDIT CARD DETAILS

Direct Debiting to credit cards does not form part of procedures governed by the Bulk Electronic Clearing System. Please refer to procedures detail in your cardholder terms and conditions provided by your Financial Institution.

Cardholder name \_\_\_\_\_

Expiry date \_\_\_\_\_ Card Type (please circle): VISA / MASTERCARD

Please note, for credit card payments, we charge a fee (as set out in your Membership Application) which will be collected by us at the same time we collect your fortnightly membership fees.

#### Insert your signature and address

Signature \_\_\_\_\_  
(If signing for a company, sign and print full name and capacity for signing e.g. director)

Full name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Payment details: The first debit may be made on \_\_\_\_\_ and at fortnightly intervals after that.

*We reserve the right to collect arrears at other intervals.*

## **BENCHMARK CANTERBURY PTY LTD DIRECT DEBIT REQUEST SERVICE AGREEMENT**

### **1. Introduction**

- 1.1 This is your Direct Debit Request Service Request Agreement with Benchmark Canterbury Pty Limited (ACN 616 501 083). The Agreement sets out your obligations in undertaking a direct debit arrangement with us in connection with your membership.
- 1.2 This document forms part of the terms and conditions of your direct debit request.

### **2. Direct Debit Request**

- 2.1 By written request you have authorised us to arrange for funds to be debited from your Account through the Bulk Electronic System (BECS).
- 2.2 We will only arrange for funds to be debited from your Account pursuant to amounts arising under your Membership Agreement with us.

### **3. Withdrawals**

- 3.1 Where the due date for any payment (the Debit Day) falls on a non-business day, we will draw the amount on the next business day.
- 3.2 We will continue to rely on your authority to directly debit the amounts due under the Membership Agreement from your Account until you advise us of any changes to the arrangements.

### **4. Cancellation of Direct Debit**

- 4.1 We reserve the right to cancel the direct debit request if one or more drawings are returned unpaid by your nominated financial institution and to arrange with you an alternate payment method.

### **5. Company Debits**

- 5.1 If you have nominated a company utilising a corporate Account you warrant and represent that you are an authorised representative of the Company and able to enter into this Direct Debit Request on behalf of the Company

### **6. Variations to this agreement**

7. We may vary any details of this Agreement or a direct debit request at any time by giving you at least 14 day's notice.
8. You may change or cancel the arrangements under a direct debit request by contacting us at least 2 business days before your payment due date by completing a new Payment Authority Form. You can also contact Your Financial Institution at least 5 business days before your payment due date if you wish to stop a direct Debit Payment.

### **9. Cancellation of Direct Debit**

10. If you cancel your direct debit request through Your Financial Institution without notifying us or providing us with an alternative means of payment, additional charges may apply

## 11. Your Obligations

- 11.1 It is your responsibility to ensure that there are sufficient clear funds available in your Account to allow a Debit Payment to be made.
- 11.2 If there are insufficient clear funds in your Account:
- (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.
- 11.3 You are responsible for checking that all billing information provided to you is correct before the associated direct debit transaction occurs. You should also check your Account statement to verify that the amounts debited from your Account are correct.
- 11.4 If you believe that there has been an error in debiting your Account you should notify us as soon as possible.
- 11.5 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 us and you. If we cannot resolve the matter you can still lodge a direct debit claim through Your Financial Institution.
- 11.6 You should check:
- (a) with Your Financial Institution whether direct debiting is available from your Account; and
  - (b) your Account details which you have provided to us are correct.

## 12. Our responsibilities

13. We will make reasonable efforts to keep any such information that we have about you confidential and 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.

## 14. Confidentiality

- 14.1 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).

## 15. Notice

- 15.1 If you wish to notify us about anything relating to this Agreement you should email [info@benchmarkcanterbury.com](mailto:info@benchmarkcanterbury.com)
- 15.2 We will notify you by sending an email to the email address you provided when you joined us.

15.3 Any notice will be deemed to have been received two business days after it is posted/sent.

**16. Definitions used in this agreement:**

**Agreement** means this document and the Payment Authority Form.

**Account** means your account held at Your Financial Institution from which we are authorised to arrange for funds to be debited.

**Business 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.

**Payment Authority Form** means the written request between you and us to debit funds from your nominated account.

**Your Financial Institution** means the financial institution where you hold the account that you have authorised us to arrange to debit.

**'we', 'us' and 'our'** means Benchmark Canterbury Pty Limited ACN 616 501 083.