Direct Debit Request Form

Important Information

- **Note:** **This form will open in your browser. Please download and save before you start to fill the form in electronically. This form needs to be completed electronically using Adobe Acrobat Reader. Download a free version at https://get.adobe.com/uk/reader/otherversions/**
- This is a request and authority to debit the bank account/credit card named below to pay GS1 Australia Ltd.
- You request and authorise **GS1 Australia Ltd - ID number 105772** to arrange a direct debit facility for any stipulated and/or invoiced amount.
- GS1 Australia Ltd may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement.
- By submitting the Direct Debit Form you confirm that you have read and agree to the (a) Direct Debit Request Service Agreement – **Terms and conditions**; (b) GS1 Australia **Terms of Trade** ; and (c) GS1 Australia **Privacy Policy**.

Section 1: Company Details

GS1 Australia Account Number

☐☐☐☐☐☐☐☐

*Company Name/Trading Name

Division of/Parent Company (If Applicable)

ABN/ACN

☐☐ – ☐☐☐ – ☐☐☐ – ☐☐☐

Other Business Identifier

*Section 2: Accounts Payable Contact

First Name

Last Name

Position

Email

Direct Phone/Mobile

*Section 3: Payment Methods

There are two ways to set up your Direct Debit facility. Nominate either:
Option A - Bank Account OR
Option B - Credit Card

Invoices paid by Direct Debit from a Bank Account will receive a 2% discount. When using a Direct Debit from a Credit Card, the 2% discount will not be applied.

Refer to our **Terms of Trade**.

Option A - Bank Account

Financial Institution Name

Name of Account

BSB Number ☐☐☐ – ☐☐☐

Account Number

Option B - Credit Card

Select Card

☐ Visa ☐ Mastercard

Card Holder's Name

Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiry Date ☐☐ – ☐☐

Signature

Date ☐☐ / ☐☐ / ☐☐

*Section 4: Signature Approval

By signing this Direct Debit Request you acknowledge you have read and understood the Terms and Conditions governing the debit arrangements between you and GS1 Australia Ltd as set out in this Request Form and in the Direct Debit Request Service Agreement – Terms and Conditions.

Full Name of Director/Company Official

Position

Email

Direct Phone/Mobile

Signature

SIGN HERE

Date ☐☐ / ☐☐ / ☐☐

Download instructions for signing forms electronically

Please return the completed form to GS1 Australia via email to paybill@gs1au.org with a subject line "Direct Debit request".

Direct Debit Request Service Agreement – Terms and Conditions

1. Debiting your account

1.1 By signing a Direct Debit Request, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request Form and this agreement for the terms of the arrangement between you and us.

1.2 We will inform you by email of any amount to be debited from your account with a minimum of 7 business days notice. In the event the email is not delivered GS1 will notify you by ordinary post with a minimum of 3 business days notice.

1.3 We will arrange for funds to be debited from your account only as authorised in the Direct Debit Request.

1.4 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure about which day your account has been or will be debited you should ask your financial institution.

2. Changes by us

2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least 10 business days' written notice.

3. Changes by you

3.1 If you wish to vary, defer or stop a debit payment you must notify us by telephone or in writing at least 3 business days before the next debit day. This notice should be given to us in the first instance.

3.2 You may also cancel your authority for us to debit your account at any time by giving us 3 business days' notice in writing before the next debit day. This notice should be given to us in the first instance. Cancellation of this Authority does not constitute notice of cancellation or termination of any service or subscription, which must be done in accordance with the terms and conditions of that service or subscription.

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 on any debit day 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 including, but not limited to, removal of any applicable direct debit discounts;

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 GS1 Australia reserves the right to charge a fee in relation to bank processing charges imposed on GS1 Australia in respect of your payment.

4.4 You should check your account statement to verify that the amount debited from your account is correct.

4.5 If National Australia Bank Limited A.C.N 004 044 937 ("National") is liable to pay goods and services tax ("GST") on a supply made by the National in connection with this agreement, then you agree to pay the National on demand the 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 directly by telephone and confirm that notice in writing with us as soon as possible so that we can resolve your query.

5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will arrange for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

5.3 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.

5.4 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 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. Accounts

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. 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 before completing the Direct Debit Request if you have any queries about how to complete 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 unauthorised use, modification, reproduction or disclosure of that information.

7.2 We will disclose information that we have about you only:

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).

7.3 We will comply with any relevant privacy and security legislations. We may be required to disclose details of your Direct Debit Request by law. We are bound by the Privacy Act and will protect your personal information in accordance with the Australian Privacy Principles. For more information please refer to our Privacy Policy on our website www.gs1au.org.

8. Notices

8.1 If you wish to notify us in writing about anything relating to this agreement, you should email paybill@gs1au.org or by mail: GS1 Australia Ltd, Att: Accounts, Locked Bag 2, Mt Waverley, VIC, 3149:

a. we will notify you by sending a notice by email to the email address you have given us in the Direct Debit Request Form or subsequently changed by You and advised to us. Any notice delivered by email will be deemed to have been received 1 business day after it is sent. It is Your responsibility to ensure that notices are able to be received by the intended recipient, ie. are not blocked, bounced or sent to offline folders.

b. In the event any notice is not delivered by email, we will deliver such notice in the ordinary post to the address you provided us in the Direct Debit Request Form or such address notified and advised to us from time to time. Any notice delivered by ordinary post will be deemed to have been received 3 business days after it is posted.

9. Definitions

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

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

'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. Refer to GS1 Australia Terms of Trade at www.gs1au.org

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

'Direct Debit Request' means the Direct Debit Request between us and you.

'Us' or **'us'** or **'We'** or **'we'** means GS1 Australia Ltd; the company with which you made this Agreement.

'You' or **'you'** means the customer who signed the Direct Debit Request.

'Your financial institution' is the financial institution where you hold the account that you have authorised us to arrange to debit.

GS1 Australia

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