



## DIRECT DEBIT REQUEST

### Participant's Authority:

I/We request you, Austraclear Limited (User ID Number 064186), to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS)

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

### Customer's Details (please use BLOCK letters)

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Customer Number

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Customer Name

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ABN/ACN

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Address

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Post Code

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State

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Phone

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Contact Name

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Email for remittances

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### Details of the account to be debited (please use BLOCK letters)

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Account Name

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Financial Institution (Bank)

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Branch of Financial Institution

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BSB

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Account Number

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### Details of amount to be debited (please use BLOCK letters)

I/We request that you debit my/our account in accordance with our Agreement and subject to the following conditions:

Commencing [immediately/on     /   /   ] (cross/delete one)

You are authorised to debit the above account on the 21st of each month (or the following business day when the 21st of the month falls on a weekend or public holiday)

## **Direct Debit Request Service Agreement**

This document outlines our service commitment to you, in respect of the Direct Debit Request arrangements made between ASX Limited (User ID Number 064186), and you. It sets out your rights, our commitment to you and your responsibilities to us.

### **Our commitment to you**

- We will advise you by notice of the drawings.
- Where the due date falls on a non-business day, we will draw the amount on the next business day.
- We will provide written notice of any proposed changes to your drawing arrangement, providing no less than 14 days notice.
- We reserve the right to cancel the drawing arrangement if drawings are continually returned unpaid by your nominated financial institution. Where drawings are returned unpaid we will arrange with you an alternative payment method.
- We will keep all information provided by you and details of your nominated account at the financial institution private and confidential.
- We will deal promptly with any queries, claims or complaints regarding debits, providing a response within 10 business days.
- Where you consider that a drawing has been initiated incorrectly under this drawing arrangement you may take the matter up directly with us, or lodge a Direct Debit Claim through your nominated Financial Institution.
- You may stop, amend or defer your individual debit under the drawing arrangement by giving written notice either to us directly or to your nominated Financial Institution. Notice given to us should be received by us at least 14 business days prior to the due date.

### **Your commitment to us**

- It is your responsibility to check with your financial institution, prior to completing the Direct Debit Request, that direct debiting is available on the nominated account.
- It is your 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 your responsibility to ensure at all times, that sufficient funds are available in the nominated account to meet a drawing on the due date of payment.
- It is your responsibility to advise us if the account nominated by you to receive the drawings is altered, transferred or closed.
- It is your responsibility to arrange for a suitable alternate payment method if the drawings are stopped, either by you or the nominated financial institution.
- It is your responsibility to meet any charges resulting from the use of the Direct Debit System. This may include fees charged to us as a result of the returned drawings.

You may cancel the Direct Debit Arrangement at any time giving notice to us. We must receive such notice at least 14 business days prior to the due date. This can also be done via your financial institution.

All transaction disputes, queries and claims should be raised directly with us. We will provide you with a verbal or written response within 10 business days from the date of the notice. If the claim/dispute is successful, we will reimburse you by way of electronic credit to your nominated account.

### **Other information**

Any queries about this Direct Debit Request Services Agreement or a DDR, please contact Austraclear Limited's Finance Department on (02) 9227 0029 (telephone) or (02) 9227 0553 (facsimile).

## Guidance notes for execution

*This Notification must be signed by one of the methods below:*

1. *By a company under its common seal; or*
2. *By two directors or one director and one company secretary of a company; or*
3. *By the sole director of a single director proprietary company, noting that the sole director must complete the declaration in the execution block below relating to that director's status as a sole director, or as a sole director and sole company secretary); or*
4. *Under Power of Attorney, noting that the Power of Attorney document should be enclosed for noting or a certified copy provided; or*
5. *If the Participant is a foreign company (ie has been incorporated outside of Australia), using the foreign company execution block below. The company should also either (a) provide a copy of the constituent documents of the company confirming the authority of the relevant signatories; or (b) provide written confirmation from its legal representatives that the relevant signatories are authorised to sign documents and enter into legal agreements on behalf of the company.*
6. **For current participants only:** *by two previously approved and still current Authorised Signatories who have been appointed as Authorised Signatories for the purposes of the Regulations governing this facility and who, by the terms of their appointment, are authorised to approve additional Authorised Signatories and revoke approval of Authorised Signatories.*

*Where the form has been signed using electronic signatures, all signatories must provide an additional confirmation via their own company email addresses acknowledging their consent to the application of their signature to the form.*

*The applicant may remove irrelevant execution blocks and signing instructions from this application.*

## EXECUTION

*[Use the below execution block if signing under section 127]*

Executed by [Applicant name and ABN]	
in accordance with section 127(1) of the Corporations Act:	
<hr style="border: 0.5px solid black;"/>	
Signature of Director	Signature Director/Company Secretary
Name	Name
Date	Date



*[OR use the below execution block if signing as sole Director/Company Secretary]*

Executed by [Applicant name and ABN]

in accordance with section 127(1) of the Corporations Act:

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Signature of Sole Director who states that they are the sole director of the company and [the sole Company Secretary of the company/that the company does not have a company secretary] [Note: please remove or strike out the statement that is not applicable]

Name

Date

*[OR use the below if signing by way of Power of Attorney]*

Signed by [name of attorney](or attorneys if two)

as attorney/s for [Applicant name and ABN]

under power of attorney dated [insert date of PoA document]

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Signature of signatory/ies who by executing this document confirms that they have not received notice of revocation or suspension of the power of attorney referred to above.

Name of signatory/ies

Date

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Signature of signatory/ies who by executing this document confirms that they have not received notice of revocation or suspension of the power of attorney referred to above.

Name of signatory/ies

Date

*[OR use the below if a foreign company]*

**Executed** by the duly authorised signatories of [insert name of applicant]

in accordance with the requirements of its constituent documents and the laws of its jurisdiction of incorporation:

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Signature of Authorised Signatory

Name

Date

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Signature of Authorised Signatory

Name

Date