

Direct Debit Request (DDR) Issued by AIPA (User ID 207337)

An easy, convenient and safe way to pay your AIPA subscriptions.

Simply complete this form and return to AIPA at: Locked Bay 747, Botany NSW 1455

Once a correctly completed DDR request has been received, the first Direct Debit will apply to your next membership subscription for the account(s) nominated below.

Contact AIPA on 02 8307 7777 with any enquiries.

Part 1 – Member's Request to AIPA

Name of Member giving the DDR:

Telephone (Home):

Telephone (Mobile):

Requests and authorises AIPA (User ID 207337) to arrange for funds to be debited through the Bulk Electrical Clearing System (BECS) from the financial institution account below to pay the AIPA account below.

Part 2 – AIPA Member's Details

Address of Member for AIPA Subscription to be paid by Direct Debit:

Staff Number:

Part 3 – Financial Institution Account OR Credit Card to be Debited

(all details must be supplied for specified payment option)

FINANCIAL INSTITUTION

Name of Financial Institution:

Name of Branch (where account is held):

Name of Account Holders:

BSB Number:

Account Number:

CREDIT CARD

Card Type: Visa MasterCard

Card Holder's Name:

Card Number:

Expiry Date:

1. AIPA and the above financial institution are authorised to exchange account information for AIPA to verify the above details.
2. The member acknowledges receiving and reading the Direct Debit Request Service Agreement and agrees to its terms. The Direct Debit arrangements continue until ended as set out in the Direct Debit Request Service Agreement.

Signed by the AIPA Member

(If joint account, both signatures are required)

Date:

Direct Debit Request (DDR) Service Agreement

AIPA's Commitment to You

We will give you at least 14 days notice before we change the terms of the debit arrangement.

We will keep information relating to your nominated financial institution account confidential, except where permitted by law or required for conducting direct debits with your financial institution and for a related query, dispute or claim.

We will debit your nominated financial institution account on the due date as indicated on each bill. If unsure, ask your financial institution for details.

Your commitment to AIPA

It is your responsibility to:

- Ensure your nominated account can accept direct debits through the Bulk Electronic Clearing System (if unsure, ask your financial institution, as direct debit arrangements are not available on some accounts).
- Ensure there are sufficient clear funds available in the nominated account to meet each debit on the due date.
- Advise us if the nominated account is transferred or closed, or the account details change.
- Arrange a suitable alternative payment method if the direct debit arrangements end for any reason.
- Ensure that all account holders (such as for a joint account) on the nominated financial institution account sign the 'DDR' form attached.
- Check your financial institution account statement.

If there are insufficient clear funds in your nominated account or you gave us incorrect account details, you may be charged a fee by your financial institution due to a failed or incorrect Direct Debit. We also may charge you fees for this (including to reimburse our costs). You must still arrange for the payment to be made to us.

Your Rights

Subject to the terms and conditions of your account you may alter the debit arrangements. We will need at least 7 working days notice before the due date for a debit to:

- Stop or defer the debit.
- Suspend future debits.
- Alter any details on the 'DDR' form overleaf.
- Cancel the debit arrangement completely.

Where you consider that a debit has been initiated incorrectly, you should contact your financial institution.

Other Information

The details of your debit arrangements are contained in the 'DDR' form attached.

We may require that your instructions to stop or in any way alter the debit details are given to us in a written or electronic form.

We may cancel debit arrangements at any time or if two consecutive debits are dishonored by your financial institution, in which case you must arrange with us an alternative payment method.

In addition to changes we make, the direct debit arrangements is subject to change by both your financial institution and AIPA's financial institution.

Your debit arrangements are also governed by the terms and conditions of your account.