



by xplor

1800 801 797

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PO BOX 5567, STAFFORD HEIGHTS QUEENSLAND 4053

Australia's Leader in Direct Debit

Business Name: State:

Ref No: Staff Ref:

New DDR

Renewal of DDR Previous or Current

Change of DDR Details Only

PaySmart Pty Ltd ACN 117 597 010 AR No. 409047 is an authorised representative of Transaction Services Holdings Limited AFSL 338256 authorised to provide general advice about and issue billing services.

CUSTOMER DIRECT DEBIT REQUEST

CUSTOMER DETAILS please use BLOCK LETTERS

Company Name (if applicable):

Customer Name: Given Name/s Surname

Address: Street Name and Number DOB: / /

Suburb State Postcode Driver's Licence No.:

Telephone: (H) (W) (M)

Email Address:

CUSTOMER PAYMENT DETAILS

Step 1 Regular Debit Amount: \$ Commencing on / / Until Further Notice (min payments) OR For payments ONLY OR Contract Value \$

Step 2 PLUS approp. Admin Fee each debit: Weekly Admin Fee \$1.50 Fortnightly Admin Fee \$2.30 Monthly Admin Fee \$3.60 Quarterly Admin Fee \$4.95

Step 3 Variation to First Debit Only (if applicable): First Debit Amount: (Excluding any Admin Fee and/or Set Up Fee) \$

NOTE: A SET UP FEE of \$11.00 will be added to the first payment only.

Special Conditions:

CUSTOMER DIRECT DEBIT FROM BANK ACCOUNT

Bank Name: Branch Account Opened:

BSB Number: Account Number: (Not transaction card #)

Account Holder Name: (as it appears on bank statement) Given Name/s Surname

I/We authorize PaySmart Pty Ltd User ID 073053 to debit my/our account at the Bank identified above through the Bulk Electronic Clearing System (BECS) in accordance to the Payment Details above and as per the Service Agreement provided Verified by

CUSTOMER DEBIT FROM CREDIT CARD

Please charge payments as detailed above to my: (tick one) Visa Mastercard Amex

Name on Card: Given Name/s Surname

Note: PaySmart will appear on your credit card statement (Not transaction card #)

Credit Card Number: Expiry Date: / /

By signing below, I understand that a surcharge of 2.3% for Visa and Mastercard and 5.5% for Amex will be added to each payment (Delete if not applicable)

Please submit via eDDR in Web Express.

CUSTOMER AUTHORISATION

This Authorisation is to remain in force in accordance with the Terms and Conditions on this page, the provided Service Agreement, and I/We have read and understand the same

Signature/s of Nominated Account Holder/s

Date: / /

Direct Debt Request (DDR) Service Agreement

PAYSMART DIRECT DEBIT REQUEST (DDR) SERVICE AGREEMENT

This DDR Service Agreement is designed to explain what your obligations are when undertaking a direct debit arrangement involving Pysmart. It also details what our obligations are to you and forms part of the terms and conditions of your Direct Debit Request and should be read in conjunction with your Direct Debit Request.

INITIAL TERMS

I/We authorise Pysmart Pty Limited ACN 117 597 010 AR No. 409047 (an authorised representative of Transaction Services Holdings Limited AFSL 338256) (Pysmart) to make periodic debits on behalf of the "Business" as indicated on Direct Debit Request.

I/We acknowledge that if specified by the Business, in addition to the agreed periodic debits set out in the Direct Debit Request, administration/setup, variation, reversal, dishonour, or processing fees may also apply and be debited under the Direct Debit Request as instructed by the Business.

RELATIONSHIP

I/we acknowledge that Pysmart has been contracted by the Business to collect the payments due under the agreement that I/we have entered into with the Business pursuant to which I/we have agreed to pay for goods/services provided by the Business (**Agreement**). All payments due by me/us to the Business shall be made to Pysmart.

I/We acknowledge that Pysmart is acting as an agent of the Business and that Pysmart does not provide any goods or services and has no express or implied liability in relation to the goods and services provided by the Business or the terms and conditions of any agreement with the Business. I/We acknowledge that Pysmart sole responsibility is to make periodic debits as set out in the Direct Debit Request

CLEARED FUNDS

I/We acknowledge that it is my/our responsibility to ensure that there are sufficient cleared funds in the nominated account by, and at all times on, the due date of the payment (Day to Debit) to enable the direct debit to be honoured on the Day to Debit. I/We acknowledge and agree that sufficient funds will remain in the nominated account until the direct debit amount has been debited from the account and that if there are insufficient funds available when the debit is attempted, I/we agree that I/we will be responsible for any fees and charges that may be charged by my/our Financial Institution and by the Business.

VARIATIONS TO DEBIT TERMS

I/We authorize Pysmart to vary the amount of the payments upon instructions from the Business, and where such instructions from the Business are received by Pysmart, I/we do not require Pysmart to notify me/us of such variations to the debit amount.

I/We acknowledge that Pysmart/or the Business is to provide 14 days' notice if varying the terms of the debit arrangements otherwise than as provided for herein.

I/We acknowledge that my/our requests to vary, defer or stop the debit arrangement must be directed to the Business.

CANCELLING THESE DEBIT TERMS

I/We understand that I/we are able to cancel this DDR Service Agreement by requesting this of the Business or my/our Financial Institution, and I/we acknowledge that cancellation of the

authority to debit my/our account will not terminate my/our agreement with the Business or remove my/our liability to make the payments I/we have agreed to.

NON WORKING DAY

When the Day to Debit falls on a weekend or public holiday the debit will be initiated on the next working day.

DISHONOURED PAYMENTS

I/We acknowledge that:

- (a) if a debit is returned by my/our Financial Institution as unpaid, I/we will be responsible for any fees and charges charged by the Business as a result, in addition to any Financial Institution charges and collection fees; and
- (b) Pysmart may attempt to re-process any unsuccessful payments as advised by the Business and/or add such unsuccessful payment to any future payments.

ACCURACY OF INFORMATION

I/We acknowledge that it is my/our responsibility to ensure that the details entered on the Direct Debit Request are correct and that Pysmart is not liable to the extent that any such details are incorrect, and this causes a required payment to be missed. In addition, where I/we are paying the required payments by credit card and have entered the details of the credit card on the Direct Debit Request, I/we agree that Pysmart may continue to debit from the credit card in accordance with the terms of this DDR Service Agreement to the extent that the credit card has expired, and that it is wholly my/our responsibility to provide details of any replacement credit card to Pysmart via the Business.

DISPUTES

I/We acknowledge that any disputes regarding debit payments will be directed to the Business. If no resolution is forthcoming, I/we understand that I/we are to direct any such dispute to my/our Financial Institution.

OTHER AUTHORISATIONS

I/We authorise:

- (a) Pysmart to verify details of my/our account with my/our Financial Institution; and
- (b) The Financial Institution to release information allowing Pysmart to verify my/our account details.
- (c) Any notices to be given to me/us by electronic mail to the email address on the Direct Debit Request (or any other email address notified in writing by me/us).

I/we acknowledge that:

- (a) This DDR Service Agreement will remain in force and effect in respect of all direct debits passed to my/our account in good faith notwithstanding my/our death/bankruptcy or other revocation of this DDR Service Agreement until actual notice of such event is received by the bank.
- (b) Any dispute as to the correctness or validity of an amount debited to my/our account shall not be the concern of the bank except in so far as the direct debit has not been paid in accordance with this DDR Service Agreement. Any other dispute lies between me/us and the Business.

INFORMATION SECURITY

We are collecting your personal information for the sole purpose of completing this direct debit arrangement. Paysmart agrees that it will make reasonable efforts to keep your information contained in the Direct Debit Request (including account details) and any other information that we have about you confidential and secure and will 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. You may request access to, and correction of, any personal information held by Paysmart by writing to Paysmart at the address below. You acknowledge that your personal information will be collected, used, held and disclosed in accordance with the Paysmart's Privacy Policy found at <https://www.xplortechnologies.com/us/privacy-notice>

Paysmart will only disclose information that we have about you:

- (a) to the extent specifically required by law;
- (b) to Financial Institutions participating in the direct debit payment system in connection with a claim made on it relating to an alleged incorrect or wrongful debit; or
- (c) for the purposes of this Agreement (including disclosing information in connection with any query or claim).

Should you have any queries in relation to these terms and conditions contact:

Paysmart Pty Ltd.

Address:

Level 15, 390 St Kilda Rd,

Melbourne, VIC 3004

Phone: 1800 517 219

E-mail: admin@paysmart.com.au