

# Direct Debit Request

Southern Cross Telco Pty Ltd. ABN: 60 066 034 400 Level 2, 175 Collins Street, Hobart, TAS 7001  
Customer Service: 1300 855 728 Fax: 1300 855 726 www.sctelco.com.au



southern cross  
TELCO

## APPLICANT DETAILS

Date:	Customer / Company / Name:	Customer Number:	
Site Address:	Suburb:	State:	Postcode:
Customer Contact:			
Phone:	Mobile:		
Fax:	Email:		

## REQUEST AND AUTHORITY TO DEBIT

### Request and Authority to debit the account named below to pay Southern Cross Telco Pty Ltd

Company Name, Trading Name or Surname:	ABN or Given names:
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Request and authorise Southern Cross Telco (ABN 60 066 034 400) to arrange for any amount Southern Cross Telco may debit or charge you (as described in Schedule 1 or 2) as specified below and subject to the terms and conditions of this Direct Debit Request. Schedule 1 of this Direct Debit Request allows for Southern Cross Telco (Direct Debit User ID 124292) to debit the nominated account through the Bulk Electronic Clearing System held at the financial institution identified below subject to the terms and conditions of the Direct Debit Service Agreement and any further instructions provided below.

**Direct Debit from Bank Account**  
(Complete Schedule 1) OR

**Debit from Credit Card**  
(Complete Schedule 2)

### SCHEDULE 1 - Insert details of bank account to be debited

Financial Institution:	Name of Account:	
Branch Location:	BSB:	Account Number:

### SCHEDULE 2 - Insert details of credit card to be debited

**CREDIT CARD DETAILS:** By providing this information you are authorising Southern Cross Telco to process payments using the following credit card details for your monthly charges for the Services.

Cardholder's Name:	Credit Card Number:	
Cardholder's Signature:	Card Type: <sup>†</sup>	Expiry Date:

<sup>†</sup> VISA, AMEX, Diners, or MasterCard. A surcharge of 4.125% will be applied to payments made using AMEX or Diners club.

**PAYMENT TERMS:** Debits may be made fourteen days after the issue of a billing advice

## ACKNOWLEDGEMENT

Signature of Applicant One:	Date:
Signature of Applicant Two:	Date:

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and M2 Telecommunications as set out in this Request and in your Direct Debit Service Agreement. You authorise and request that this Direct Debit Request remain in force until cancelled, deferred or otherwise altered in accordance with the Service Agreement. You confirm account details are correct and that this request is signed by required number of authorised signatories.

**PLEASE RETURN THIS FORM BY EITHER;  
FAX: 1800 885 858 OR MAIL: PO BOX 5196 SOUTH MELBOURNE VICTORIA 3205**

# Direct Debit Service Agreement

Southern Cross Telco Pty Ltd. ABN: 60 066 034 400 Level 2, 175 Collins Street, Hobart, TAS 7001  
Customer Service: 1300 855 728 Fax: 1300 855 726 www.sctelco.com.au



## DEFINITIONS

<b>account</b>	means the account held at your financial institution from which we are authorised to arrange for funds to be debited.
<b>agreement</b>	means this Direct Debit Request Service Agreement between you and us.
<b>banking day</b>	means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
<b>debit day</b>	means the day that payment by you to us is due.
<b>debit payment</b>	means a particular transaction where a debit is made.
<b>direct debit request</b>	means the Direct Debit Request between us and you (and includes any Form PD-C approved for use in the transitional period).
<b>transitional period</b>	means the period commencing on the industry implementation date for Direct Debit Requests (31 March 2000) and concluding 12 calendar months from that date.
<b>us or we</b>	means Southern Cross Telco Pty Ltd, the Debit User you have authorised by signing a direct debit request.
<b>you</b>	means the customer who signed the direct debit request.
<b>your financial institution</b>	is the financial institution where you hold the account that you have authorised us to arrange to debit.

## 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 and this agreement for the terms of the arrangement between us and you.

Debit payments will be made when due. We will not issue individual confirmation of payments made.

1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.

Or

We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the direct debit request, a billing advice which specifies the amount payable by you to us and when it is due.

1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has 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 fourteen (14) days written notice.

## 3. CHANGES BY YOU

3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us on 1300 855 728.

3.2 If you wish to stop or defer a debit payment you must notify us in writing at least 30 days before the next debit day.

3.3 You may also cancel your authority for us to debit your account at any time by giving us 30 days notice in writing before the next debit day. This notice should be given to us in the first instance.

## 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 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; 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.

4.3 You should check your account statement to verify that the amounts debited from your account are correct.

4.4 If Southern Cross Telco Pty Ltd is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay Southern Cross Telco Pty Ltd on demand an 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 on 1300 855 728 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.

5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging 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 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).

## 8. NOTICE

8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to Southern Cross Telco Pty Ltd, PO Box 5196 South Melbourne Victoria 3205.

8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.

8.3 Any notice will be deemed to have been received on the third banking day after posting.