

## Direct Debit Request (DDR)

*Request and Authority to debit the account named below to pay*  
 Local Government Professionals Australia, NSW | APCA ID 498422

Request and Authority to debit

Your surname

Your given name(s)

'You' request and authorise Local Government Professionals Australia, NSW to arrange, through its own financial institution, a debit to your nominated account any amount Local Government Professionals Australia, NSW has deemed payable by you.

Frequency

Monthly

Periodic Amount

\$

amount

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Insert details of account to be debited

I'd like to pay my membership fees automatically from my bank, building society or credit union account:

Please allow up to 14 days for processing. Please note that we require at least one months notice to cancel or amend a direct debit payment.

Name of financial institution

Name(s) of account holder(s)



BSB Number

-

Bank account number

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing debit arrangements between you and Local Government Professionals Australia, NSW as set out in this request and in your Direct Debit Request Service Agreement.

Account holder's signature

Date

Joint account holder's signature

Date

*Note: if joint account, all signatures required.*

## Direct Debit Request Service Agreement (DDRS)

This is your Direct Debit Service Agreement with LG Professionals, NSW (ABN 61000007205). It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<p><b>Definitions</b></p>	<p><i>account</i> means the account held at your <i>financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p><i>agreement</i> means this Direct Debit Request Service Agreement between you and us.</p> <p><i>banking day</i> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><i>debit day</i> means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p><i>debit payment</i> means a particular transaction where a debit is made.</p> <p><i>direct debit request</i> means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p><i>us</i> or <i>we</i> means Local Government Professionals Australia, NSW, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p><i>you</i> means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p><i>your financial institution</i> means the financial institution nominated by you on the DDR at which the account is maintained.</p>
<p><b>1. Debiting your account</b></p>	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. <i>You</i> should refer to the <i>Direct Debit Request</i> and this agreement for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 We will only arrange for funds to be debited from your account as authorised in the <i>Direct Debit Request</i>. We will debit all payments in advance on the first business day of the month.</p> <p>or</p> <p>We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a banking day, we may direct your <i>financial institution</i> 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 <i>financial institution</i>.</p>
<p><b>2. Amendments by us</b></p>	<p>2.1 We will vary the deduction amount should our membership fees change. The amount will also vary if the previous deduction is dishonoured. We will deduct the previous period's payment with the current amount due</p> <p>2.2 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, except when the previous deduction is dishonoured.</p>
<p><b>3. Amendments by you</b></p>	<p>3.1 You may change*, stop or defer a debit payment, or terminate (cancel) this agreement at any time by providing us with at least 30 days notification before the next scheduled direct debit by writing</p> <p>Local Government Professionals Australia, NSW        Level 10, 22 Market Street, Sydney 2000</p> <p>or</p> <p>by telephoning us on 02 8297 1208 during business hours;</p> <p>or</p> <p>arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may change your debit payment only to the extent of advising us Local Government Professionals Australia, NSW of your new account details.</p> <p>3.2 You must pay your membership fees by an alternative method if either you or we cancel the direct debit arrangements. You must ensure your payments are up to date, whether a notice is received from us or not.</p>

## Direct Debit Request Service Agreement (DDRS)

<b>4. Our obligations</b>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in your account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in your account to meet a debit payment:</p> <ul style="list-style-type: none"> <li>a) you may be charged a fee and/or interest by your <i>financial institution</i>;</li> <li>b) you may also incur fees or charges imposed or incurred by us; and</li> <li>c) you must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your</i> account by an agreed time so that we can process the debit payment.</li> </ul> <p>4.3 You should check your <i>account statement</i> to verify that the amounts debited from your account are correct.</p>
<b>5. Disputes</b>	<p>5.1 If you believe there has been an error in debiting <i>your</i> account, <i>you</i> should notify us directly at LG Professionals, NSW on 02 8297 1208 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your <i>financial institution</i>.</p> <p>5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to <i>your</i> query by arranging for your <i>financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. We will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<b>6. Accounts</b>	<p>You should check:</p> <ul style="list-style-type: none"> <li>a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available through BECS on all accounts offered by financial institutions.</li> <li>b) <i>your</i> account details which you have provided to us are correct by checking them against a recent account statement; and</li> <li>c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if you have any queries about how to complete the <i>Direct Debit Request</i>.</li> </ul>
<b>7. Confidentiality</b>	<p>7.1 We will keep any information (including your account details) in your <i>Direct Debit Request</i> confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information. Please refer to our Privacy Policy available on our website or by calling us.</p> <p>7.2 We will only disclose information that we have about you:</p> <ul style="list-style-type: none"> <li>a) to the extent specifically required by law; or</li> <li>b) for the purposes of this agreement (including disclosing information in connection with any query or claim).</li> </ul>
<b>8. Notice</b>	<p>8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to:          Local Government Professionals Australia, NSW          Suite 8, 56 Church Avenue, Mascot 2020</p> <p>8.2 We may send notices either electronically to your email address or by ordinary post to the address you have given us.</p> <p>8.3 Any notice will be deemed to have been received on the third banking day after emailing or posting.</p>
<b>9. Terms and Conditions</b>	<p>I declare that the information I have provided is true and correct. I acknowledge that Local Government Professionals Australia, NSW membership is a for a fixed-term agreement and is in force from _____ until 30 June _____ from the date of application of the membership ("Membership Period"). After the Membership Period, the membership will automatically continue to be in force until such time as I terminate the membership in accordance with the Local Government Professionals Australia, NSW constitution. I acknowledge that one months' notice is required to terminate direct debit arrangements. I acknowledge that direct debit payments attract a service levy above the standard membership fee of 5% for bank, and any dishonoured direct debit will be charged \$12.50.</p>

Signature of member

Date

D	D	M	M	Y	Y
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## Internal use only

### Initial deduction

Prorata amount to current month end

\$							
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First month membership fee

\$							
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Total amount for initial deduction

\$							
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Date of first deduction

D	D	M	M	Y	Y
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### Ongoing deductions

Total monthly deduction

\$							
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Start date of ongoing deductions

D	D	M	M	Y	Y
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Signed

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