

Direct Debit Request

Frecom Pty Ltd ITF Frecom Unit Trust T/As Fitzpatricks Commercial
138 Baylis Street, Wagga Wagga
Telephone: (02) 6921 1555 ACN: 153 509 034

Request and Authority to debit the account named below to pay Fitzpatricks Commercial Trust Account	
Request an authority to debit	<p>Surname or company name</p> <p>Given names or ACN/ABN ("you") request and authorise Fitzpatricks Commercial Real Estate (APCA ID 403471) to arrange, a debit to your nominated account to pay for rent. This debit or charge will be arranged by Fitzpatricks Commercial Real Estate financial institution and made through the Bulk Electronic Clearing System (BECS) from your nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
Insert the name and address of financial institution at which account is held	<p>Financial institution name</p> <p>Address</p>
Insert details of account to be debited	<p>Name of account</p> <p>BSB number - Account number</p>
Acknowledgement	<p>By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have confirm that:</p> <ul style="list-style-type: none">• you are authorised to operate on the nominated account; and• you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.
Payment Details	<p>The maximum amount to be debited at any one time is equivalent to two (2) weeks rent.</p> <p>Amount in words</p> <p>The first debit will be made on and fortnightly thereafter.</p> <p>The commencement date needs to be a Friday.</p> <p>If a billing advice is issued for other expenses (e.g dishonour fee, arrears) debits may be made seven days after the issue of a billing advice.</p>
Insert your signature and address (eg director) <small>Please note: This form needs to be signed manually. Please print and sign once you have completed the digital form.</small>	<p>Signed in accordance with the account authority on your account</p> <p>Signature Date</p> <p>Print Name</p> <p>Address</p> <p>Email</p> <p>Phone</p>

Second account signatory (if required)	<p>Signed in accordance with the account authority on your account</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p> <p>Address _____</p> <p>Email _____</p> <p>Phone _____</p>
Signing for a company	<p>You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account. (Signature of duly authorised officer)</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p> <p>Position _____</p> <p>Address _____</p> <p>Email _____</p> <p>Phone _____</p> <p>(Signature company signatory (if required))</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p> <p>Position _____</p> <p>Address _____</p> <p>Email _____</p> <p>Phone _____</p>

Direct Debit Request Service Agreement - Fitzpatricks Commercial Trust Account

This is your Direct Debit Service Agreement with Fitzpatricks Commercial Real Estate (APCA ID 403471) (the Debit User). 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.

Definitions	<p>account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.</p> <p>agreement means this Direct Debit Request Service Agreement between you and us.</p> <p>banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p>debit day means the day that payment by you to us is due.</p> <p>debit payment means a particular transaction where a debit is made.</p> <p>Direct Debit Request means the written, verbal or online request between us and you to debit funds from your account.</p> <p>us or we means Fitzpatricks Commercial Real Estate, (the Debit User) you have authorised by requesting a Direct Debit Request.</p> <p>you means the customer who has authorised the Direct Debit Request.</p> <p>your financial institution means the financial institution at which you hold the account you have authorised us to debit.</p>
1. Debiting your account	<p>1.1 By submitting a Direct Debit Request, you have authorised us to arrange for funds to be debited from your account. The Direct Debit Request and this agreement set out the arrangement between us and you.</p> <p>1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.</p> <p>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.</p>
2. Amendments by us	<p>2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least 30 (thirty) days written notice sent to the preferred email or address you have given us in the Direct Debit Request.</p>
3. How to cancel or change direct debits	<p>1.1 You can:</p> <ul style="list-style-type: none"> a) Cancel or suspend the Direct Debit Request; or b) change, stop or defer an individual payment, or at any time by giving us at least 14 days' notice. <p>To do so, contact us at commercial@fitzpatricks.au</p> <p>or</p> <p>by telephoning us on 6921 5677 during business hours;</p> <p>or</p> <p>You can also contact your own financial institution, which act promptly on your instructions.</p>
4. Your obligations	<p>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.</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"> a) you may be charged a fee and/or interest by your financial institution; b) we may charge you reasonable costs incurred by us on account of there being insufficient funds; 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. <p>4.3 You should check your account statement to verify that the amounts debited from your account are correct.</p>

5. Dispute	<p>5.1 If you believe there has been an error in debiting your account, you should notify us directly on 6921 5677 or commercial@fitzpatricksa.com.au. Alternatively you can contact your financial institution for assistance.</p> <p>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 within a reasonable period 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.</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 your query by providing you with reasons and any evidence for this finding in writing.</p>
6. Accounts	<p>You should check:</p> <ul style="list-style-type: none"> a) with your financial institution whether direct debiting is available from your account as direct debiting is not available through BECS 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	<p>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.</p> <p>7.2 We will only disclose information that we have about you:</p> <ul style="list-style-type: none"> 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. Contacting each other	<p>if you wish to notify us in writing about anything relating to this agreement, you should write to:</p> <p>commercial@fitzpatricksa.com.au</p> <p>or</p> <p>Fitzpatricksa Commercial 138 Baylis Street Wagga Wagga, NSW 2650</p> <p>8.2 We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request. Any notice will be deemed to have been received on the second banking day after sending.</p>