



**ACM Group Ltd**



A.C.N. 127 181 097

## **DIRECT DEBIT REQUEST SERVICE AGREEMENT**

### **Terms and Conditions**

The form you are signing identifies a direct debit request payable to **ACM Group Ltd**. The form authorizes the direct debit to your nominated account to take place.

Please complete the form details on the following page, then return to ACM Group Ltd using the following methods:

- Fax: (02) 9025 6333
- Email: [DDR@acmgroup.com.au](mailto:DDR@acmgroup.com.au)
- Post: DDR Processing, L3 287 Elizabeth Street, Sydney, NSW 2000

The transaction will take place under the Bulk Electronic Clearing System (BECS). It is the customer's responsibility to provide a minimum of 14 days notice of any variation. Any variation in the agreement is at the discretion of the company and must be confirmed in writing. All amendments or variations to the original agreement will incur a \$20.00 administration fee. This fee will not apply if you are to increase your payment.

Requests to a variation must be addressed to the manager **ACM Group Ltd** at the address provided at the time. The company will in the first instance handle disputes and there is in place a dispute resolution process.

You must ensure sufficient cleared funds are available in the relevant account by the due date. If the due date for payment falls on a day that is not a business day in the place of lodgement then the next business day will apply. If the transaction is rejected we can charge an administration fee, which is currently \$20.

We will keep your details private to the bank though the bank may be required to provide the information in connection with an alleged incorrect or wrongful debit. If you have reason to dispute any debit please contact the company in the first instance.

Not all accounts have direct debiting through BECS and it is the customer's responsibility to ensure all account details are correct and that BECS is available.

Terms and Conditions are subject to change at the discretion of management.

