Direct Debit Request

Nortec IT
PO Box 431, Castle Hill NSW 2154
(02) 9894 9514

Request and Authority to debit the account named below to pay Norris Technology Pty. Ltd.

Request and Authority to debit	**Your Surname or company name**_____ **Your Given names or ABN/ARBN** _____*"you"* request and authorise Norris Technology Pty. Ltd. & 60949 to arrange, through its own financial institution, a debit to your nominated account any amount Norris Technology Pty. Ltd., has deemed payable by *you.* 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 the name and address of financial institution at which account is held	**Financial institution name** _____ **Address** _____ _____
Insert details of account to be debited	**Name/s on account** _____ **BSB number (Must be 6 Digits)** |___|___|___| - |___|___|___| **Account number** |___|___|___|___|___|___|___|___|___|
Acknowledgment	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 the debit arrangements between you and Norris Technology Pty. Ltd. as set out in this Request and in your Direct Debit Request Service Agreement.
Payment Details	The first debit may be made on 14/___/20___ and at a monthly interval after that; ***And*** Debits may be made fourteen days after the issue of billing advice.
Insert your signature and address	**Signature** _____ (If signing for a company, sign and print full name and capacity for signing eg. director) **Address** _____ _____ **Date** ___ / ___ / ___
Second account signatory (if required)	**Signature** _____ (If signing for a company, sign and print full name and capacity for signing eg. director) **Address** _____ _____ **Date** ___ / ___ / ___

Direct Debit Request – Service Agreement

The following is your Direct Debit Service Agreement with NORRIS TECHNOLOGY PTY. LTD., 33 059 095 537 & 60949. The agreement is designed to explain 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.

We recommend you keep this agreement in a safe place 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 form.

Definitions

- ***account*** means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.
- ***agreement*** means this Direct Debit Request Service Agreement between *you* and *us*.
- ***banking day*** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- ***debit day*** means the day that payment by *you* to *us* is due.
- ***debit payment*** means a particular transaction where a debit is made.
- ***direct debit request*** means the Direct Debit Request between *us* and *you.*
- ***us*** or ***we*** means NORRIS TECHNOLOGY PTY. LTD., (the Debit User) *you* have authorised by signing a *direct debit request*.
- ***you*** means the customer who signed the *Direct Debit Request.*
- ***your financial institution*** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

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*.

We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*

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. Amendments by us

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. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen **(14) days**' notification by writing to: Nortec IT, PO BOX 431, Castle Hill, NSW, 2154 ***or*** by telephoning us on (02) 98949514 during business hours ***or*** arranging it through your own financial institution.

4. *Your* obligations

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*.

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*.

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

If *NORRIS TECHNOLOGY 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 *NORRIS TECHNOLOGY PTY. LTD.* on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

If you believe that there has been an error in debiting *your account, you* should notify us directly on (02) 98949514 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 with your financial institution direct.

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. W*e* will also notify you in writing of the amount by which *your account* has been adjusted.

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.

6. Accounts

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

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.

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

If *you* wish to notify *us* in writing about anything relating to this *agreement, you* should write to Nortec IT, PO Box 431, Castle Hill, NSW, 2154

We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

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