



Direct Debit Request Form

PLEASE COMPLETE FORM IN BLOCK LETTERS IN BLACK INK

This form authorises Australian Enterprise Super, a division of Professional Associations Superannuation Fund (PASF) ABN 78 984 178 687 RSE R1000429 to obtain contributions from your bank account.

1. Your Australian Enterprise Super Membership Details

Your Australian Enterprise Super Member Number (if known)

I would like to use my personal account **OR** my Business Account for Direct Debit.

Surname **OR** Company / Business Name

Title

Given Name **OR** ABN

Previous Surname (if different)

Unit / Street Number

Street Name

Suburb / Town

State

Postcode

Phone (Business Hours)

Phone (After Hours)

Mobile*

Fax

Email Address* (Please do not leave any spaces empty, continue word on next line if necessary)

*Providing your mobile number/email address means you are willing to receive important information about your Australian Enterprise Super account and other benefits and services by SMS or email.

2. Payment Details (Direct debiting is not available on the full range of accounts; if in doubt please contact your financial institution.)

Name of Bank

Account Name

BSB

Account Number

Unit / Street Number

Street Name

Suburb / Town

State

Postcode

I wish to make regular deductions of \$

every month

quarter

OR make a one off deduction of \$

on

3. Direct Debit Request Service Agreement

- Australian Enterprise Super may, by prior arrangement and advice, vary the amount or frequency of debits.
- Australian Enterprise Super will initiate debits to your nominated bank account in accordance with your instructions.
- Australian Enterprise Super agrees to provide you no less than 14 days notice if it proposes to vary any previously agreed debit arrangements if you have a standing order with us.
- You may request deferment or alteration to the agreed schedule by writing to Australian Enterprise Super, GPO Box 2258 Melbourne VIC 3001, in the first instance. Australian Enterprise Super reserves the right to decline this request.
- You can stop individual debits or cancel a Direct Debit (DDR) by writing to Australian Enterprise Super, GPO Box 2258, Melbourne VIC 3001, in the first instance.
- In the event that you disagree with any debit under the arrangement with Australian Enterprise Super, you should call Australian Enterprise Super on 1800 555 024 8am to 10pm Monday to Friday (EST).
- When the due date for payment falls on a day that is not a business day, Australian Enterprise Super will debit the customer on the following business day.
- In the event that your financial institution refuses to pay any debit made under the arrangement, Australian Enterprise Super will write to you requesting alternative payment arrangements. You may be charged fees by your financial institution.
- Any information supplied by you will remain confidential and will only be disclosed if authorised by you or where required by law.
- Direct Debiting through Bulk Electronic Clearing System (BECS) may not be available on the full range of customer accounts. If in doubt please contact your financial institution before submitting the Direct Debit Request Form.
- It is your responsibility to ensure the account details provided are correct, and if uncertain, check with your financial institution.
- It is your responsibility to have sufficient clear funds available in the relevant account by the due date to permit the payment of debts.
- Australian Enterprise Super is dedicated to protecting all personal information provided on behalf of its clients. In line with the Privacy Amendment (Private Sector) Act 2000, we maintain all client records in the strictest confidence. We only use the information for the purpose for which it was provided. Personal information will not be used or disclosed for any other purpose without your consent. If you would like a copy of our Privacy Statement, please call 1800 555 024 or visit our website. The bank may require your details to be provided in the event of a claim relating to an alleged incorrect or wrongful debit.

4. Direct Debit Authorisation

- I/We request and authorise that, until further notice in writing, you debit my account described above with any amounts Professional Associations Superannuation Limited as Trustee for Professional Associations Superannuation Fund (PASF), of which Australian Enterprise Super is a division (User ID 302665), may debit or charge me/us through the Bulk Electronic Clearing System (BECS).
- I/We acknowledge that this Direct Debit arrangement is governed by the terms of the above Direct Debit Request Service Agreement and is to remain in force in accordance with the terms and conditions of that Service Agreement.

Signed

Date

Signed

Date

(If joint account, all signatures may be required.)

5. Privacy Statement

The information requested on this form is required in order to administer your membership. It may also be provided to specific organisations to provide services to you on our behalf. Your personal information will not be used or disclosed for any other purpose without your consent. If you do not provide the information requested, Australian Enterprise Super may not be able to administer your account. You may have access to the information Australian Enterprise Super holds about you. If you would like a copy of our Privacy Statement, please visit our website or call 1800 555 024.

6. Declaration

I hereby declare that to the best of my knowledge and belief, the information I have provided is true and correct and I acknowledge that I have read the above Privacy Statement.

Signed

Date

7. Please return this form to:

Australian Enterprise Super
GPO Box 2258
Melbourne Vic 3001

For further information:

Phone: 1800 555 024
Fax: 1300 880 168
Email: info@aesuper.com.au
Website: www.aesuper.com.au

Professional Associations Superannuation Limited
(ABN 14 056 917 303 AFSL 222590 RSE L0000352)
as Trustee of Professional Associations Superannuation
Fund (PASF) (ABN 78 984 178 687 RSE R1000429).
Australian Enterprise Super is a division of PASF.