



**REQUEST AND AUTHORITY TO DEBIT THE ACCOUNT NAMED BELOW TO PAY
OZEFAX PTY LIMITED**

Surname or Company Name

Given Names or ACN/ABN

Ozefax Account Number (if known)

Request and authorise Ozefax Pty Limited (USER ID No: 321331) to arrange for all amounts Ozefax Pty Limited may debit or charge you to be debited through the Direct Debit System from an account held at a Financial Institution identified below subject to the Terms and Conditions of the Direct Debit Request Service Agreement (and any further instructions provided below).

Financial Institution at

Branch Name

My Account details are:

BSB ... - ... Account No ...

Account Name

By signing this Direct Debit Request you acknowledge having read and understood the Terms and Conditions governing the debit arrangements between you and Ozefax Pty Limited as set out in this Request and in your Direct Debit Request Service Agreement.

Debits will be made fourteen (14) days after the issue of a billing advice (Invoice) for the full amount outstanding as shown on your Invoice.

Signature and print Name (if signing for a company, please show your capacity for signing e.g. director)

Signature and Print Name (if 2 signatories are required for a Joint Account)

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Date

Please fax this form only back to 02 8252 0805.

DIRECT DEBIT REQUEST SERVICE AGREEMENT

1.0 - Drawing arrangements

You will receive from Ozefax Pty Limited a monthly invoice within the first twelve days of the month for the services for the prior month. This will be your notification of the amount of the drawing for your monthly service. For new accounts the first drawing will be within 24 hours of confirmation that your account is activated. Thereafter Drawings will take place fourteen (14) days following the issue of your monthly Invoice.

Where the due date falls on a non-business day, we will draw the amount on the next business day.

We will not change the frequency of drawing arrangements without your prior approval.

We reserve the right to cancel the Ozefax Pty Ltd Direct Debit drawing arrangements if three or more drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternative payment method.

We will keep all information pertaining to your nominated account at your Financial Institution private & confidential.

2.0 - Your rights:

You may terminate the Ozefax Pty Ltd Direct Debit Drawing arrangements at any time by giving written notice to us. We should receive such notice at least 10 business days prior to the due date of the next scheduled payment.

You may stop payment of any single drawing under the Ozefax Pty Ltd Direct Debit Plan by giving written notice to us. We should receive such notice at least 10 days prior to the due date.

You may request changes to the Ozefax Pty Limited Direct Debit Plan by contacting us and advising your requirements no less than 10 business days prior to the due date.

Where you consider that a drawing has been initiated incorrectly you should initially take the matter up directly with us.

3.0 - Your Responsibilities

It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date. And, if not, to pay any fees associated with any rejected drawings.

It is your responsibility to ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by the Financial Institution where the account is based.

It is your responsibility to advise us if the account nominated by you to receive the Ozefax Pty Ltd Direct Debit Plan drawings is transferred or closed.