|  |  |
| --- | --- |
| I:\IFS Financial Data\Joy\New Logo I.jpg 1B, 9 Blaxland Road, Rhodes, NSW 2138 Ph: (02) 8765 1499 Email: accounts@smartfreight.com  | **Direct Debit Request** Request and Authority to debit the account named below to payInteractive Freight Systems Pty Ltd |
| Request and Authority to debit | Your Surname or company name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Your Given names or ABN/ARBN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_“*you”*request and authorise INTERACTIVE FREIGHT SYSTEMS PTY LTD (IFS 513744) to arrange, through its own financial institution, a debit to your nominated account any amount INTERACTIVE FREIGHT SYSTEMS PTY LTD,has deemedpayable 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 |\_\_\_|\_\_\_|\_\_\_|\_\_\_|\_\_\_|\_\_\_|\_\_\_|\_\_\_|\_\_\_| |
| Insert your Nominated accounts contact details  | Contact name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *(please note that all tax invoices & statements will be sent to this email address)* |
| 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 INTERACTIVE FREIGHT SYSTEMS PTY LTD as set out in this Request and in your Direct Debit Request Service Agreement.  |
| Insert your signature and address | Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If signing for a company, sign and print full name and capacity for signing eg. director)Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_ / \_\_\_ / \_\_\_ |
| Second account signatory (if required) |  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (If signing for a company, sign and print full name and capacity for signing eg. director)Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_ / \_\_\_ / \_\_\_ |

|  |  |
| --- | --- |
| **Direct Debit Request Service Agreement**This is your Direct Debit Service Agreement with INTERACTIVE FREIGHT SYSTEMS PTY LTD (ID:513 744 ABN: 51 079 752 686). 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.The terms of this Direct Debit Agreement are for the purpose of transaction fees and stationery purchases debiting from your account monthly.**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 INTERACTIVE FREIGHT SYSTEMS PTY LTD,(the Debit User) *you* have authorised by requesting a *Direct Debit Request*.***You*** means the customer who has signed or authorised by other means 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**1.1 By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *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*.1.2*We* will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request* on **15th** of each month.***and****We* will only arrange for funds to be debited from *your account* if *we* have sent to your accounts email address nominated by *you* in the *Direct Debit Request*, a billing advice / tax invoice which specifies the amount payable by *you* to *us* and when it is due.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*. | **2. Amendments by us**2.1 *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 **(14) days** notification by writing to:**1B, 9 Blaxland Road, Rhodes, NSW 2134*****or***By email via accounts@smartfreight.com***or***by telephoning us on **+61 02 8765 1499** during business hours;***or***arranging it through your own financial institution, which is required to act promptly on your instructions.\*Note: in relation to the above reference to ‘change’, your financial institution may ‘change’ your debit payment only to the extent of advising us INTERACTIVE FREIGHT SYSTEMS PTY LTD of your new account details.**4. Your obligations**4.1It 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*.4.2 If there are insufficient clear funds in *your account* tomeet 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*.4.3 *You* should check *your account* statement to verify that the amounts debited from *your account* are correct**5. Dispute**5.1 If you believe that there has been an error in debiting *your account,* *you* should notify us directly on **+61 02 8765 1499 or accounts@smartfreight.com** 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 directly with your financial institution. |