



The Lease Company Pty Ltd
Level 1, 646 Whitehorse Road VIC 3132
Phone: 03 8813 8989
Email: accounts@myfleet.lease

Direct Debit Request

VEHICLE REGISTRATION _____

DRIVER NAME _____

Request and Authority to debit	Your Surname or company name _____ Your Given names or ABN/ARBN _____ "you" request and authorise [The Lease Company Pty Ltd & user id: 246539] to arrange a debit to your nominated account to pay for [motor vehicle services]. This debit or charge will be arranged by [The Lease Company Pty Ltd]'s financial institution and made through the Bulk Electronic Clearing System Framework (BECS) from <i>your</i> nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.
Amount of debit (please tick)	☐ Any amount [The Lease Company Pty Ltd], has deemed payable by <i>you</i> OR ☐ The amount specified in the invoice we have sent you, for payment on a due date (most cases) OR ☐ \$ _____ [monthly] continuing until [cancellation].
Your account to be debited	Name/s on account _____ Financial institution name _____ BSB number (Must be 6 Digits) _____ _____ _____ - _____ _____ _____ Account number _____ _____ _____ _____ _____ _____ _____ _____ _____
Your contact details	Address: _____ Email: _____ Phone: _____ The address/email [please choose one] above is the best way for us to write to you. _____
Confirmation	By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you confirm that: • you are authorised to operate the nominated account; and • you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.
Your Signature	Signed in accordance with the account authority on your account: Signature: _____ Contact details: As above

Second account signatory (if required)	Signed in accordance with the account authority on your account: Signature: _____ Name: _____ Address: _____ Email: _____ Phone: _____
Signing for a company	<i>You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.</i> Signature of duly authorised officer: _____ Position held: _____ Name: _____ Address: _____ Email: _____ <i>(Notices will be sent to this email address)</i> Phone: _____ Date: ____ / ____ / ____ <u>Second company signatory (if required)</u> <u>Signature of duly authorised officer:</u> _____ <u>Position held:</u> _____ <u>Name:</u> _____ <u>Email:</u> _____ Date: ____ / ____ / ____



The Lease Company Pty Ltd
Level 1, 646 Whitehorse Road
VICTORIA 3132
Phone: 03 8813 8989
Email: accounts@myfleet.lease

Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with **[The Lease Company Pty Ltd, User id: 246539 & ABN: 48 087 669 618]**. 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.

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 written, verbal or online request between *us* and *you* to debit funds from *your account*.

us or **we** means **[The Lease Company Pty Ltd]**, (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

you means the customer who has authorised the *Direct Debit Request*.

your financial institution means the financial institution at which you hold the *account* you have authorised us to debit.

1. Debiting your account

- 1.1 By submitting a *Direct Debit Request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. The *Direct Debit Request* and this *agreement* set out 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*.
or
We will only arrange for funds to be debited from *your account* if we have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice 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 <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen (14) days written notice sent to the preferred email or address you have given us in the <i>Direct Debit Request</i>.
3. How to cancel or change direct debits	<i>You</i> can: (a) cancel or suspend the <i>Direct Debit Request</i>; or (b) change, stop or defer an individual debit payment at any time by giving us at least [7] days notice. To do so, contact us at [accounts@myfleet.lease] or by telephoning us on [03 8813 8989] during business hours; You can also contact your own financial institution, which must act promptly on your instructions.
4. Your obligations	4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>. 4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>: (a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; (b) we may charge you reasonable costs incurred by <i>us</i> on account of there being insufficient funds; and (c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>. 4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct.

5 Dispute	5.1 If you believe that there has been an error in debiting <i>your account</i>, you should notify us directly on [accounts@myfleet.lease]. Alternatively you can contact your financial institution for assistance. 5.2 If we conclude as a result of our investigations that <i>your account</i> has been incorrectly debited we will respond to <i>your</i> query by arranging within a reasonable period for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. We will also notify you in writing of the amount by which <i>your account</i> has been adjusted. 5.3 If we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your</i> query by providing you with reasons and any evidence for this finding in writing.
6. Accounts	You should check: (a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions. (b) <i>your account</i> details which you have provided to us are correct by checking them against a recent <i>account statement</i>; and (c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if you have any queries about how to complete the <i>Direct Debit Request</i>.
7. Confidentiality	7.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of <i>our</i> employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information. 7.2 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 <i>agreement</i> (including disclosing information in connection with any query or claim).
8. Contacting each other	8.1 If you wish to notify us in writing about anything relating to this <i>agreement</i>, you should write to [The Lease Company Pty Ltd on Email : accounts@myfleet.lease or Phone : 03 8813 8989] 8.2 We will notify you by sending a notice to the preferred address or email you have given us in the <i>Direct Debit Request</i>. 8.3 Any notice will be deemed to have been received on the second <i>banking day</i> after sending.