

AHLULBAYT COMMUNITY OF WESTERN AUSTRALIA INC (314011)

Direct Debit Request (DDR) for Ahlulbayt Community Centre

You may contact us as follows:-

Phone: 0412 712 131 / 0403 655 177
Email: admin@ahlulbaytcommunity.org
Mail: PO Box 98
Como, WA, Australia 6152

All communication addressed to us should include your Customer Number (if Westpac Member).

PART A - Your Details

Customer Number:	<input type="text" value="(if Westpac Member only)"/>		
Customer Name:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Email Address:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
State:	<input type="text"/>	Postcode:	<input type="text"/>

PART B - Schedule

Date of First Payment: e.g. 15 Sep 2014

Frequency: Weekly
 Fortnightly
 Monthly
 Quarterly
 Six-Monthly
 Yearly

Payment Amount: Payment Amount for each debit

Number of Payments: Continue until further notice
OR
 Stop after Payments

If the scheduled date is not a banking day, the debit will take place on the next banking day.

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PART C - Cheque/Savings Account

✓ I/We request and authorise AHLULBAYT COMMUNITY OF WESTERN AUSTRALIA INC (314011) to arrange, through its own financial institution, a debit to your nominated account any amount AHLULBAYT COMMUNITY OF WESTERN AUSTRALIA INC (314011), 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.

Financial Institution:

Branch:

Account Name:

BSB No. -

Account Number:

I/We request and authorise Acknowledgement. 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 AHLULBAYT COMMUNITY OF WESTERN AUSTRALIA INC as set out in this Request and in your Direct Debit Request Service Agreement.

Signature: Date:

Signature: Date:

If debiting from a joint bank account, both signatures are required.

Completed Application

Return your completed application by mail to:-

Mail: PO Box 98
Como, WA, Australia 6152

Email: admin@ahlulbaytcommunity.org

or Handover to any ACWA member

Office Use Only

ACWA Customer number:

Date:/...../.....

Customer Direct Debit Request (DDR) Service Agreement

This is your Direct Debit Service Agreement with AHLULBAYT COMMUNITY OF WESTERN AUSTRALIA INC (314011) 26 343 536 413. 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.

How to Contact Us

Enquiries

You can contact us directly or alternatively contact your financial institution. These should be made at least 7 working days prior to the next scheduled drawing date. You may contact us as follows:-

Phone: 0403 655 177 / 0410 623 313
Email: admin@ahlulbaytcommunity.org
Mail: PO Box 98
Como, WA, Australia 6152

All communication addressed to us should include your Customer Number.

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 AHLULBAYT COMMUNITY OF WESTERN AUSTRALIA INC, (314011)) *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.

Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on 0449662964 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*.

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. *We* 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.

Accounts

You should check:

- 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.
- *your account* details which *you* have provided to *us* are correct by checking them against a recent account statement; and
- with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

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*:

- to the extent specifically required by law; or
- for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to

AHLULBAYT COMMUNITY OF WESTERN AUSTRALIA INC
PO Box 98
Como, WA, Australia 6152

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.