

Direct Debit Form

Please complete the form in **BLOCK LETTERS** and mark appropriate boxes with an **X**. Return to us at the above address.

1. Account Details

Existing Account Name

Existing Managed Account Number

2. Nominated Bank Account

Direct debiting is not available on the full range of bank accounts. If in doubt, please refer to your financial institution.

You can only have one Direct Debit Request for each Managed Account Portfolio.

Nominate your bank account details here:

Bank

Branch

Account Name

BSB

Account Number

Amount to be Debited

\$

Frequency

Monthly

Quarterly

Commencement Date:

 / /

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3. Declaration and Signing

To: Investment Administration Services (IAS)

I/We declare that:

- I/We request IAS, until further notice in writing, to debit to my/our account shown above, by any amounts which IAS (Direct Debit User ID: 326 033) may debit or charge me/us through the Direct Debit System.
- I/We understand and acknowledge that IAS, may by prior arrangement and advice to me/us, vary the amount or frequency of future debits.
- I/We agree to the term of the Direct Debit Request Service Agreement provided on Page 2 of this form.

Individual/joint account holder/trustee(s) sign here

If the account is in joint names, all account holders must sign. If there are more than two trustees attach additional signatures.

Signature Investor 1 or Company Director/
Sole Director/Power of Attorney

Signature Investor 2 or Company Director/
Company Secretary/Power of Attorney

Date

 / /

D D M M Y Y Y Y

Date

 / /

D D M M Y Y Y Y

4. Direct Debit Request – Client Service Agreement

Investment Administration Services Pty Limited ABN 86 109 199 108 ('we' or 'us'), Direct Debit User ID: 326 033, Suite 402, 8 -10 Loftus Street, Sydney NSW 2000.

You have entered or are about to enter into an arrangement under which you make payments to us. You want to make those payments to us by use of the Direct Debit System (DDS).

This agreement sets out the terms on which we accept and act under a Direct Debit Request (DDR) you give us to debit amounts from your account under the DDS.

Please ensure that you keep a copy of this agreement as it sets out certain rights you have against us and certain obligations you have to us due to giving us your DDR.

When we are bound by this agreement

1. We agree to be bound by this agreement when we receive your DDR complete with the particulars we need to draw an amount under it.

When we agree to and what we can do

2. We only draw money out of your account in accordance with the terms of your DDR.
3. We do not give you a statement of the amounts we draw under your DDR.
4. On giving you at least 14 days notice, we may; change our procedures in this agreement; change the terms of your DDR; or cancel your DDR.
5. You may ask us to: alter the terms of the DDR; defer a payment to be made under your DDR by emailing info@managedaccounts.com.au or writing to Investment Administration Services Pty Limited, PO Box R1197 Royal Exchange NSW 1225.
6. You can dispute any amount we draw under the DDR by calling IAS on 1800 446 971 or your financial institution.
7. We deal with any disputes under Clause 6 of this agreement as follows. We and our bank review our respective records. If necessary we contact your financial institution to review its records. We advise you and your financial adviser in writing within two to four weeks, depending on the nature and extent of the dispute, and the measures taken to resolve it.
8. If the day on which you must make any payments to us is not a business day, we will draw on your account under your DDR on the first business day following that day.

9. If your financial institution rejects any of our attempts to draw an amount in accordance with your DDR, we contact you and your financial adviser by email. After two consecutive rejections we advise you and your financial adviser in writing that you can no longer make payments by direct debit.
10. We will not disclose to any person any information you give us on your DDR, unless; you dispute any amount we draw under your DDR and we need to disclose any information relating to your DDR or to any amount we draw under it to the financial institution at which your account is held or the financial institution which sponsors our use of the DDS or both of them; you consent to that disclosure; or we are required to disclose that information by law.

What you should consider

11. Not all accounts held with a financial institution are available to be drawn on under the DDS.
12. Before you complete your DDR, it is best to check account details against a recent statement from your financial institution to ensure the details on your DDR are completed correctly.
13. If you are uncertain when your financial institution processes an amount we draw under your DDR on a day which is not a business day, please enquire with your financial institution.
14. It is your responsibility to ensure there are sufficient cleared funds available in your account, by the due date on which we draw any amount under your DDR, to enable us to obtain payment in accordance with your DDR.
15. We request you to direct all requests to stop or cancel your DDR to us or your financial institution and all enquires relating to any dispute under Clause 6 of this agreement to us or your financial institution.
16. If there are insufficient clear funds in your account to meet a debit payment:
 - you may be charged a fee and/or interest by your financial institution
 - you may also incur fees or charges imposed or incurred by us, and
 - 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.