

## Regular Investment Plan 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. Regular Investment Plan Details

You can only have one Regular Investment Plan per Investment Option.

Effective immediately, I/we wish to:

**Set up a Regular Investment Plan.** The amount(s) to be invested is detailed in Section 3.

**Change a current Regular Investment Plan.** The amount(s) and Investment Options detailed in Section 3 will replace any current Regular Investment Plan request.

**Cancel any current Regular Investment Plan on my/our account.**

### 3. Regular Investment Plan Amounts

Regular Investment Plans are processed on the 15th day of each month, or the next business day if the 15th falls on a weekend or public holiday.

Investment Option	Amount
	\$
	\$
	\$
	\$
<b>Total</b>	\$

Frequency of payment  Monthly  Quarterly

#### 4. Payment Method

To fund this Regular Investment Plan, you need to complete this direct debit request. Please nominate your account at the financial institution identified below, which IAS (User ID No.326 033) may debit or charge through the direct debit request system. Please read the direct debit terms in Section 5 and Section 6.

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

**Nominate your bank account details here:**

Bank

Branch

Account Name

BSB

Account Number

Amount to be Debited

\$

Frequency

Monthly

Quarterly

Commencement Date:

 /  / 

Direct debits are processed on the 15th day of each month, or the next business day if the 15th falls on a weekend or public holiday.

#### 5. Declaration and Signing

To: Investment Administration Services Pty Ltd (IAS):

I/We declare that:

- All details provided by me/us in this form are true and correct and I/we authorise IAS to complete and execute transactions to give effect to our regular investment plan instructions.
- Where I/we are signing under a power of attorney, I/we verify that, at the time of signing I/we had not received notice of revocation of that power of attorney. A certified copy of the power of attorney has been enclosed with this form.
- I/We request IAS, until further notice in writing, to arrange for funds to be debited from my/our account at the financial institution identified detailed in Section 4, 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.
- Acknowledge that this direct debit arrangement is governed by the terms of the Direct Debit Request – Client Service Agreement, provided on page 3 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

Date

 /  / 

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

Date

 /  / 

D D M M Y Y Y Y

## 6. 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](mailto: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.