



DIRECT DEBIT APPLICATION

Request and authority to debit the account named below to pay United Super Pty Ltd (ABN 46 006 261 623) as trustee for Cbus Superannuation Fund Administered by Superpartners Pty Ltd. Ensure that you retain a copy of the service agreement for your records.

MEMBERSHIP NUMBER

Write in your Cbus membership number.

MEMBERSHIP NUMBER

REQUEST AND AUTHORITY TO DEBIT

TITLE MR MRS MISS MS DR OTHER (Specify)

GIVEN NAME

FAMILY NAME OR COMPANY ACN/ABN

request and authorise United Super Pty Ltd (ABN 46 006 261 623) ATF Cbus Superannuation Fund Administered by Superpartners Pty Ltd (Superpartners Pty Ltd, the user, user ID number 311241) to arrange for my nominated amount to be debited through the Bulk Electronic Clearing System from an account held at the Financial Institution identified below subject to the terms and conditions of the Direct Debit Application Service Agreement [and any further instructions provided below].

INSERT THE NAME AND ADDRESS OF THE FINANCIAL INSTITUTION AT WHICH YOUR ACCOUNT IS HELD

NAME OF YOUR BANK, BUILDING SOCIETY OR CREDIT UNION

ADDRESS UNIT NUMBER STREET NUMBER

STREET NAME

SUBURB/TOWN STATE POSTCODE

INSERT DETAILS OF ACCOUNT TO BE DEBITED

NAME ACCOUNT IS HELD IN (E.G. FRED SMITH, OR ABC PTY LTD)

BSB NUMBER ACCOUNT NUMBER

MEMBER DECLARATION

Under superannuation law since 1/07/2004, we can only accept your member voluntary contributions if you are able to answer 'yes' to one of the following questions.

- 1. I am under age 65 years Yes No
- 2. I am aged 65-74 years; and I am making my first voluntary contribution for this financial year; and I have been gainfully employed for at least 40 hours in a period of not more than 30 calendar days in this financial year. Yes No
- 3. I am aged 65 to 74 years; and I have already made a voluntary contribution for this financial year. Yes No

Cbus is required under superannuation law to collect these details to ascertain your contribution eligibility.

If your circumstances change, it is important that you contact us immediately.

ACKNOWLEDGMENT

By signing this Direct Debit Application you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and United Super Pty Ltd (ABN 46 006 261 623) ATF Cbus Superannuation Fund administered by Superpartners Pty Ltd as set out in this Application and in your Direct Debit Application Service Agreement.

DIRECT DEBIT INSTRUCTION

AMOUNT TO BE DEDUCTED \$ PER MONTH

AMOUNT IN WORDS

INSERT YOUR SIGNATURE AND ADDRESS

SIGN HERE

Date

FULL NAME

ADDRESS

SUBURB/TOWN STATE POSTCODE

Please detach and send this completed Direct Debit Application to: Cbus Administration Locked Bag 200, Carlton South VIC 3053

National Enquiries: Tel: 1300 361 784

DIRECT DEBIT APPLICATION SERVICE AGREEMENT

Please send this completed form to: **Cbus Administration** Locked Bag 200, Carlton South VIC 3053

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 Application Service Agreement between you and us.

Business 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 Application between us and you.

Us or we refers to United Super Pty Ltd (ABN 46 006 261 623) ATF Cbus Superannuation Fund Administered by Superpartners Pty Ltd who you have authorised by signing a Direct Debit Application.

You means the customer who signed the direct debit Application.

Your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

1. DEBITING YOUR ACCOUNT

- 1.1 By signing a Direct Debit Application, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Application 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 Application.
- 1.3 The debit day falls on the 7th of each month, if that is not a business day, we may direct your financial institution to debit your account on the following business day.

2. CHANGES BY US

- 2.1 We may vary payment amount details of this Agreement or a Direct Debit Application at any time by giving you at least fourteen (14) days written notice.

3. CHANGES BY YOU

- 3.1 If you wish to stop, defer or vary a debit payment you must notify us in writing at least fourteen (14) days before the next debit day. This notice should be given to us in the first instance.
- 3.2 You may also cancel your authority for us to debit your account at any time by giving us fourteen (14) days notice in writing before the next debit day. This notice should be given to us in the first instance.

4. YOUR OBLIGATIONS

- 4.1 It 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 Application.
- 4.2 If there are insufficient clear funds in your account to meet 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.
- 4.4 If National Australia Bank Limited ABN 12 004 044 937 ('National') is liable to pay Goods and Services Tax (GST) on a supply made by the National in connection with this Agreement, then you agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. DISPUTE

- 5.1 If you believe that there has been an error in debiting your account, you should notify us directly on 1300 361 784 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2 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.
- 5.3 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.
- 5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your Financial Institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

6. ACCOUNTS

You should check:

(a) 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.

(b) your account details which you have provided to us are correct by checking them against a recent account statement; and

(c) with your Financial Institution before completing the Direct Debit Application if you have any queries about how to complete the Direct Debit Application.

7. CONFIDENTIALITY

- 7.1 We will keep any information (including your account details) in your Direct Debit Application 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.
- 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 Agreement (including disclosing information in connection with any query or claim).

8. NOTICE

- 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to Cbus Administration.
- 8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the Direct Debit Application.
- 8.3 Any notice will be deemed to have been received two business days after it is posted.