

**Coffs Harbour 2450**  
OIB House  
229 Harbour Drive  
P: 6691 9000

**Kempsey 2440**  
Oxley Insurance Arcade  
3/40-42 Belgrave Street  
P: 6563 7000

**Port Macquarie 2444**  
Oxley Insurance Centre  
1/145 Horton Street  
P: 6588 7600

**Taree 2430**  
OIB House  
4 Florence Street  
P: 6539 3000

**Forster 2428**  
Sundek Plaza  
15A Wallis Street  
P: 6554 8666

## Direct Debit Request - Service Agreement

<b>Definitions</b>	<p><i>Account</i> means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited.</p> <p><i>Agreement</i> means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p><i>Business day</i> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><i>Debit day</i> means the day payment by <i>you</i> to <i>us</i> is due.</p> <p><i>Debit payment</i> means a particular transaction where a debit is made.</p> <p><i>Direct debit request</i> means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p><i>Us</i> or <i>we</i> means Oxley Insurance Brokers <i>you</i> have authorised by signing a <i>direct debit request</i>.</p> <p><i>You</i> means the customer who signed the <i>direct debit request</i>.</p> <p><i>Your financial institution</i> is the financial institution where <i>you</i> hold the <i>account</i> that <i>you</i> have authorised <i>us</i> to arrange to debit.</p>
<b>1. Debiting your account</b>	<p>1.1 By signing a <i>direct debit request</i>, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>direct debit request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>business day</i>, we may direct <i>your financial institution</i> to debit <i>your account</i> on the preceding <i>business day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
<b>2. Changes by us</b>	<p>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.</p>
<b>3. Changes by you</b>	<p>3.1 Subject to 3.2 and 3.3 <i>you</i> may change the arrangements under a <i>direct debit request</i> by contacting us on 02 6588 7600.</p> <p>3.2 If <i>you</i> wish to stop or defer a <i>debit payment</i>, <i>you</i> must notify us in writing at least fourteen (14) days before the next <i>debit day</i>. This notice should be given to <i>us</i> in the first instance.</p> <p>3.3 <i>You</i> may also cancel <i>your</i> authority for <i>us</i> to debit <i>your</i> account at any time by giving <i>us</i> fourteen (14) days notice in writing before the next <i>debit day</i>. This notice should be given to <i>us</i> in the first instance.</p>
<b>4. Your obligations</b>	<p>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>direct payment</i> to be made in accordance with the <i>direct debit request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your</i> account to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"> <li>a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li> <li>b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</li> <li>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</i> account by an agreed time so that we can process the <i>debit payment</i>.</li> </ul>

	4.3	<i>You should check your account statement to verify that the amounts debited from your account are correct.</i>
	4.4	If National Australia Bank Limited A.C.N 004 004 937 (“National”) is liable to pay goods and services tax (“GST”) on a supply made by the National in connection with this <i>agreement</i> , then <i>you</i> agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.
<b>5. Dispute</b>	5.1	If you believe that there has been an error in debiting <i>your account</i> , <i>you</i> should notify <i>us</i> directly on 02 6588 7600 and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve <i>your</i> query more quickly.
	5.2	If <i>we</i> conclude as a result of our investigations that <i>your</i> account has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. <i>We</i> will also notify you in writing of the amount by which <i>your account</i> has been adjusted.
	5.3	If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding.
	5.4	Any queries <i>you</i> may have about an error made in debiting <i>your account</i> should be directed to <i>us</i> in the first instance so that <i>we</i> can attempt to resolve the matter between <i>us</i> and <i>you</i> . If <i>we</i> cannot resolve the matter <i>you</i> can still refer it to <i>your financial institution</i> which will obtain details from <i>you</i> of the disputed transaction and may lodge a claim on <i>your</i> behalf.
<b>6. Accounts</b>		
You should check	(a)	With <i>your financial institution</i> whether direct debiting is available from <i>your account</i> and direct debiting is not available on all accounts offered by <i>financial institutions</i> .
	(b)	<i>Your</i> account details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and
	(c)	With <i>your financial institution</i> before completing the <i>direct debit request</i> if <i>you</i> have any queries about how to complete the <i>direct debit request</i> .
<b>7. Confidentiality</b>	7.1	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.
	7.2	We will only disclose information that we have about you: <ul style="list-style-type: none"> <li>(a) to the extent specifically required by law; or</li> <li>(b) for the purposes of this agreement (including disclosing information in connection with any query or claim).</li> </ul>
<b>8. Notice</b>	8.1	If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i> <i>you</i> should write to PO Box 426, Port Macquarie, NSW 2444.
	8.2	<i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>direct debit request</i> .
	8.3	Any notice will be deemed to have been received two <i>business days</i> after it is posted.