

# Direct Debit Request (DDR) for Asteron's Online Employer Services



Asteron Portfolio Services Limited ABN 61 063 427 958  
AFS Licence No 237905  
Level 23 2 Market Street Sydney NSW 2000

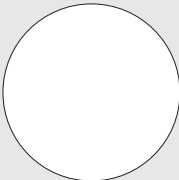
## 1. Declaration

I/We

authorise you, Asteron Life Limited ABN 64 001 698 228 (User ID Number 100392), Asteron Portfolio Services Limited (User ID Number 252606), or APSL Sweep Account (User ID 312803) (together called the 'User'), to arrange for funds to be debited from my/our account at the financial institution identified in Section 2 below and according to the details specified in Section 3.

This authorisation is to remain in force in accordance with the terms described in the Direct Debit Request Service Agreement.

Signature and Title of Authorised Signatories. If a company, please affix Common Seal (if required).

Signature	<input type="text" value="X"/>	Signature	<input type="text" value="X"/>	
Title	<input type="text"/>	Title	<input type="text"/>	
Date	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Common Seal				

## 2. Details of the account to be debited

Name of financial institution

Address of financial institution (optional)

	State	Postcode
BSB number	Bank <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Building Society <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account number	Credit Union <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	

Account name

## 3. Payment details

These payments are for:

1. Regular contributions to: (please tick)

<input type="checkbox"/>	Optimum Corporate Super
<input type="checkbox"/>	Wealthstar Business Super
<input type="checkbox"/>	Connelly Temple Employer Super
<input type="checkbox"/>	Connelly Temple Super Savings Plan
<input type="checkbox"/>	Connelly Temple Workforce
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	AMSF

For our Employer plan -

Employer's name:

Employer Plan number:

2. Regular contributions to super funds chosen by our employees (Choice).

3. In relation to any fees payable by us.

## 4. Service Agreement

This Direct Debit Request (DDR) Service Agreement is issued by Asteron Portfolio Services Limited ABN 61 063 427 958 and Asteron Life Limited ABN 64 001 698 228 (Asteron). You should direct all inquiries about your direct debit to Asteron Client Services on 1800 819 499.

### 1. Our commitment to you

- (a) We will give you at least 14 days notice in writing before changing the terms of the debiting arrangements, unless the changes are made at your request.
- (b) We will keep information relating to your nominated account confidential, except where required for the purposes of conducting direct debits with your financial institution.
- (c) Where the debiting day is not a business day, we will draw from your nominated financial institution account on the next business day.

### 2. Your commitment to us

It is your responsibility to:

- ensure your nominated account can accept direct debits
- ensure there are sufficient funds available in the nominated account to meet each direct debit on the due date
- advise us if the nominated account is transferred or closed, or the account details change and
- ensure that all account holders on the nominated account agree to the debiting arrangement.

### 3. Your rights

- (a) Subject to the terms and conditions of your arrangement in your chosen Asteron Plan (as set out in Section 3 of this DDR), you may alter the debiting arrangements. Such advice should be received by us at least seven (7) working days before the debiting date for any of the following:
  - altering the Direct Debit Request (DDR)
  - deferring a drawing
  - stopping an individual debit
  - suspending the DDR and
  - cancelling the debiting arrangement completely.
- (b) Where you consider that a debit has been initiated incorrectly, you should contact Asteron Client Services on 1800 819 499. 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.

### 4. Other information

- (a) The details of your debiting arrangements are contained in the DDR.
- (b) We reserve the right to ask that instructions from a customer to stop or in any way alter the debiting arrangement are in a written or electronic form.
- (c) The terms and conditions of the Asteron Plan govern your regular contributions by direct debit. This allows us to cancel your DDR after writing to you if debits are dishonoured by your financial institution.
- (d) Financial institution fees (including dishonour charges) may also apply to this debiting arrangement.

Please return to: Asteron Client Services  
Reply Paid 1576  
Sydney NSW 2001