

# Direct debit request

Connelly Temple Super Savings Plan



Asteron Portfolio Services Limited ABN 61 063 427 958 AFS Licence No 237905  
Level 23 2 Market Street Sydney NSW 2000  
Telephone 1300 361 755

I/We (full name)

authorise you, Asteron Portfolio Services Limited (the 'user') (User ID Number 012497), to arrange for funds to be debited from my/our account at the financial institution identified in Schedule 1 below and according to the details specified in Schedule 2.

This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement (over page).

I/We understand and acknowledge that:

If this request is not received 7 days before the end of the month, the debit will not occur until the following month.

Signature(s)

Date

Day

Month

Year

## Schedule 1: Details of the account to be debited

All of the details for Schedule 1 must be supplied, other than address of financial institution which is only required if you do not know the BSB number for your account.

Name of financial institution

Address of financial institution (optional)

State  Postcode

BSB number

Bank  -

Building Society  -

Credit Union  -

Account number

Account name

## Schedule 2: Payment details

Type of contribution

Individuals

Personal (deductible)  Personal (undeducted)  Spouse  Other

Employers

Employer/ salary sacrifice/ Superannuation Guarantee  
(Please also complete and return a Contribution Schedule)

Member's surname

Given name(s)

Member number

(existing members only)

Amount to be debited

\$

Frequency

Monthly

First payment date

Month  Year  (NB. Deductions are scheduled to take place on the first working day of the month.)

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# Direct debit Service Agreement



Asteron Portfolio Services Limited ABN 61 063 427 958 AFS Licence No 237905  
Level 23 2 Market Street Sydney NSW 2000  
Telephone 1300 361 755

**This Direct Debit Request (DDR) Service Agreement is issued by Asteron Portfolio Services Limited ABN 61 063 427 958 (Asteron). You should direct all inquiries about your direct debit to Asteron Client Services on 1300 361 755.**

## 1. Our commitment to you

- (a) Asteron 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) Asteron 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, Asteron 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 the Connelly Temple Super Savings Plan, you may alter the debiting arrangements. Such advice should be received by Asteron 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 1300 361 755. If Asteron 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) Asteron reserves 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 Connelly Temple Super Savings Plan govern your regular contributions by direct debit. This allows Asteron to cancel your DDR after writing to you if debits are dishonoured by your financial institution.
- (d) Asteron may vary the amount to be deducted from the nominated account or the frequency of future debits by giving you at least 14 days notice in writing.
- (e) Financial institution fees (including dishonour charges) may also apply to this debiting arrangement.

Please forward form to: Connelly Temple Super Savings Plan  
GPO Box 1576 Sydney NSW 2001