



BGL Corporate Solutions Pty Ltd Pay Plan – Direct Debit Request

To: BGL Corporate Solutions Pty Ltd

I / we request that money due in terms of the repayment arrangement contained in the BGL Corporate Solutions Pty Ltd Pay Plan made between ourselves on ____/____/____, be drawn under the Direct Debit System from my/our account conducted with

Account details are:

BSB: _____ Account No: _____

Account Name: _____

I / we acknowledge that this Direct Debit arrangement is governed by the terms of the Pay Plan Client Service Agreement received from:

Name: BGL Corporate Solutions Pty Ltd

Debit User ID number: 398038

Signature 1: _____

Signature 2: _____

Date: ____/____/____



BGL Corporate Solutions Pty Ltd

Pay Plan – Client Service Agreement

Our commitment to you,

Drawing arrangements:

- We will advise you, in writing, the details of the BGL Corporate Solutions Pty Ltd Pay Plan drawing arrangements [amount; frequency; commencement date] at least 14 calendar days prior to the first drawing.
- Where the due date falls on a non business day, we will draw the amount on the next business day.
- We will not change the amount or frequency of drawings arrangements without your prior approval.
- We reserve the right to cancel BGL Corporate Solutions Pty Ltd Pay Plan drawing arrangements if three or more drawings are returned unpaid by our nominated Financial Institution and to arrange with you an alternate payment method.
- We will keep all information pertaining to your nominated account at the Financial Institution, private and confidential

Your rights:

- You may terminate the BGL Corporate Solutions Pty Ltd Pay Plan drawing arrangements at any time by giving written notice directly to us, or through your nominated Financial Institution. Notice given to us should be received by us at least 14 business days prior to the due date.
- You may stop payment of a drawing under the BGL Corporate Solutions Pty Ltd Pay Plan by giving written notice directly to us, or through your nominated Financial Institution. Notice given to us should be received by us at least 14 business days prior to the due date.
- You may request change to the drawing amount and/or frequency of BGL Corporate Solutions Pty Ltd Pay Plan drawings by contacting us and advising your requirements no less than 14 business days prior to the due date.
- Where you consider that a drawing has been initiated incorrectly [outside the BGL Corporate Solutions Pty Ltd Pay Plan arrangements] you may take the matter up directly with us, or lodge a Direct Debit Claim through your nominated Financial Institution.

Your commitment to us,

Your responsibilities:

- It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date.
- It is your responsibility to ensure that the authorisation given to draw on the nominated account, is identical to the account signing instruction held by the Financial Institution where the account is based.
- It is your responsibility to advise us if the account nominated by you to receive the BGL Corporate Solutions Pty Ltd Pay Plan drawings is transferred or closed.
- It is your responsibility to arrange with us a suitable alternate payment method if wish to cancel the BGL Corporate Solutions Pty Ltd Pay Plan drawing.



BGL Corporate Solutions Pty Ltd Pay Plan – Credit Card Authority Form

Should the Direct Debit from your selected account fail, BGL reserves the right to charge your credit card for the outstanding amount. BGL will contact you before the amount is charged.

Please provide your credit card details below:

Card Type Visa MasterCard Amex (3.09% surcharge)

Cardholders Name _____

Card Number _____

Expiry Date ____/____

Please provide your firm details below:

Firm Name _____

Contact Person _____

Signature _____

Date _____