

API DIRECT DEBIT REQUEST FORM

Request to debit money from accounts by the API direct debit system

Please fill in the information below.

API membership Number _____

Phone _____

I, _____
given names surname

of _____
address

suburb/city postcode

at _____
email address.

authorise A.P.I. Promotions Pty Ltd (Debit user ID Number 012393) until further notice in writing, to debit my account described in the schedule over, any amount which it or The Australian Post-Tel Institute (Queensland) Inc. (collectively API) may debit or charge me through the Direct Debit System. I have read your service agreement and acknowledge its terms and conditions.

Signature of member X _____
members signature

How Do I Start?

Please complete the Direct Debit Service Agreement form and

SEND to:

API Leisure & Lifestyle
Reply Paid 660
Brisbane QLD 4001

in the reply paid envelope provided

OR FAX to: 07 3831 3336

For more information:

- > phone 1300 130 566 or
- > visit www.ApiAustralia.com.au or
- > email api@apiaustralia.com.au

Direct Debit Request Service Agreement

By signing our Direct Debit Request you acknowledge and agree to the following terms and conditions:

1. You authorise API to debit your nominated account in the manner described in the Direct Debit Request.
2. You agree it is your responsibility to have sufficient cleared funds in your nominated account prior to the direct debit being processed by API each time to enable payment of debit items in accordance with the Direct Debit Request Form. The Debit Item will be processed on the prior business day where the due date for payment falls on a day which is not a business day in Queensland.
3. A direct debit dishonour fee of \$11.00 will be charged for each dishonoured or rejected direct debit. Your bank may also charge you a fee for this dishonour. API is under no obligation to reimburse any dishonour fees charged to you by your bank. All dishonour fees are the responsibility of the member.
4. If your payment has been dishonoured or rejected, you authorise API to present a further debit for payment including any dishonour fees, or we may request alternative means of payment within seven days (e.g. Cash, Cheque, Netbank transfer or Credit Card)
5. We will provide you with at least 14 days prior notice in writing if we propose to vary any of the terms of the debit arrangements in place between us.
6. You will need to give API at least two working days notice before we are due to process your direct debit if you wish to defer, alter or cancel any of the debit arrangements. Such requests may also be directed to your financial institution.
7. If you wish to dispute any Direct Debit Item, you should refer to us in the first instance and we will seek to resolve the matter with you. If we cannot resolve the dispute you can contact your financial institution who will then commence a formal claims procedure on your behalf.
8. Some financial institution accounts or credit cards do not facilitate direct debit. If you are uncertain, you should check with your financial institution or credit card provider before signing a Direct Debit Request to ensure that your nominated account is able to receive direct debits through the Bulk Electronic Clearing System.
9. We will ensure the details of your personal records and account details held by us remain confidential. However, if you lodge a claim in relation to an alleged incorrect or wrongful debit, it may be necessary for us to release such information to your financial institution or its representative, or to our financial institution or its representative, to enable your claim to be assessed.
10. API processes the monthly Direct Debits on the 18th of the month, or on the Friday prior if the 18th falls on a weekend or public holiday in Queensland. Weekly Direct Debits will be processed each Friday. Fortnightly Direct Debits will be processed each alternate Friday, the day after Pension Days. Weekly and fortnightly Direct Debits will be processed the prior business day to Friday where the Friday is a public holiday. If you are unsure the date your Direct Debits are to be processed, please contact API on 07 3005 6666 or contact your financial institution.

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DIRECT DEBIT REQUEST FOR (please tick one or more)

Any API service authorised by me in writing including:

OFFICE USE ONLY

» **MEMBERSHIP** #Membership is for a minimum of 12 months.

API full membership

Fortnightly

\$4.50*

Monthly

\$9.90*

Yearly

\$110

API retired membership (retired and over 55 years)

\$4.95*

\$55

» **PROCESSED 18TH OF THE MONTH ONLY**

Fuel card API Travel (Quote Client File No.) Insurance Brokers (lic NO. 240716)

» **STANDARD GIFT CARD, TICKET & VOUCHER ORDERS***

NOTE: Once a standard order is in place, it may only be changed at your written request

Type (list below)	Denomination	Quantity	Frequency
<input type="checkbox"/> _____	_____	_____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
<input type="checkbox"/> _____	_____	_____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
<input type="checkbox"/> _____	_____	_____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly
<input type="checkbox"/> _____	_____	_____	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly

Plus Postage: Registered Mail (\$2.95)

OR Save on Postage Fees, pick up from: >> Heritage Building Society _____ Branch
>> API Member Service Centre, 160 Wharf Street Brisbane

» **DETAILS OF ACCOUNT TO BE CHARGED** (Please select *either* Bank Account or Credit Card)

» **Bank account**

BSB number - Account number

Personal account name _____

Name of financial institution _____

» **Credit Card details***

VISA Mastercard

* Credit card direct debits will incur a 1% credit card fee. Amex & Diners not accepted.

Card number

Expiry Date /

Name on card _____

Name of financial institution _____

Signature of account/card holder(s)

X _____
date

Signature of account/card holder(s)

X _____
date

NOTE: API processes the monthly Direct Debits on the 18th of the month, or on the Friday prior if the 18th falls on a weekend or public holiday.

Benefits of Monthly Direct Debit

- > Pay your membership on time with ease
- > Save time and money and let API organise it all for you
- > There are no cheques to write or deposits to make
- > Set up a Standard Order for tickets, vouchers & gift cards

API Direct Debits for Tickets & Voucher Purchases

For greater convenience, direct debits now can be done weekly, fortnightly or monthly, depending on the type of service.

Please note that credit card direct debits incur a 1% credit card fee for Fuel Card and Standard Orders.

Our extensive range of discounted tickets, vouchers and gift cards that can be set up as a Standard Order and direct debited from your account, and delivered to you at intervals that you select.

You can alter your Standard Order, adding new items such as cinema tickets or theme park tickets. Just let us know at least two days prior to the direct debit date.

Please note that standard orders for supermarket gift cards, tickets and vouchers incur postage fees. All orders must be sent by Registered Post at a cost of \$2.95. However, if you have nominated your order to be picked up from a Heritage Building Society Branch or the API Member Service Centre, no postage charge will occur.