

Direct Debit Request

To: The Manager,
QBE Commercial Limited

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POLICY NUMBER
(if available)

AUTHORISATION

I/We (Name in full)	Surname	Given Name(s)
	<input type="text"/>	
Business Name (as applicable)	Surname	Given Name(s)
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	

authorise QBE Insurance (Australia) Limited (User No. 185156) to arrange for funds to be debited under the Direct Debit system from my/our account at the financial institution named below.

This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement, which has been read and understood.

Signature	1) <input checked="" type="checkbox"/>	<input type="text"/>	Date	<input type="text"/>
	2) <input checked="" type="checkbox"/>	<input type="text"/>	Date	<input type="text"/>

Please complete either section (1) or (2)

(1) FINANCIAL INSTITUTION ACCOUNT DETAILS

Name of Financial Institution	<input type="text"/>	
Branch Name	<input type="text"/>	
Branch Address	<input type="text"/>	
Account Name	<input type="text"/>	
B.S.B. No.	<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>	Account No. <input type="text"/>

(Please note that not all accounts can be debited, e.g. passbook accounts. If in doubt please refer to your Financial Institution).

(2) CREDIT CARDS DETAILS

Card Type	<input type="checkbox"/> Bankcard	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa Card
Cardholder's Name	<input type="text"/>		
Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Expiry Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>		
Signature	<input checked="" type="checkbox"/>	<input type="text"/>	Date <input type="text"/>

QBE INSURANCE (AUSTRALIA) LIMITED – CLIENT SERVICE AGREEMENT

Our commitment to you

Drawing arrangements:

We will advise you, in writing, the details of the 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 available business day.

We will not change the amount or frequency of drawings arrangements without your prior approval.

We reserve the right to cancel the drawing arrangements if two or more drawings are returned unpaid by your 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 drawing arrangements at any time by giving written notice to us. Such notice should be received by us at least 7 days prior to the due date.

You may stop payment of a drawing under the arrangements by giving written notice to us. Such notice should be received by us at least 7 business days prior to the due date.

You may request change to the drawing schedule by contacting us and advising your requirements no less than 7 days prior to the due date.

Where you consider that a drawing has been debited incorrectly (outside the drawing arrangements) you should contact our nearest office.

Your commitment to us

Your responsibilities:

It is your responsibility to ensure that sufficient clear 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 for drawings, is transferred, or closed, or changed.

It is your responsibility to arrange with us a suitable alternate payment method if the drawing arrangements are cancelled either by yourselves or the nominated Financial Institution.

OTHER INFORMATION

Some accounts are not able to be debited, for example, passbook accounts. If in doubt, please check with your Financial Institution.

We reserve the right to ask that instructions from you to stop or in any way alter the drawing details, is in a written, verbal or electronic form.

Your drawing arrangements are also governed by the terms and conditions of your policy.

Any unpaid instalments may affect the entitlement to a claim.

QBE Insurance (Australia) Limited is not responsible for the correctness or appropriateness of any dishonour answer given by the Financial Institution on returned instalments.

We reserve the right to pass on any dishonour charges incurred.