

ANFIN Regular Payment Request form (Direct Debit Authority)

IMPORTANT INFORMATION FOR INVESTORS – PLEASE READ

Anglican Financial Services (ANFIN) is owned and operated by The Corporation of the Synod of the Diocese of Brisbane ("Anglican Church Southern Queensland"). Neither the Anglican Church Southern Queensland nor ANFIN is prudentially supervised by the Australian Prudential Regulation Authority ("APRA"). Contributions to ANFIN do not obtain the benefit of the depositor protection provisions of the *Banking Act 1959* (Cth). The normal protections that would apply under the *Corporations Act* do not apply. ANFIN's investment products have not been examined or approved by the Australian Securities and Investments Commission ("ASIC"). Investors should be aware that ANFIN is not subject to the normal requirement to have a disclosure document or Product Disclosure Statement and be registered or have a trust deed under the *Corporations Act*. ANFIN is designed for investors who wish to promote the charitable purposes of the Anglican Church Southern Queensland and for whom the considerations of profit are not of primary relevance in the investment decision. ANFIN recommends that you obtain your own financial advice before making an investment with ANFIN.

This form may be lodged by:

Post

GPO Box 421 Brisbane QLD 4001

Fax

07 3835 2299

Email

askus@anfin.com.au

Helpful hints for completing this application:

- Allow two business days for your request to be processed.
- If the ANFIN investment holder is an organisation, two Authority to Operate Signatories are required to sign this form.
- If an Authority to Operate Signatory is new to the organisation you must complete an *Identification and Verification Reference form* and a *Change to Authority to Operate Signatories form* before you can sign this form.
- An Authority to Operate Signatory is an individual, nominated by an organisation and approved by existing Authority to Operate Signatories, who can authorise ANFIN to initiate transfers, make enquiries and make changes relating to the organisation's ANFIN investments.
- Please check the external bank account details carefully. It is your responsibility to ensure these details are correct. Incorrect details may result in loss of funds and we do not guarantee their recovery.

Please use BLOCK LETTERS in BLACK OR BLUE PEN ONLY and tick required choices

STEP 1 – PLEASE TICK ONE

- New Regular Payment Request (complete all steps)
- Change account details of an existing arrangement (complete steps 2, 3, 4 and 7)
- Change the amount of an existing arrangement (complete steps 2, 3, 4, 5 and 7)
- Change the frequency of an existing arrangement (complete steps 2, 3, 4, 6 and 7)
- Cancel an existing arrangement (complete steps 2, 3, 4, 5 and 7)

STEP 2 – YOUR DETAILS

You request and authorise ANFIN (148016) to arrange for any amount specified below through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement and any further instructions provided below.

Title Given names Surname

Organisation name (if the account to be debited is owned by an organisation, please complete)

Postal address Suburb State Postcode

Email Telephone Mobile

STEP 3 – ACCOUNT OR ANFIN INVESTMENT DETAILS TO BE DEBITED

Please tick one:

ANFIN investment - please provide details below

Investment name

Investment number

Reference to appear on statement (max 18 characters)

Other financial institution - please provide details below

I/We request and authorise ANFIN (148016) to arrange for any amount specified below through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement and any further instructions provided below.

Account name

BSB number

Branch

Account number

Financial institution

Reference to appear on financial institution statement (max 18 characters)

STEP 4 – ACCOUNT OR ANFIN INVESTMENT OR OTHER FINANCIAL INSTITUTION TO BE CREDITED

Please tick one:

ANFIN investment - please provide details below

Investment name

Investment number

Reference to appear on statement (max 18 characters)

Other financial institution - please provide details below

Account name

BSB number

Branch

Account number

Financial institution

Reference to appear on financial institution statement (max 18 characters)

STEP 5 – AMOUNT TO BE DEBITED FROM YOUR ACCOUNT

Please tick one

New regular payment amount \$

Change existing regular payment amount from \$ to \$

Cancel existing regular payment amount \$

STEP 6 – FREQUENCY OF PAYMENT

Commencement date _____ Expiry date _____

Weekly
 Fortnightly
 Monthly
 Yearly
 Other

OR Until further notice
 OR One off payment

STEP 7 – AUTHORISATION AND ACKNOWLEDGMENT OF INVESTMENT HOLDER OR AUTHORITY TO OPERATE SIGNATORIES

I/we the investment holder/authority to operate signatories of the investment, authorise these instructions. I/we agree and acknowledge the Direct Debit Request Agreement terms and conditions apply when the other financial institution options is chosen at Step 3.

Owner or Authority to Operate Signatory 1

Owner or Authority to Operate Signatory 2

Print full name

Print full name

Date

Client number

Date

Client number

Office Use Only

- Account holder has signed form
- Verified account name matched step 2 details
- Regular Payment transfer created/amended in the system
- Send new/amended/cancel letter to customer
- Original document stored in filing room
- File electronically

Processed by: Date:

Reviewed by: Date:

RIM.....
DATE
DOC TYPE: AUTO TRANSFER.....
.....
ACCOUNT
REFERENCE
.....
INITIAL

DIRECT DEBIT REQUEST SERVICE AGREEMENT

DEFINITIONS

“Account” means your investment held at the Payer from which we are authorised to arrange for funds to be debited.

“ANFIN”, “us” or “we” means The Corporation of the Synod of the Diocese of Brisbane trading as Anglican Financial Services ABN 51 925 884 864.

“Business Day” means a day, other than a Saturday or Sunday or a public holiday in Brisbane, Queensland.

“Debit Day” means the day that payment by you to us is due.

“Debit Payment” means a particular transaction where your account is debited.

“Direct Debit Request (DDR)” means the DDR between you and us by which you authorise your Account to be debited.

“you” means the customer who signed the DDR.

“Payer” means the financial institution set out in the DDR where you hold the account.

DEBITING THE ACCOUNT

By signing a DDR you have authorised us to arrange for funds to be debited from your Account with the Payer. Direct debiting through the Bulk Electronic Clearing System (BECS) may not be available on all types of accounts which may be conducted by you. You should refer to the DDR and this agreement for the terms of the arrangement between us and you. It is your responsibility to ensure that the particulars of the Account are properly and accurately recorded on the DDR and that the authorisation on the DDR accurately records your wishes. We will not be responsible for any inaccuracies in the DDR. We will only arrange for funds to be debited from your Account as authorised in the DDR. If the Debit Day falls on a day that is not a Business Day, we may direct the Payer to debit your Account on the following Business Day.

CHANGES BY US

We may vary any details of this Agreement at any time by giving you at least fourteen (14) days' written notice.

CHANGES BY YOU

If you wish to **stop** or **defer** a Debit Payment or to cancel or change your authority for us to debit the Account at any time, you must notify us in writing at least 14 days before the next Debit Day. Our address is set out on the back of this brochure

YOUR OBLIGATIONS

It is your responsibility to ensure that there are sufficient clear funds available in the Account to allow a Debit Payment to be made in accordance with the DDR. If there are insufficient funds you may:

- a) be charged a fee and/or interest by the Payer; and
- b) incur fees or charges imposed or incurred by us.

You should check the Account statement to verify that the amounts debited or deducted from the Account are correct.

DISPUTES

If you believe that there has been an error in debiting the Account, you should notify us directly on **(07) 3835 2355** and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. If we conclude, as a result of our investigations, that the Account has been incorrectly debited we will request the Payer to adjust the Account (including interest and charges) accordingly. We will also, if possible, notify you in writing of the amount by which the Account has been adjusted. If we conclude, as a result of our investigations, that the Account has not been incorrectly debited we will provide you with reasons. Any queries you may have about an error made in debiting the Account should be directed to us in the first instance so that we can attempt to resolve the matter between you and us. If we cannot resolve the matter you can still refer it to the Payer who will obtain details from you of the disputed transaction. If there is a dispute between you and us (that is not a dispute between you and the Payer) you may refer that dispute to

Australian Financial Complaints Authority Limited, GPO Box 3 Melbourne, Victoria 3001, telephone 1800 931 678.

PRIVACY

The Corporation of the Synod of the Diocese of Brisbane (Anglican Church Southern Queensland) trading as Anglican Financial Services (ANFIN) collects personal information about investors and potential investors in ANFIN. The primary purpose of collecting this is to allow ANFIN to exercise its functions and activities and ultimately to enable you to make an investment with ANFIN. ANFIN collects, uses, holds and discloses personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). If ANFIN does not obtain personal information from you, it will not be possible for you to make an investment with ANFIN. Personal Information may be disclosed to others for administrative purposes including your financial institution set out in the DDR. Indue Limited ABN 97 087 822 464, as sponsor of our participation in the BECS may require such information to be provided to it in connections with a claim made on it relating to an alleged incorrect or wrongful debit. Personal information collected on this form will be used for marketing purposes by the Anglican Church Southern Queensland and ANFIN. You may seek to access information collected about you by contacting the General Manager of the Anglican Church Southern Queensland. Access to personal information is dealt with in accordance with the Anglican Church Southern Queensland's Privacy Policy located at anglicanchurchsq.org.au/privacy-policy ("Privacy Policy"). You may seek to have personal information corrected. Correction of personal information is dealt with in accordance with the Privacy Policy. You may make a complaint in accordance with the Privacy Policy if you believe ANFIN has breached the APPs.