

Advance Retirement Suite – Super/Pension

Direct Debit Request

Trustee: BT Funds Management Ltd (BTFM) ABN 63 002 916 458 AFSL 233724
Administrator: Advance Asset Management Limited ABN 98 002 538 329 AFSL 240902

ADVANCE
ASSET MANAGEMENT

GUIDE TO COMPLETING THIS FORM

- > Complete this form in **BLOCK LETTERS** by typing directly into the form or using **black pen**, print and sign it.
- > Once completed, follow the instructions on the back page to return your form to Advance.
- > **Questions?** Call our Customer Relations team on 1800 819 935 Monday to Friday, between 8.30am and 7.00pm, Sydney time (8.00pm during daylight savings time) or email investorservices@advance.com.au
- > **Note:** Privacy laws protect your privacy. Read our Privacy Policy for more information. You can obtain a copy from our website advance.com.au

PLEASE NOTE THAT THIS FORM CANNOT BE FAXED OR EMAILED.

1. ACCOUNT DETAILS

Account number

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Account name

Address

								State	Postcode			

Make a one-off additional debit as follows:

Amount \$

to be drawn on (dd/mm/yyyy)

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OR

Establish a Regular Deposit Plan as follows:

My regular deposit will be \$

commencing on (dd/mm/yyyy)

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Please allow up to 5 days from receipt of account amendment.

The frequency of deposits will be ([X] the relevant box):

- monthly
- quarterly
- half-yearly
- annually

Date of final payment (optional) (dd/mm/yyyy)

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My contributions will be made up of:

Superannuation Guarantee Contribution	\$	<input type="text"/>
Employer Contribution	\$	<input type="text"/>
Personal Deducted Contribution*	\$	<input type="text"/>
Personal Undeducted Contribution	\$	<input type="text"/>
Salary Sacrifice Contribution	\$	<input type="text"/>
Spouse Contribution*	\$	<input type="text"/>

* Usually only self-employed people can claim a tax deduction for Personal Contributions.



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2. REQUEST FOR DEBITING AMOUNTS TO ACCOUNTS BY THE DIRECT DEBIT SYSTEM

Date (dd/mm/yy)

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To: Asgard Capital Management Ltd ABN 92 009 279 592 (Asgard)

Insert your name in full

I/We (surname, company name or business name)
(given names, ACN or ABN)

request Asgard, until further notice in writing, to debit to my/our account described in Section 2 below, by any amounts which Asgard (User ID number 307261) may debit or charge me/us through the Direct Debit System.

I/We understand and acknowledge that Asgard may by prior arrangement and advice to me/us, vary the amount or frequency of future debits.

I/We agree to the terms of the Direct Debit Request Service Agreement provided on the following page.

Individual or Joint Applicants sign here

If the account is in joint names, both applicants must sign.

Signature

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Date (dd/mm/yy)

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Signature

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Date (dd/mm/yy)

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Companies or Trustee Companies sign here

If signing under Common Seal, we confirm it was affixed in our presence.

Signature – Director/Sole Director and Sole Secretary (delete as applicable)

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Signature – Director/Secretary (delete as applicable)

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Common seal

Date (dd/mm/yy)

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3. THE SCHEDULE

Insert details of account that is to be debited

Branch name

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Branch address

	State	Postcode

Account name

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BSB number

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Account number

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Note:

- 1. Direct debiting is not available on the full range of accounts. If in doubt, please refer to your financial institution.
- 2. You can only have one Direct Debit Request for each Advance Account.



4. TERMS AND CONDITIONS

Asgard Capital Management Ltd ABN 92 009 279 592 ('we' or 'us')

User ID: 307261

Level 38, Central Park, 152 St George's Terrace, Perth, WA 6000.

You have entered or are about to enter into an arrangement under which you make payments to us. You want to make those payments by use of the Direct Debit System (DDS).

This agreement sets out the terms on which we accept and act under a Direct Debit Request (DDR) you give us to debit amounts from your account under the DDS. It is additional to the arrangement under which you make payments to us.

Please ensure you keep a copy of this agreement as it sets out certain rights you have against us and certain obligations you have to us due to giving us your DDR.

When we are bound by this agreement

1. We agree to be bound by this agreement when we receive your DDR complete with the particulars we need to draw an amount under it.

What we agree to and what we can do

2. We only draw money out of your account in accordance with the terms of your DDR.
3. We do not give you a statement of the amounts we draw under your DDR.
4. On giving you at least 14 days' notice, we may change our procedures in this agreement, change the terms of your DDR, or cancel your DDR.
5. You may ask us to:
 - > alter the terms of your DDR
 - > defer a payment to be made under your DDR
 - > stop a drawing under your DDR, or
 - > cancel your DDR by emailing investorservices@advance.com.au or writing to Customer Relations, PO Box B87, Perth WA 6838.
6. You can dispute any amount we draw under your DDR by calling Customer Relations on **1800 819 935**, emailing investorservices@advance.com.au or writing to Customer Relations, PO Box B87, Perth WA 6838.

7. We deal with any dispute under Clause 6 of this agreement as follows. We and our bank review our respective records. If necessary we contact your financial institution to review its records. We advise you and your adviser in writing within two to four weeks, depending on the nature and extent of the dispute, and the measures taken to resolve it.
8. If the day on which you must make any payment to us is not a business day, we will draw on your account under your DDR on the first business day following that day.
9. If your financial institution rejects any of our attempts to draw an amount in accordance with your DDR, we contact you and your adviser in writing. After three consecutive rejections we advise you and your adviser in writing that you can no longer make payments by direct debit.
10. We will not disclose to any person any information you give us on your DDR, which is not generally available, unless: you dispute any amount we draw under your DDR and we need to disclose any information relating to your DDR or to any amount we draw under it to the financial institution at which your account is held or the financial institution which sponsors our use of the DDS or both of them; you consent to that disclosure; or we are required to disclose that information by law.

What you should consider

11. Not all accounts held with a financial institution are available to be drawn on under the DDS.
12. Before you complete your DDR, it is best to check account details against a recent statement from your financial institution to ensure the details on your DDR are completed correctly.
13. If you are uncertain when your financial institution processes an amount we draw under your DDR on a day which is not a business day, please enquire with your financial institution.
14. It is your responsibility to ensure there are sufficient cleared funds available in your account, by the due date on which we draw any amount under your DDR, to enable us to obtain payment in accordance with your DDR.
15. We request you to direct all requests to stop or cancel your DDR to us or your financial institution and all enquiries relating to any dispute under Clause 6 of this agreement to us or your financial institution.

SEND THIS COMPLETED FORM TO US:

Online: Using our secure Document Upload facility on Investor *Online* or AdviserNET (accessed from Forms > Document Upload menu)

By Post: Advance Asset Management
GPO Box B87, Perth WA 6838

If you submit online, you don't need to post us the original.

FOR FURTHER ASSISTANCE CONTACT:

CUSTOMER RELATIONS
1800 819 935

FAX
(08) 9481 4834

EMAIL ADDRESS
investorservices@advance.com.au

INTERNET ADDRESS
advance.com.au

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