



Business Foreign Exchange

Request to change settlement and billing account information

This form may be used to:

- Change existing and/or add new settlement and billing account information (**Section A**)
- Cancel an existing Direct Debit Request authority (**Section B**)

Section A –

Change existing and/or add new settlement and billing account information

Complete this section if you wish to nominate a new account to be debited for settlement of Business Foreign Exchange transactions and/or related fees and charges.

A copy of a recent account statement is required if the account is not held with the Commonwealth Bank of Australia.

Direct Debit Request authority

I/We

authorise and request the **Commonwealth Bank of Australia, APCA user ID 300915** to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed through the Bulk Electronic Clearing System (BECS).

This authorisation is to remain in force in accordance with the terms described in the Direct Debit Request Service Agreement on page 3. Please ensure that you have read this agreement before signing the Direct Debit Request authority.

(i) Settlement Account Information

Please nominate an account to be debited for settlement of Business Foreign Exchange transactions.

- If you wish to add the nominated settlement account, please tick here.
- If you wish to replace all existing settlement accounts with the nominated settlement account, please tick here (Section B is not required to be completed).

Name of financial institution where the account is held

Account name (this must be in the same name as the Business Foreign Exchange facility)

BSB

Account number

I/We also authorise the following:

- 1 The Commonwealth Bank of Australia to verify the details of the above mentioned account(s) with my/our financial institution.
- 2 The financial institution to release information allowing the Commonwealth Bank of Australia to verify the above mentioned account(s) details.

Account Authorised Signatory(ies)

Name

Name

Signature

Signature

Date

Date

(ii) Billing Account Information

Please nominate an account to be debited for Business Foreign Exchange transaction related fees and charges. The nominated account will replace the existing billing account that you have previously nominated.

If you wish to use the same account as in (i) for your billing account information, please tick here, otherwise please complete account details.

Name of financial institution where the account is held

Account name (this must be in the same name as the Business Foreign Exchange facility)

BSB

Account number

I/We also authorise the following:

- 1 The Commonwealth Bank of Australia to verify the details of the above mentioned account(s) with my/our financial institution.
- 2 The financial institution to release information allowing the Commonwealth Bank of Australia to verify the above mentioned account(s) details.

Account Authorised Signatory(ies)

Name

Name

Signature

Signature

Date

Date

Please note Direct debiting may not be available on all accounts. If in doubt, please refer to your financial institution.

Please ensure that you have read the Direct Debit Request service agreement on page 3 before signing the Direct Debit request authority.

Section B –

Cancel an existing Direct Debit Request authority

Complete this section if you wish to cancel an existing Direct Debit Request (DDR) authority for settlement of Business Foreign Exchange transactions.

I/We wish to remove the Direct Debit Request authority for the account specified below.

Name of financial institution where the account is held

Account name

BSB

Account number

Name

Name

Accountholder's signature

Accountholder's signature

Date

Date

**Send completed form to:
Business Foreign Exchange
Reply Paid 5443
Sydney NSW 2001**

Business Foreign Exchange – Direct Debit Request (DDR) Service Agreement

Please ensure that you have read the following before signing the Direct Debit Request authority. Please retain a copy for your records.

- 1 The Bank will tell you, in writing or electronically, in the form of a Confirmation Contract Note, the drawing details including the settlement amount due and the settlement date.
- 2 Where the settlement date falls on a non-business day, the Bank will draw the amount on the following business day.
- 3 The Bank reserve the right to charge a dishonour fee if any debit item already debited from your nominated account is returned as unpaid by the Financial Institution.
- 4 The Bank will keep your information about your nominated account at the financial institution private and confidential unless this information is required by the Bank to investigate a claim made on it relating to an alleged incorrect or wrongful debit, or as otherwise required by law.
- 5 In the event of a debit returned unpaid the Bank may attempt a redraw on your nominated account.
- 6 The Bank will advise you 14 days in advance of any changes to the Direct Debit arrangements.
- 7 If you provide an incorrect bank account number, you may incur a fee if the Bank has processed a transaction to that account.

Your rights

- 8 You may terminate the Direct Debit arrangement for your trades with the Bank, however, the termination must be in writing.
- 9 Where you consider the debit is incorrect in either the due date or amount or both, you should raise the matter with the Business Foreign Exchange Help Desk on 1300 735 734.

Your responsibilities

- 10 It is your responsibility:
 - to check with the Financial Institution where your account is held before completing the Direct Debit Request (DDR) as Direct Debiting through Bulk Electronic Clearing System (BECS) is not allowed on the full range of accounts. You should also complete your account details, including Bank State Branch (BSB) number, directly from a recent account statement from your Financial Institution;
 - to ensure sufficient cleared funds are available in the nominated account to meet the debit on the due settlement date of your transactions executed by Business Foreign Exchange;
 - to ensure that the authorisation to debit the nominated account is in the same name as the account signing instruction held by the financial institution where the account is held;
 - to advise the Bank if the account you have nominated to debit is transferred or closed;
 - to ensure that suitable arrangements are made if the Direct Debit is cancelled;
 - by yourself;
 - by your nominated Financial Institution; or
 - for any other reason.