

Direct Debit Request Service Agreement



Australian Institute of Architects

The Royal Australian Institute of Architects t/as Australian Institute of Architects

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- This is your Direct Debit Service Agreement with The Royal Australian Institute of Architects ABN 72 000 012 023 (Institute). It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.
- Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Definitions

account means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement (DDR) between *you* and *us*.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by *you* to *us* is due.

debit payment means a particular transaction where a debit is made.

direct debit request means the *Direct Debit Request* between *us* and *you*.

us or **we** means The Royal Australian Institute of Architects ABN 72 000 012 023 (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

you means the Institute member who has signed or authorised by other means the *Direct Debit Request*.

your financial institution means the financial institution nominated by *you* on the DDR at which the *account* is maintained

1. Debiting your account

1.1

By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.

1.2

We will only arrange for funds to be debited from *your account* after we have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and the date it is due.

1.3

If the *debit day* falls on a day that is not a *banking day*, we may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

2. Amendments by us

2.1

We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least fourteen (14) days written notice in advance of a variation.

3. Amendments by you

You may change*, stop or defer a *debit payment*, or terminate this *agreement* by providing *us* with at least fourteen (14) days notification by writing to:

Membership

Australian Institute of Architects
Level 1, 41 Exhibition Street
Melbourne VIC 3000

or,

By **Email** to:

membership@
architecture.com.au

*Note: in relation to the above reference to 'change', *your financial institution* may 'change' *your debit payment* only to the extent of advising *us* of *your* new account details.

4. Your obligations

4.1

It is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

4.2

If there are insufficient clear funds in *your account* to meet a *debit payment*:

(a) *you* may be charged a fee and/or interest by *your financial institution*;

(b) *you* may also incur fees or charges imposed or incurred by *us*; and

(c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that we can process the *debit payment*.

4.3

You should check *your account* statement to verify that the amounts debited from *your account* are correct.