

## Direct Debit Conditions

1. This Direct Debit Request Service Agreement sets out the terms on which you have authorised us, The George Baini Group to arrange for payment of amounts that become payable on your account to be made by charging your credit card.
2. Your Direct Debit Request authorises us to arrange for payment of the amounts due to The George Baini Group for the services we provide to you, this usually occurs after 1-7 business days of your bill issue date. This authorisation also enables any changes in those amounts and payment times, to occur automatically – you will not need to complete a new form. Any new contracted services added to your account will be subject to the existing Direct Debit Request arrangements.
3. Invoicing of your The George Baini Group services is done on a monthly basis. Recurring Services are charged one month in advance and usage services are charged in arrears. Any new contracted services (that were provisioned during the previous period) will be charged from the contract date of the service (unless otherwise arranged), and fees may include a setup fee, a pro-rated recurring fee for the previous billing period as well as the recurring fee for the current billing period. All fees are outlined in your contract, critical information summary and in our standard forms of agreement. You will receive your bill via email, as soon as possible after the date of issue of the bill. The Total Due value on the invoice will be the amount processed in the Direct Debit transaction.
4. We can vary this Agreement at any time after giving you a 7 day notice of the changes.
5. You can cancel, vary, defer or suspend the Direct Debit Request, or stop or suspend an individual debit from taking place under it, by calling or emailing our accounts department, but this must be arranged within 7 days of the due date of the invoice. If you do not provide us with this notice, we cannot guarantee the direct debit process can be stopped.
6. If you cancel, vary, defer or suspend your direct debit arrangements, or stop or suspend an individual debit from taking place under it, you must arrange with The George Baini Group a suitable alternative payment method for all outstanding fees due, and ongoing contractual obligations.
7. If a due date for a debit falls on a weekend or public holiday the debit will be processed on the next business day.
8. You must ensure you have sufficient clear funds available in the nominated bank account (if you are paying by direct debit from your bank account) or that you have sufficient credit available on your nominated credit card on the due date to permit the payments under the Direct Debit Request.
9. If a debit from your nominated credit card is unsuccessful we will attempt to debit again twice. If still unsuccessful, we will contact you to arrange alternative payment or further deferral.
10. You must notify The George Baini Group if the nominated account is transferred or closed.
11. If any bank fees are incurred by The George Baini Group from a dishonoured direct debit, these fees may be passed on to you.
12. Upon cancellation of your contract with The George Baini Group, all direct debit requests will also be deemed cancelled.
13. Where you consider that a debit has been initiated incorrectly, you can contact our accounts department on 1300 166 305 or send an email with details of your dispute to [billing@gb.com.au](mailto:billing@gb.com.au).
14. The George Baini Group employs the policy of treating all records and account details relating to this Direct Debit Request as Private. We will keep information about your bank account confidential, except to the extent necessary to administer your direct debit arrangements. If a claim is made on our financial institution in relation to an alleged incorrect or wrongful debit, we may be required to disclose this information to our financial institution.