



# Direct debit request

Lodgement details	Who should ASIC contact if there is a query about this form?
	Firm/organisation <input type="text"/>
	Contact name/position description <input type="text"/>
	ASIC registered agent number (if available) <input type="text"/>
	Telephone number <input type="text"/>
	Postal address or DX address <input type="text"/>
	<input type="text"/>

## Payment details

Daily ASIC credit limit \$

## DIRECT DEBIT REQUEST (DDR)

The Direct Debit Request Service Agreement is on the reverse. Please use **BLOCK LETTERS** when completing this form.

Customer name	I / We
	Family name or company name <input type="text"/>
	Given names or ACN/ARBN/ABN <input type="text"/>

authorise the Australian Securities and Investments Commission, APCA User ID Number 029691, to arrange for funds to be debited from my/our account at the financial institution identified below on the terms set out in the Direct Debit Request Service Agreement on this form.

## Details of the account to be debited

All account details must be supplied

Name and branch of financial institution	<input type="text"/>
BSB number	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> This must be 6 digits
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Can not be more than 9 characters
Account name	<input type="text"/>
Account holder's signature(s) All signatories may be required to sign on joint accounts.	<input type="text"/> <input type="text"/>
Date signed	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> [D] [D] [M] [M] [Y] [Y]

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# DIRECT DEBIT REQUEST SERVICE AGREEMENT

1. Following receipt of your Direct Debit Request, ASIC will initiate direct debit to automatically pay your prescribed fees for electronic documents set out in Part A and Part B Item 5 of Schedule 1 of ASIC's Electronic Lodgement Protocol (Schedule 1). The Electronic Lodgement Protocol is available at [www.asic.gov.au/elp](http://www.asic.gov.au/elp).
2. ASIC will notify you (in writing) confirming registration of your Direct Debit Request. You may then start lodging Schedule 1 electronic documents.
3. Your financial institution account will be debited for the total amount of prescribed fees payable. Under normal circumstances this will occur on the next business day. The amount debited by ASIC on any one business day will not exceed your agreed daily credit limit with ASIC.
4. You will only be liable for debit items made in accordance with your Direct Debit Request. Reports listing transactions and outstanding debits can be downloaded from ASIC's electronic lodgement systems at any time.
5. Direct debit items are prescribed fees for electronic documents that you have lodged. Once lodged, documents form part of the company register and will need application to the Court to be withdrawn or for information in the document to be rectified.
6. If you wish to dispute any debit item, contact ASIC:

**Email:** [echarges.enquiries@asic.gov.au](mailto:echarges.enquiries@asic.gov.au)  
**Telephone:** 03 5177 3099  
**Post:** ASIC Finance, Locked Bag 5000 Gippsland Mail Centre VIC 3841

Dispute claims may also be directed to the account holder's financial institution.

7. ASIC will make every attempt to ensure that direct debit item disputes are resolved within **5 business days**.
8. It is your responsibility to have sufficient clear funds available in your account up to your daily ASIC credit limit to permit the payment of debit items initiated in accordance with your Direct Debit Request. If a transaction will cause your agreed daily ASIC credit limit to be exceeded, the transaction(s) will be rejected. If at any time, one or more transactions have previously failed, upon request from you, ASIC will consider negotiating an arrangement allowing you to exceed the agreed daily ASIC credit limit for a limited period of time.
9. If a debit item is returned unpaid by your financial institution you may be liable for any dishonour fees charged by that financial institution. ASIC will contact you to determine the cause of the direct debit failure and to arrange the deposit of funds to cover the outstanding debits. ASIC will also consider allowing you to exceed the agreed daily ASIC credit limit for a limited period of time so that you can continue lodging Schedule 1 electronic documents.

On the following business day your financial institution account will be debited for the outstanding amount as well as any debits incurred under the agreed increase to the daily ASIC credit limit.

If direct debit fails again, ASIC will contact you and advise you that due to failing twice to have sufficient clear funds available in your account, we will suspend your access to lodging Schedule 1 electronic documents until payment is made or ASIC agrees to other terms.

10. A period of at least **14 business days notice** will apply where ASIC proposes to vary the details of an arrangement. You will need to allow at least **5 business days** for processing where you propose to vary the details of an arrangement and ASIC agrees to your proposal.
11. Either you or ASIC may cancel your direct debit request at any time by giving not less than **5 business days notice**. Only an alternative method of payment acceptable to ASIC can be adopted if you wish to continue to lodge Schedule 1 electronic documents.
12. If you change your account and want to continue using direct debit, you will need to complete a new form. You can obtain a RA04 *Direct debit request* at [www.asic.gov.au/forms](http://www.asic.gov.au/forms).
13. Direct all queries, requests for cancellation of a Direct Debit Request to:

**Email:** [echarges.enquiries@asic.gov.au](mailto:echarges.enquiries@asic.gov.au)  
**Telephone:** 03 5177 3099  
**Post:** ASIC Finance, Locked Bag 5000 Gippsland Mail Centre VIC 3841

14. ASIC is careful to protect the privacy of any personal information supplied. Some information may be given to financial institutions involved in the event of a direct debit item dispute, or to verify that ASIC has received a Direct Debit Request from you.
15. Direct debit is not available on the full range of accounts. If in doubt, check with your financial institution.
16. ASIC does not provide facilities to debit credit cards.

## Security

17. Applicants that wish to use direct debit for lodging Schedule 1 electronic documents must first register as agents by completing and lodging Form RA01 Notification to register, change details of or cease as an agent.
18. Once this is processed they will be issued a unique agent number.
  - Agents lodging Schedule 1, Part A electronic documents through EDGE compliant software will be issued a PIN which they then use to create a user name and password
  - Agents lodging Schedule 1, Part B, Item 3 electronic documents online use their registered agent number to register for online access at [www.asic.gov.au](http://www.asic.gov.au) to create a user name and password.
19. ASIC services use an internet technology called Secure Sockets Layer (SSL) utilising 128-bit encryption to reduce the likelihood of a third party reading information while it is in transit on the internet. The user's browser may choose a lower level of encryption. The sensitivity of any information should be considered before hitting the Submit button.

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## Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

## For help or more information

Telephone 1300 300 630  
Email [info.enquiries@asic.gov.au](mailto:info.enquiries@asic.gov.au)  
Web [www.asic.gov.au/agents](http://www.asic.gov.au/agents)