



**Camden Airport Limited
Direct Debit Request (DDR)**

Customer's Authority	I/We	<i>Name of Customer(s) giving the DDR</i>	
	authorise and request	<i>Name of Debit User</i>	<i>APCA User ID Number</i>
		Camden Airport Limited	304484
to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Direct Debit System.			
Details of the account to be debited	<i>Name and address of the financial institution at which your account is held</i>		
			<i>Postcode</i>
	<i>Account name (please insert your name in full)</i>		
	<i>BSB number</i>	<i>Account number</i>	<i>Branch name</i>
Payment Details	<i>This payment is for:</i>	<i>The payment of invoices raised on my account from Camden Airport Limited for all charges payable under the terms of the sublease/license</i>	
		<i>Describe the agreement</i>	
	<i>Identified by</i>	<i>Lease / Licence over Site at Camden Airport</i>	
Declaration	I/We request that you debit my/our account in accordance with our agreement, for payment of all invoices raised on my account from Camden Airport Limited for charges payable under the terms of the lease.		
	Maximum amount to be debited	AU\$ <i>no limit</i>	
	Frequency of debt	<i>Monthly</i>	
	First payment date	01 /...../.....	
	Final payment date	<i>until further notice</i>	
I/We acknowledge that the Direct Debit arrangement is governed by the terms and conditions of the Direct Debit Service Agreement (see page 2). (If in joint names both signatures may be required)			
Signature		Date (dd/mm/yyyy) / /	
Signature		Date (dd/mm/yyyy) / /	

**Bankstown Airport Limited and Camden Airport Limited
Direct Debit Request (DDR)
Service Agreement**

Please ensure that you have read the following before sending in the Direct Debit Request.
Please retain this page for your records.

We may vary this agreement at any time by giving you at least 14 days notice.

By signing a Direct Debit Request (DDR), you request and authorise us to arrange for funds to be debited from your account as provided in this Service Agreement.

The payment will be deducted from your nominated account on the payment due date specified in the DDR. If the due date for payment falls on a non-working day or a national public holiday, the payment will be processed on the next working day.

It is your responsibility to:

- a) Ensure that you have sufficient cleared funds available in the nominated account when payment is to be drawn to allow for the payment of Debit Items according to the relevant DDR.

If you do not have sufficient funds, the:

- o The payment will be regarded as not having been made
 - o An administration fee may be charged to your account
 - o If the nominated account is conducted with the Commonwealth Bank then we may, on a day subsequent to the payment due date, attempt to debit funds from your account
 - o We reserve the right to cancel the Direct Debit arrangement if three (3) debits are returned unpaid by your financial institution. We will advise you in writing if this occurs.
- b) Advise us if your nominated account is altered, transferred or closed
 - c) Ensure that suitable arrangements are made if the Direct Debit is cancelled by yourself; by your nominated financial institution, by us due to three (3) returned unpaid debits; or for any other reason
 - d) Ensure that your account can accept direct debits.

You should be aware that:

- a) Direct Debiting is not available on all accounts
- b) Account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your Ledger Financial Institution before completing the Direct Debit Request.

You may do the following by contacting us 14 business days in advance on (02) 9790 2300 from 9am to 5pm, from Monday to Friday:

- a) change your nominated account;
- b) stop this Direct Debit arrangement; or
- c) cancel this Direct Debit request

Where you consider the debit is incorrect in the amount, you should contact us. We will keep all information pertaining to your nominated account at the financial institution private and confidential and we will not use it for any purpose not connected with this agreement, without your consent.