

Attachment 3

NOTICE OF VARIATION OF ACCOUNT DETAILS

For recurring payments only

PROMPT ACTION REQUIRED

CONFIDENTIAL COMMUNICATION:

This document is confidential and intended only for the use of the addressee. If you have received this communication in error, please notify the financial institution from which you have received it to arrange disposal. Unauthorised use of the information in this message may result in legal proceedings against the user.

*This Notice of Variation of Account Details authorises [NEW FI] to notify Debit Users and Credit Users of changed account details on the Customer's behalf. [NEW FI] must send each Debit User and Credit User, through its Sponsor or User FI (as the case may be), a copy of this signed Notice, together with the particular Schedule relevant to that User. Debit Users and Credit Users are required to verify (by signature comparison or other means) that this form has been properly authorised by the Customer before making any changes to the Customer's Direct Debit or Direct Credit arrangements. **Debit Users and Credit Users must action this request promptly and contact the Customer if there is any doubt as to the Customer's authorisation.***

I/We have switched financial institutions and as a result my/our account details, for the purposes of Direct Debits and Direct Credits, have changed.

I/We authorise [NEW FI] to notify each Debit User and Credit User listed in the attached schedules, through its Sponsor or User FI, as the case may be, of my/our changed account details on my/our behalf.

I/we acknowledge that provision of this Notice, together with the relevant Schedule attached, to each such Debit User or Credit User will change the account details set out in my/our direct debit arrangements and direct credit arrangements with them. The other terms of my/our original Direct Debit Request and Direct Credit arrangements are not affected.

I/We instruct each such Debit User and Credit User, *with immediate effect*, to use the new account details provided below for my/our Direct Debits /Direct Credits.

My/Our Old Account Details:

Account Name: _____

BSB: _____ **Account Number:** _____

My/Our New Account Details:

Account Name: _____

BSB: _____ **Account Number:** _____

Name of Financial Institution: _____

I/we confirm that I am/we are authorised to operate the account represented by the BSB and Account Number shown immediately above (my/our New Account Details).

Customer's Name(s): _____

(Please print)

Customer's signature(s): _____

(in terms of the account authority)

Date: _____ Contact Telephone Number: _____

Contact Email: _____

New FI Use only

To Sponsor/User Institution: _____ [User FI Name]

Date Sent: _____

SCHEDULE

My/Our Direct Debit(s)/ Direct Credit(s) with:

_____ [Name of User] _____ [DE User ID]

My/Our Full Account Name: _____

My/Our New Account Details: _____ [BSB] _____ [Account Number]

Lodgement Reference	Name of Remitter	Last Payment Date	Amount	Debit/ Credit	Customer's identification number with the Debit User [examples - Customer's Billing Number, Contract Number or Policy Number]
xxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxxxxxx	dd/mm/yyyy	999999.99	Credit	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Note: A separate Schedule is to be completed for each Debit User and Credit User to be notified of the variation of Customer account details.