



Client Application Form: XERO

ABN: 63 135 196 397

Australian Financial Services Licence No. 418105



PO Box 6290, Upper Mt Gravatt, QLD 4122

P 1300 592 283

E admin@payrix.com.au

www.payrix.com/au

BUSINESS INFORMATION

Please ensure you complete all sections or your implementation may be delayed

Full Legal Name (including Trustee if applicable):

ABN:

Trading Name:

Business Location Address:

Suburb:

State:

Postcode:

Business Phone:

Business Email:

Business Website : www.

Primary Contact:

Position / Title:

Phone:

Mobile:

Email:

Secondary Contact:

Position / Title:

Phone:

Mobile:

Email:

BILLING ACCOUNT DETAILS AND DIRECT DEBIT REQUEST Where fees are debited from

Direct Debit is not available on the full range of accounts – if in doubt please refer to your financial institution.

Financial Institution:

Branch:

Billing Account Name:

BSB Number:

Account Number:

X

Authorised signature of account holder

I / We authorise Payrix Australia Pty Ltd ABN 63 135 196 397, User ID 382220, to debit my/our account at the Financial Institution identified above through the Bulk Electronic Clearing System (BECS) in accordance with this Direct Debit Request and as per the DDR Service Agreement provided.

APPLICANT ACCEPTANCE

By completing and submitting this Application Form, the Business (as well as Directors and Authorised Signatories) warrants that the information and representations contained herein is a true and accurate record of the affairs of the Business and acknowledges that it has read and considered the Payrix Product Disclosure Statement and Financial Services Guide and relevant Tri-Party Agreement published on our website, <https://www.payrix.com/au>, and agrees to be bound by all the Terms and Conditions set out therein, as well as in this Application Form. The Business acknowledges and agrees that Payrix may or may not, in its discretion, accept this Application. The Business authorises Payrix to use the business trading name as indicated within this Application as the statement identifier for all transactions processed from customer banking and card accounts on our behalf.

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X

Signature of Director 1

X

Signature of Director 2 (if applicable)

Full Name

Date of Birth

Residential Address

Suburb

State P/Code

Ownership %

Full Name

Date of Birth

Residential Address

Suburb

State P/Code

Ownership %

LODGEMENT PROCESS

- Forward the completed Application Form and other requested documentation to Payrix Australia Pty Ltd via email to sales@payrix.com.au
- If your Payrix Application is not fully completed or required documentation is not provided, there may be processing delays.
- Please contact Sales on **1300 592 283** for any enquiries relating to your Application.

GENERAL ADVICE WARNING

Provision of the services outlined is subject to the completion of our product documentation, including application form, any necessary formal credit approvals and any other documentation deemed necessary to deliver the services.

OWNERSHIP INFORMATION Name of Beneficial Owners and/or Effective Controllers

NOTE: The information below must be provided to comply with the Australian AML/CTF Act 2006 and in accordance with AUSTRAC regulations. A Beneficial Owner is an individual who owns 25% or more of the entity/organisation; or who has effective control of the entity/organisation. **If you have already been identified on page 5, you do not need to complete this section.**

First Beneficial Owner Full Name:

Residential Address:

City: Postcode:

Position / Title: Email:

Phone: Percentage Ownership:

Second Beneficial Owner Full Name:

Residential Address:

City: State: Postcode:

Position / Title: Email:

Phone: Percentage Ownership:

Third Beneficial Owner Full Name:

Residential Address:

City: State: Postcode:

Position / Title: Email:

Phone: Percentage Ownership:

Fourth Beneficial Owner Full Name:

Residential Address:

City: State: Postcode:

Position / Title: Email:

Phone: Percentage Ownership:

SUPPORTING DOCUMENTS REQUIRED

Please provide supporting documents required for your application. All document requests are mandatory, unless specified below.

1. Verify bank account

Payrix needs to verify your bank account details. We partner with Australian company illion to confirm the account name, number and BSB from your online banking. No financial or transaction information is disclosed. This is a highly secure process, your login details are never seen or stored.

I/we have logged on to <https://account-flow.proviso.com.au/iframe/start/INTE> to confirm my account name, number and BSB for Payrix's verification process.

Alternatively, please provide a copy of your most recent Bank Statement if you prefer not to verify your bank account via the above method; however we cannot accept screenshots or transaction listings.



2. Proof of business address

Provide a clear colour copy of a current document (within the last three months) that identifies your principle place of business. This can be a rates bill, rental/lease agreement, a utility bill (electricity, gas, water) – but NOT a mobile bill.

Please attach the documentation for Proof of Business here



3. Identification

For all Directors & Beneficial Owners, provide a clear colour copy of ONE of the following:

- Current Drivers licence - both sides - (Australian only) or
- Current Passport (Australian or New Zealand only)

We will then confirm identification with the Australian Government's Document Verification Service (DVS). This is a national online identification system, for more details visit the DVS website.

Before uploading, you must agree to the two points below for your application to proceed:

I am authorised to provide a copy of this identification.

I understand that this identification will be checked with the Australian Government's Document Verification Service.

For all Directors & Beneficial owners, provide a clear, colour and current copy of drivers licence (both sides) OR Passport here



4. Trust deeds (optional, unless you are a Trust)

If your organisation is a Trust, you will need to provide a copy of your Trust Deeds.

Full Trust deed is not required, the front page, recitals and signing page of the trust deed is sufficient.

Upload a clear copy of your Trust Deed
Upload a clear copy of your Trust Deed here



5. Your logo (optional)

Provide an image file of your logo, which may be featured on your payment forms. Recommended for optimal display of your logo:

- Preferably GIF format, if not available we can accept JPEG, PNG, TIFF, BNP – but not PDF
- Rectangle is preferred – recommended resolution at 150 pixels high x 300 pixels wide
- Image size should not be too low – we recommend more than 0.1MB (100KB)

Upload a JPEG or GIF image file of your logo here



6. Extra document requirements for higher limit requests

\$5,000.00 to	3 x Current itemised processed invoices (last 30 days).
\$10,000.00: Over	3 x Current itemised processed invoices + most recent bank statement/s with at least
\$10,000.00:	3 months of transactions + 2 x most current BAS statements.

Please note: Supplying the above documents does not constitute automatic approval.

DDR SERVICE AGREEMENT

1. Debiting your account

1.1 By providing us with a direct debit request, you have authorised us to arrange for funds to be debited from your account. This authority is irrevocable while you have any liability to us under the written agreement for the payment services. 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 authorised in the direct debit request as detailed in clause 4, 5 and 10 of the Payrix terms and conditions.

1.3 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day

2. Changes by us

2.1 We may vary any details of this agreement or a direct debit request at any time by giving you written notice. We will give you at least 30 days prior notice of the introduction of a fee or charge. We will give you at least 14 days prior notice of any other change.

3. Your obligations

3.1 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.

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

3.2.1 You may be charged a fee and/or interest by your financial institution

3.2.2 You may also incur fees or charges imposed or incurred by us; and

3.2.3 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.

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

4. Dispute

4.1 If you believe that there has been an error in debiting your account, you should notify us directly confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively, you can take this up with your financial institution directly.

4.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

4.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.

5. Accounts

5.1 You should check:

5.1.1 With your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.

5.1.2 Your account details which you have provided to us are correct by checking them against a recent account statement; and

5.1.3 With your financial institution by completing the direct debit request if you have any queries about how to complete the direct debit request.

6. Confidentially

6.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

6.2 We will only disclose information that we have about you:

6.2.1 to the extent specifically required by law; or

6.2.2 for the purpose of this agreement (including disclosing information in connection with any query or claim)

7. Notice

7.1 If you wish to notify us in writing about anything relating to this agreement, you should write to:

Client Success Manager
Payrix Australia Pty Ltd,
PO Box 6290,
Upper Mt Gravatt QLD 4122

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 between you and us.

Business 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.

Payment services means the service we provide that allows you to accept nominated direct debit, credit card or debit cards for certain transactions authorised by us pursuant to a written agreement between us and you.

Us or we means Payrix Australia Pty Ltd as you have authorised by signing a direct debit request.

You means the customer who signed the direct debit request.

Your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.