

## Direct Debit Request Service Agreement

1. Before you complete the Direct Debit request form, you must check that the account you want to nominate can have Direct Debit (eg, Some passbook savings accounts and credit cards cannot have direct debit). To find out if we can debit from your account, contact your financial institution or our Customer Service area on:  
  
T 1300 368 822  
  
F 02 9257 1947
2. When you complete the form, please double-check that the account details are correct by comparing them with a recent statement from your financial institution.
3. The Direct Debit arrangement allows AMP Capital Investors Real Estate Pty Ltd (“AMP”) to deduct from your nominated account, the amount and frequency shown on your lease agreement, as modified annually due to CPI Increases and any other lease reviews.
4. If we want to change the Direct Debit arrangement, we will notify you 14 days in advance. If you disagree with this change, please notify us within 14 days.
5. Please contact your Customer Service area on:  
  
T 1300 368 822  
  
F 02 9257 1947 if you want to:
  - (a) change the Direct Debit arrangement, eg the amount you pay, how often you pay, account number, deferring payment due to unforeseen circumstances. (You need to contact us at least three days before the due date).
  - (b) cancel the Direct Debit arrangement or an individual payment. (You need to contact us at least three days before the due date).
  - (c) dispute a debit that has been made from your account. AMP will respond to your initial dispute within five business days.
6. If the due date is on a weekend or public holiday we will process your payment on the next business day.
7. You should make sure that sufficient cleared funds are available in your account on the due date for payment. If there are not sufficient funds and your financial institution dishonours the payment, any charges incurred:
  - by your financial institution may be debited from your financial institution account.
  - by AMP may be debited from your tenant account.
8. AMP will keep your financial institution account details confidential. However, we will disclose these details:
  - if you give permission;
  - if a court order applies; or
  - if our financial institution needs information.

Note: In this agreement, references to “we”, “us” or “our” is a reference to AMP Capital Investors Real Estate Pty Ltd.

## Direct Debit Request

Tenant Number:  Date:  /  /

Your name in full:  I/We  
Surname Given name

Company details:  For  
Company or Business name ABN

Franchisee details:  For  
Company or Business name ABN

Company Address:   
  
 Postcode

Authorise the user, being AMP Capital Investors Real Estate Pty Ltd, User ID Number 038630 issued by APCA, to arrange funds to be debited from my/our account at the financial institution identified in Schedule 1 below, my periodical rental and any other associated costs, as outlined in the terms of my lease agreement.

This authorisation is to remain in force in accordance with the terms described in the Direct Debit Request service agreement.

Signature(s)  Date:  /  /

Schedule 1: Details of the account to be debited  
(All details in Schedule 1 must be supplied)

Name of Financial Institution:

BSB Number:    -    Account Number:

Please return this form to:

Administration Manager or Receptionist

[macquariecentre@ampcapital.com](mailto:macquariecentre@ampcapital.com)