



CHANGE OF BANK ACCOUNT DETAILS

DIRECT DEBIT FORM

Complete the Direct Debit Form on the next page and return to IATA :

E-mail: cssyd@iata.org

OR

Fax: **02 9299 6027**

It is important that you include proof of your authority to change the account by sending a copy of a statement with the Bank Account Name, Branch and Number Details.

The change is only valid once a confirmation is sent informing you of the first effective date for settlement.

PLEASE ALLOW 10 WORKING DAYS TO TAKE EFFECT



INTERNATIONAL AIR TRANSPORT ASSOCIATION

CLIENT SERVICE AGREEMENT

REQUEST FOR DEBITING ACCOUNTS BY THE DIRECT DEBIT SYSTEM



IATA's commitment to you:

Drawing arrangements:

We will advise you, in writing, the details of IATA's drawing arrangements under its BSP Reporting & Remittance Calendar no later than 7 days prior to the first drawing. Where the due date falls on a non-business day, we will draw the amount on the next business day. We will not change the frequency of drawing arrangements without prior notice to you. We reserve the right to cancel IATA's drawing arrangements if two drawings are returned unpaid by your nominated Financial Institution and to arrange with you an alternate payment method.

We will keep all information pertaining to your nominated account at the Financial Institution, private and confidential.

The Agent's rights:

You may terminate IATA's drawing arrangements at any time by giving written notice to us, to be received 30 days prior to the due date. You may stop payment of a debit under IATA's drawing arrangements by giving written notice to us, to be received at least 7 days prior to the due date. You may request a change to your nominated drawing account by advising details of the change 30 days prior to the due date. Where you consider that a drawing has been initiated incorrectly (outside IATA's drawings arrangement) you should take the matter up directly with us.

The Agent's commitment to IATA:

Your responsibilities:

It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date. It is your responsibility to ensure that the authorisation given us to draw on the nominated account is identical to the account signing instruction held by the Financial Institution where the account is based. It is your responsibility to advise us in advance if the account nominated by you to receive IATA's drawings is to be transferred or closed. It is your responsibility to arrange immediately with us a suitable alternate payment method if IATA's drawing arrangements are cancelled either by yourselves or by the nominated Financial Institution.

I/we request that monies due in terms of the payment arrangements covered by this document be drawn under the Direct Debit System from my/our account conducted with:

Name of Banking Institution:

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Account details
BSB

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Acct No.

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Account

Name:

.....
(Must be in company's legal name)

I/we acknowledge that this Direct Debit arrangement is governed by the terms of the Client Service Agreement received from you.

Customer's

Signature

Name

Printed

Title

Email Address:

IATA/DAPA Numeric Code

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1st Debit Date:

Reason for change (please tick):

Change of Ownership:

Other:

Contact:

E-mail address:

Phone no:

Company Name:

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Fax No:

We are now able to advise that details of your new bank account have been entered into our records. The account as detailed on the left will be used to settle all BSP billing statement(s) issued to you Agency on or after the above mentioned date.

Date entered:

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