TEMORA

Temora Shire Council

ABN: 55 048 860 109 105 Loftus Street (PO Box 262) Temora NSW 2666 Ph: 02 6980 1100 Fax: 02 6980 1138 rates@temora.nsw.gov.au or

Direct Debit Request

| The Triendly Shire | temora.nsw.gov.au | | | | | |
|-----------------------------------|--|---|---------------------|----------------------------|---------------------------------------|--|
| Request and Authority to debit | I/WeFull name or company | name & ABN | | | "you" | |
| | Request and authorise Temora Shire Council (456091) to arrange a debit to your nominated account to pay for land rates / sundry debtor account. | | | | | |
| | This debit or charge will be Bulk Electronic Clearing Sy the terms and conditions of | arranged by Temora Shire | from your nom | inated accou | | |
| Your Contact Details | | | | | | |
| | Email: | | @ | | | |
| | Phone: The address/email (please cho | oose one) above is the best w | ay for us to conta | ct you | | |
| Your account to be debited | Financial institution name | 9 | | | | |
| be debited | Name on account | | | | | |
| | BSB number (Must be 6 D | Digits) _ _ | _ - _ | _ | | |
| | Account number | _ | | | | |
| Amount of Debit | □ Rates | Ass | sessment No | : | | |
| | | t owing for the financial yeaes Notice issued. | ar will be deduc | eted on 31 st A | ugust | |
| | ☐ Quarterly: The amount owing for the quarter will be deducted on the quarterly instalment due date as per the Rates Notice issued. | | | | | |
| | ☐ Monthly The amount owing for the financial year will be deducted in 12 equal instalments. on the 15 th of the month. | | | | | |
| | ☐ Monthly: Amount: \$ Start Date: 15// End Date: 15// Deducted on the 15 th of the month | | | | | |
| | ☐ Fortnightly: The amount owing for the financial year will be deducted in 26 equal instalments on the Thursday of fortnights set by Council. | | | | | |
| | ☐ Fortnightly: Amount: \$ | Start Date: Deducted on the The | | | : | |
| | □ Debtors | Deb | otor No: | | | |
| | Debit Frequency: ☐ Monthly Balance: | The amount owing for the month as per the statement | | deducted on | the 15 th of the following | |
| | ☐ Monthly Set: Amount: \$ | Start Date: 15/ Deducted on the 15 ^t | / h of the month | End Date: | 15//_ | |
| | ☐ Fortnightly Set: Amount: \$ | | / | End Date: | 15//_ | |
| Confirmation | By signing and/or providing that: | us with a valid instruction | in respect to y | our Direct De | bit Request you confirm | |
| | You are authorised to operate the nominated account; and You have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement. | | | | | |
| | Signature | | _ Date | / | / | |
| | Signature | | _ Date | / | / | |
| | NB: If joint account all signing for a comp | gnatures required | o and capacity | for cianing o | a Director | |



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Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with **Temora Shire Council, (456091) ABN: 55 048 860 109** (the Debit User). It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

| 3. How to cancel or change direct debits 8. How to cancel or change direct debits 8. How to cancel or change direct debits 8. You can: (a) cancel or suspend the Direct Debit Request; or (b) change, stop or defer an individual debit payment at any time by giving at least 10 days' notice. 7. To do so, contact us at Temora Shire Council, 105 Loftus Street, TEMORA NSW 2666 or by telephoning us on 02 6380 1100 during business hours. You can also contact your own financial institution, which must act promptly on your instructions. 4. Your obligations 4. 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. (a) you may be charged a fee and/or interest by your financial institution; (b) we may charge you reasonable costs incurred by us on account of there being insufficient clear funds to be in your account by an agreed time so that we can process the debit payment. 4.3 You should cheek your account you and that the amounts debited from your account trudies to be in your account by an agreed time so that we can process the debit payment. 4.3 You should cheek your account statement to verify that the amounts debited from your account account respond to your query by arranging within a reasonable period for your financial institution for assistance. 5. Dispute 5. Dispute 6. Accounts 6. Accounts 7. We will out that the analysis of the amount by which your account has been and quisted. 8. If we conclude as a result of our investigations that your account you winding of the amount by which your account has been adjusted. 9. 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 in writing. 7. Our should cheek: (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all a | read in conjunction with y | nent for future reference. It forms part of the terms and conditions of your bliect bebit Request (bbR) and should be your DDR authorisation. | | | | |
|--|--|---|--|--|--|--|
| debit day means the day that payment they you for us is due. direct debit reguest means the written request between us and you to debit funds from your account us or we means Temora Shire Council (the Debit User) you have authorised by requesting a Direct Debit Request. you means the outstorner who has signed or authorised by other means the Direct Debit Request. The Direct Debit Request is a signed or authorised by other means the Direct Debit Request. 1.1 Debiting your account in the Direct Debit Request you have authorised us to arrange for funds to be debited from your account as account. The Direct Debit Request and this agreement set out the terms of the arrangement between us and you. 1.2 We will only arrange for funds to be debited from your account as an account. The Direct Debit Request is a day if you are unsure about which day your account has only the best your socount as an account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution to all the properties of the propert | Definitions | debited. | | | | |
| direct debit request means the written request between us and your to debit funds from your account, us or we means Tempor Shire Council (the Debit User) you have authorised by prequesting a Direct Debit Request, your Immandal Institution or means the financial institution normalised by you not b DDR at which the account is maintained. 1.1 Bebiting your account. 1.2 We will only arrange for funds to be debited from your account as uthorised in the Direct Debit Request and this agreement set out the terms of the arrangement between us and you. 1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request and this agreement set out the terms of the arrangement between us and you. 1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following Jamking day. If you are unsure about which day your account has or will be debited your account on the following Jamking day. If you are unsure about which day your account has or will be debited your account on the following Jamking day. If you are unsure about which day your account has or will be debited from your account on the following Jamking day. If you are unsure about which day your account has or will be debited your account on the following Jamking day. If you are unsure about which day your account has or will be debited from your account on the following Jamking day. If you are unsure about which day your account has been the Direct Debit Request to (b) change. Soot of defer an individual debit payment at any time by giving at least 10 days' notice. 1.4 Your care. 1.5 You care also contact your own financial institution, which must act promptly on your instructions. 2.6 You care also contact your own financial institution, which must act promptly on your instructions. 3.7 You should sheek your account which the Direct Debit Request in your account to allow a debit payment to be made by another method or arrange for sufficient fun | | banking 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 written request between us and you to debit funds from your account. us or we means Temora Shire Council (the Debit User) you have authorised by requesting a Direct Debit Request. you means the customer who has signed or authorised by other means the Direct Debit Request. your financial institution means the financial institution nominated by you on the DDR at which the account is | | | | |
| 1. Debiting your account account. The Direct Debit Request you have authorised us to arrange for funds to be debited from your account. The Direct Debit Request and this agreement set out the terms of the arrangement between us and you. 1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request. 1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited your should ask your financial institution. 2. Amendments by us the provided of the preferred email/address you have given us in the Direct Debit Request. (a) cased or suspend the Direct Debit Request or (b) change, stop or defer an individual debit payment at any time by giving at least 10 days' notice. 1. Your (a) cased or suspend the Direct Debit Request or (b) change, stop or defer an individual debit payment at any time by giving at least 10 days' notice. 1. Your obligations (b) change, stop or defer an individual debit payment at any time by giving at least 10 days' notice. 1. Your an also contact your own financial institution, which must act promptly on your instructions. 4. Your obligations (b) the preferred email/address you have given us in the Direct Debit Request or (a) your and pay be charged a fee and/or interest by your financial institutions. 4. Your and the preferred emails and the promption of your account to allow a debit payment to be made in a province of the preferred emails and the promption of your account to allow a debit payment to be made in a province of the preferred emails institution for a given and the preferred emails and the preferred ema | | | | | | |
| account. The Direct Debit Request and this agreement set out the terms of the arrangement between us and you. 1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request. 1.3 If the debit day falls on a day that is not a benking day, we may direct your financial institution to debit your account on the following day. He was direct your financial institution. 2. Amendments by us 2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice sent to the preferred email/address you have given us in the Direct Debit Request. (a) cancel or suspend the Direct Debit Request or (b) change, stop or defer an individual debit payment at any time by giving at least 10 days' notice. To days, contact us at Temora Shire Council, 105 Loftus Street, TEMORA NSW 2666 or by telephoning us on 02 6980 1100 during business hours. You can also contact your own financial institution, which must act promptly on your instructions. 4.1 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. (a) you may be charged a fee and/or interest by your financial institution; (b) we may charge your reasonable costs incurred by us on account of there being insufficient clear funds to be in your account to meet a debit payment. 5. Dispute 5. Dispute 5.1 If you believe that there has been an error in debiting your account, you should notify us directly on 02 6980 1100 or rates@temora.nsw.gov.au. Alternatively, you can take contact your financial institution for assistance. 5. 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 within a reasonable period for your financial institution for account (including interest and charges) accordingly. We will also notify you in writing of the amount by your accou | | | | | | |
| 1.3 If the debit day falls on a day that is not a <i>banking day</i> , we may direct your financial institution to debit your account not the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution. 2. Amendments by us 2. I We may vary any details of this agreement or a <i>Direct Debit Request</i> at any time by giving you at least fourteen (14) days written notice sent to the preferred email/address you have given us in the Direct Debit Request at any time by giving you at least fourteen (14) days written notice sent to the preferred email/address you have given us in the Direct Debit Request of (b) change, stop or defer an individual debit payment at any time by giving at least 10 days notice. 7. To do so, contact us at Temora Shire Council, 105 Loftus Street, TEMORA NSW 2666 or by telephoning us on 02 6880 1100 during business hours. 7. You can also contact your own financial institution, which must act promptly on your instructions. 7. You can also contact your own financial institution, which must act promptly on your instructions. 7. You can also contact your own financial institution, which must act promptly on your instructions. 8. You can also contact your own financial institution, which must act promptly on your instructions. 8. 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. 8. If there are insufficient clear funds in your account to meet a debit payment. 8. If there are insufficient clear funds in your account to meet a debit payment. 9. If you should check your account as counted to us on account of there being insufficient funds; and contact your funds to be in your account are correct. 9. If you believe that there has been an error in debiting your account has been incorrectly debited, we will respond to your query by arranging within a reasonable period for your funancial institution to | | account. The Direct Debit Request and this agreement set out the terms of the arrangement between us | | | | |
| 2.1 New to cancel or change direct debits fourteen (14) days written notice sent to the preferred email/address you have given us in the Direct Debit Request. 7/ou can: (a) cancel or suspend the Direct Debit Request; or (b) change, stop or defer an individual debit payment at any time by giving at least 10 days' notice. To do so, contact us at Temora Shire Council, 105 Loftus Street, TEMORA NSW 2666 or by telephoning us on 02 6890 1100 during business hours. You can also contact vour own financial institution, which must act promptly on your instructions. 4.1 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. 4.2 If there are insufficient clear funds in your account to meet a debit payment. 4.3 If you may be charged a fee and/or interest by your insancial institution; (a) you may be charged a fee and/or interest by your insancial institution; (b) we may charge you reasonable costs incurred by us on account of there being insufficient funds; you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds in your account you and you account of the you believe that there has been an error in debiting your account account account are correct funds to your your your your your your your you | | 1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited | | | | |
| change direct debits (a) cancel or suspend the Direct Debit Request; or (b) change, stop or defer an individual debit payment at any time by giving at least 10 days' notice. To do so, contact us at Temora Shire Council, 105 Loftus Street, TEMORA NSW 2666 or by telephoning us on 02 6980 1100 during business hours. You can also contact your own financial institution, which must act promptly on your instructions. 4.1 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. 4.2 If there are insufficient clear funds in your account on the end a debit payment. (a) you may be charged a fee and/or interest by your financial institution; (b) we may charge you reasonable costs incurred by us on account of there being insufficient funds; and (c) 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. 4.3 You should check your account statement to verify that the amounts debited frou your account are correct. 5. Dispute 5. Dispute 5.1 If you believe that there has been an error in debiting your account, you should notify us directly on 02 6980 1100 or rates@temora.nsw.gov.au. Alternatively, you can take contact your financial institution for assistance. 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by your your your your your your financial institution to adjust your account your account account as derived your account your your your your your your your your | • | fourteen (14) days written notice sent to the preferred email/address you have given us in the Direct Debit | | | | |
| 4. Your obligations 4. Your obligations 4. Your obligations 4. 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 Reguest. 4.2 If there are insufficient clear funds in your account to meet a debit payment (a) you may be charged a fee and/or interest by your financial institution; (b) we may charge you reasonable costs incurred by us on account of there being insufficient funds; and (c) 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. 4.3 You should check your account statement to verify that the amounts debited from your account are correct 5. Dispute 5. If you believe that there has been an error in debiting your account, you should notify us directly on 02 6980 1100 or rates@temora.nsw.gov.au. Alternatively, you can take contact your financial institution for assistance. 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging within a reasonable period 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. 5.3 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 in writing. 6. Accounts You should check: (a) 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. (b) your account details which you have provided to us are correct by checking them against a recent account statement; and (c) with your financial institution in before completing the Direct Debit Request if you have | 3. How to cancel or change direct debits | (a) cancel or suspend the Direct Debit Request; or | | | | |
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| (b) we may charge you reasonable costs incurred by us on account of there being insufficient funds; and (c) 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. 4.3 You should check your account statement to verify that the amounts debited from your account are correct to verify that the amounts debited from your account are correct 1100 or rates@temora.nsw.gov.au. Alternatively, you can take contact your financial institution for assistance. 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging within a reasonable period 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. 5.3 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 in writing. 6. Accounts You should check: (a) 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. (b) your account details which you have provided to us are correct by checking them against a recent account statement; and (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request if you have any queries about how to complete the Direct Debit Request. 7. Confidentiality 7.1 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 about you do not make any unauthorized use, modification, reproduction or disclosure of that information about you do not make any unauthori | | debit payment to be made in accordance with the Direct Debit Request. 4.2 If there are insufficient clear funds in your account to meet a debit payment. | | | | |
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| 5. Dispute 5. 1 If you believe that there has been an error in debiting your account, you should notify us directly on 02 6980 1100 or rates@temora.nsw.gov.au. Alternatively, you can take contact your financial institution for assistance. 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging within a reasonable period 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. 5.3 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 in writing. 7. 2 Should check: (a) 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. (b) your account details which you have provided to us are correct by checking them against a recent account statement; and (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request. 7. 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 unauthorized use, modification, reproduction or disclosure of that information. 7.2 We will only disclose information that we have about you. (a) to the extent specifically required by law, or (b) for the purposes of this agreement (including disclosing information in connection with any query or claim). 8. 1 If you wish to notify us in writing about anything relating to this agreement, you should write to Temora Shire Council, PO Box 262, | | funds to be in your account by an agreed time so that we can process the debit payment. | | | | |
| 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging within a reasonable period 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. 5.3 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 in writing. 6. Accounts You should check: (a) 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. (b) your account details which you have provided to us are correct by checking them against a recent account statement; and (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request. 7. Confidentiality 7.1 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 unauthorized use, modification, reproduction or disclosure of that information. 7.2 We will only disclose information that we have about you: (a) to the extent specifically required by law; or (b) for the purposes of this agreement (including disclosing information in connection with any query or claim). 8. Contacting each other | 5. Dispute | 5.1 If you believe that there has been an error in debiting <i>your account, you</i> should notify us directly on 02 6980 1100 or rates@temora.nsw.gov.au. Alternatively, you can take contact your financial institution for | | | | |
| 5.3 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 in writing. You should check: (a) 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. (b) your account details which you have provided to us are correct by checking them against a recent account statement; and (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request. 7.1 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 unauthorized use, modification, reproduction or disclosure of that information. 7.2 We will only disclose information that we have about you: (a) to the extent specifically required by law; or (b) for the purposes of this agreement (including disclosing information in connection with any query or claim). 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to Temora Shire Council, PO Box 262, TEMORA NSW 2666 8.2 We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request. | | 5.2 If we conclude as a result of our investigations that <i>your</i> account has been incorrectly debited, we will respond to <i>your</i> query by arranging within a reasonable period for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. We will also notify you in writing of the amount by | | | | |
| (a) 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. (b) your account details which you have provided to us are correct by checking them against a recent account statement; and (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request. 7.1 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 unauthorized use, modification, reproduction or disclosure of that information. 7.2 We will only disclose information that we have about you: (a) to the extent specifically required by law; or (b) for the purposes of this agreement (including disclosing information in connection with any query or claim). 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to Temora Shire Council, PO Box 262, TEMORA NSW 2666 8.2 We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request. | | 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will | | | | |
| is not available on all accounts offered by financial institutions. (b) your account details which you have provided to us are correct by checking them against a recent account statement; and (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request. 7.1 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 unauthorized use, modification, reproduction or disclosure of that information. 7.2 We will only disclose information that we have about you: (a) to the extent specifically required by law; or (b) for the purposes of this agreement (including disclosing information in connection with any query or claim). 8. Contacting each other 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to Temora Shire Council, PO Box 262, TEMORA NSW 2666 8.2 We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request. | 6. Accounts | | | | | |
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| 8.2 We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request. | 8. Contacting each | 8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i> , <i>you</i> should write to | | | | |
| 8.3 Any notice will be deemed to have been received on the second <i>banking day</i> after sending. | 5.1101 | 8.2 We will notify you by sending a notice to the preferred address or email you have given us in the Direct Debit Request. | | | | |
| | | 8.3 Any notice will be deemed to have been received on the second banking day after sending. | | | | |

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