



Employer Schedule for MercerSpectrum

1 What is the name of the company?

Employer name: _____

Trading name: _____

Postal Address: _____

State: _____ Postcode: _____

Employer Number: _____

2 Who will provide the contributions details?

Name _____

Title _____

Telephone: _____ Fax: _____

Email address _____

3 How often will you be paying contributions?

Monthly _____ Quarterly _____

4 What will be the frequency period start date for paying contributions?

____/____/____

5 Would you prefer to pay on line? _____

or from an extract from your payroll system? If so, please show details of your payroll system being used _____

Please:

Return with the Direct Debit Request Agreement to Mercer Spectrum, GPO Box 9946, Melbourne, VIC, 3001.



MERCERSPECTRUM

Client Initiated Direct Debit Request Agreement (“Agreement”)

BETWEEN Mercer (Australia) Pty Ltd ABN 32 005 315 917 of 33 Exhibition Street Melbourne (“us/we/our”)

AND _____ (“the Employer/you/your”)

The Employer wishes to use the MercerSpectrum service to make contribution payments (“Contributions”) on behalf of its employees to eligible choice funds (“Eligible Choice Funds”) as defined in section 32D and section 32E of the Superannuation Legislation Amendment (Choice of Superannuation Funds) Act (“the Choice of Fund Act”).

The terms under which we are authorised to arrange the drawing of funds by way of the Direct Debit System are contained in this Agreement and the MercerSpectrum Conditions of Use and Privacy Policy (“Service Agreement”) to which you have agreed or will agree.

The Service Agreement is displayed at the dedicated MercerSpectrum internet site and accessible at www.mercerspectrum.com.

This Agreement and the Service Agreement are the documents referred to in the Client Initiated Direct Debit Request (“DDR”) which forms part of this Agreement.

The Direct Debit System is the service set out in this Agreement. You are only entitled to use the services provided under this Agreement while you are acting in strict compliance with the terms of this Agreement and the Service Agreement. If there is any inconsistency between the provisions of this Agreement and the provisions of the Service Agreement then the provisions of this Agreement shall prevail to the extent of any such inconsistency and the Service Agreement must be construed accordingly.

Mercer’s commitment

- The amount to be drawn will vary according to the amount you calculate as the Contributions payable by you and advised by you to us (“Notification”).
- The timing of each drawing will vary according to the date on which we receive your Notification. The drawing shall be made within 2 Business Days (a Business Day being a day on which most banks are open for business in Victoria) of our receipt of your Notification provided we receive it before 3.00 pm eastern standard time (or if applicable, eastern summer time) on a Business Day (usually the drawing will be made on the following Business Day).
- We will use reasonable endeavours to action a Stop Payment Request received from you before the Cut-off Time (both terms as defined in the Service Agreement)
- Where the date on which a drawing is to be made falls on a non-Business Day, we will arrange to draw the amount on the next Business Day.
- We will not change the drawing arrangements set out in this Agreement without giving you at least 30 days written notice of the change.
- We reserve the right to cancel these drawing arrangements if any drawings are returned unpaid by the Financial Institution nominated by you in the DDR (“Financial Institution”) and to arrange with you an alternate payment method.



MERCERSPECTRUM

- We will keep all information pertaining to your Nominated Account (“Nominated Account”) private and confidential, however your bank account number will be disclosed to the Financial Institution nominated by us to make the drawing authorised by you under this Agreement.
- To the extent that the MercerSpectrum service is a Licensable Financial Service (being a service which may only be provided by the holder of an Australian Financial Services License (as that term is defined in the Corporations Act) we provide the MercerSpectrum services as the corporate authorized representative Rep#260851 of Mercer Investment Nominees Ltd A.C.N. 004 717 533.

Employer's rights:

- You may terminate the DDR at any time by giving 10 Business Days written notice to us or your Financial Institution.
- If you dispute any amount drawn by us under the terms of the DDR you should take the matter up directly with us by contacting the MercerSpectrum support consultant advised to you from time to time. Alternatively you can contact Your Financial Institution.

Employer's commitment and responsibilities:

You must

- ensure that you use MercerSpectrum to make all Contributions in respect of your employees in the amounts and at the times legally required by the Fund.
- ensure that sufficient cleared funds are available in the Nominated Account with the Financial Institution to meet any drawing
- ensure that the authorisation given to draw on the Nominated Account is identical to the account signing instruction held by the Financial Institution where the account is based.
- advise us if the Nominated Account is transferred or closed.
- send us a Stop Payment Request by the Cut-off Time (both terms as defined in the Service Agreement)
- arrange with us a suitable alternate payment method if the DDR is cancelled either by you or the Financial Institution.
- ensure the accuracy of the calculation of Contributions and notification of the correct amount to us.
- Where you are required to make an SG payment, then you will ensure the Notification is received by us no later than seven (7) Business Days prior to the SG Payment Date (all terms as defined in the Service Agreement).

Processing Responsibilities

- We are not responsible for but will assist you in the recovery of refunds due to you.
- We are not liable for any late payments resulting from your failure to provide accurate or timely notification of Contributions or sufficient funds to pay the contributions.



MERCERSPECTRUM

Signed for and on behalf of the Employer

**Signed for and on behalf of Mercer
(Australia) Pty Ltd**

Signature

Signature

Print Name

Print Name

Date

Signature

Print Name

Date



MERCERSPECTRUM

CLIENT INITIATED DIRECT DEBIT REQUEST

_____ ABN _____

Employer full name

Address _____

("the Employer") requests

Mercer (Australia) Pty Ltd ABN 32 005 315 917 (User ID 143048) to draw under the Direct Debit System the Contributions advised by the Employer to the Eligible Choice Funds nominated by you on the MercerSpectrum Site.

Nominated Account details (Employer's bank account):

Bank _____

BSB _____ - _____

Account No _____

Account Name _____

The Employer agrees to be bound by the terms and conditions of this Agreement and the Service Agreement.

Name _____ (please print clearly)

Signed _____ Date _____

Name _____ (please print clearly)

Signed _____ Date _____

Mail this Agreement to: MercerSpectrum, GPO Box 9946, Melbourne VIC 3001