



DEBIT ORDER AGREEMENT BETWEEN:

DESPATCH ALUMNI NPC
PO BOX 8
DESPATCH
6220
EMAIL: admin@despatchalumni.co.za

AND:

INDIVIDUAL INFORMATION

COMPANY / BUSINESS INFORMATION

Name and Surname:	Registered name:
Address:	Physical address: PO address:
ID Number:	Registration number: VAT number (if applicable):
Contact number:	Contact number:
Email address:	Email address:
	Director / member details:

BANKING DETAILS:

Bank name:	
Account number:	
Account name:	
Branch name and number:	
Type of account:	<input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> Transmission
Monthly debit order amount:	
Withdrawal day of the month:	
First debit order date:	

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I hereby request, instruct & authorize DESPATCH ALUMNI to draw the monthly deposit against my account with the above-mentioned bank (or any bank which I may transfer my account to) on the above stipulated date, every month. If the date of the payment instruction falls on a non-processing day I agree that the payment instruction may be debited against my account on the previous or following business day at DESPATCH ALUMNI discretion; or subsequent payment instructions will continue to be delivered in terms of this authority until the obligations in terms of the Agreement have been paid or until this authority is cancelled by me by giving you notice in writing of not less than 1 (one) calendar month and sent by prepaid registered post or delivered to your address indicated above. I agree that although this authority and mandate may be cancelled by me, such cancellation will not cancel the Agreement. I also understand that I cannot reclaim amounts, which have been withdrawn from my/our account (paid) in terms of this authority and mandate if such amounts legally owed you. I further authorize DESPATCH ALUMNI to draw any amount returned by my bank as unpaid and any arrears on any day of the following month or to increase my debit order amount to collect any arrears and further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account via any priority debit order tracking system and re-present the instruction for payment as soon as sufficient funds are available in my account.

Account Holder Signature: _____

Date: _____

I confirm that I have read & understand & undertake to comply with and be bound by all terms and conditions on the face and reverse hereof.

Your DEBIT ORDER AGREEMENT form and these terms and conditions ("Terms") form the "Agreement" between you and us:

- 1.) Joining Fee: You will NOT be required to pay a Joining Fee. Your first debit order will activate your status as donor of DESPATCH ALUMNI.
- 2.) When will my participation start? You officially be classified as donor from the Start Date as set out in your DEBIT ORDER AGREEMENT Form provided that: You have signed the DEBIT ORDER AGREEMENT and provided all documentation required (if applicable). You have provided us with valid banking details for payment of your monthly donation.
- 3.) What if I change my mind and want to cancel my donation debit order? You can write and tell us that you want to cancel your donation within 5 business days of signing this Agreement, excluding the day of signature. A "request to cancel form" must be collected from DESPATCH ALUMNI (Requested per email), and filled in by you then mailed back to admin@despatchalumni.co.za. Please keep proof of your request to cancel your donation and that the cancelation was actually received by us.
- 4.) How long will my donation contribution last? If you pay by monthly debit order: Your donation will commence on the Start Date and will continue month by month calculated from the first day of the month following your Start Date.
- 5.) Reasons for us ending your donation / debit order: We may cancel or suspend this agreement at our absolute discretion by writing to you at the postal or email address we have on record if the information you supplied to us is found to be incorrect and/or false, or we reasonably think that you have in some way tarnished the reputation and brand of DESPATCH ALUMNI.
- 6.) Can I end my donation: Yes, if you pay your monthly donation by debit order and you wish to cancel, then you must give 1 (one) calendar month's written notice (mail to email- or postal address provided) of termination. If you have paid your donations upfront and you wish to cancel, then you must give us 20 business days written notice of termination and we will refund you the donation you have already paid in advance.
- 7.) Donation and increases: Donations are not subjective to any annual escalation.
- 8.) Collecting your donation, rejections: If you pay on debit order your monthly debit will be submitted in advance on or about the dates that appear on your DEBIT ORDER AGREEMENT form. Should your monthly debit order reject, you hereby authorize DESPATCH ALUMNI to re debit your account for the arrears on any day of the month that is suitable to DESPATCH ALUMNI and to track your account via any priority debit order tracking system and re-present the instruction for payment as soon as sufficient funds are available in your account, and to charge an administration fee of **R20** to your account for each rejection.
- 9.) The Small Print:
 - Your DEBIT ORDER AGREEMENT is applicable to you and may not be traded or transferred to another person outside of the terms and conditions outlined in clause 8 hereof.
 - If you fail to pay your monthly donation per the DEBIT ORDER AGREEMENT on the due date, then you will become liable to pay all costs in connection with the collection of the arrears. We reserve the right to debit your account for any arrears on any date at our discretion.
 - The donor hereby consents to and authorises the DESPATCH ALUMNI to communicate with him/her by way of any electronic medium, including but not limited to, Electronic Mail, Short Message Service (sms), "Pop-Up" Web Advertising Banners, Social Media platforms and related Internet and Wireless Protocol (WAP) applications. The performance of DESPATCH ALUMNI obligations in terms of this agreement shall be strictly in compliance with the Protection of Personal Information Act, 2013 (POPIA) and all other laws, policies, and procedures (Applicable Laws), relating to the protection, storage, handling, privacy, processing, and destruction of Personal Information.

Please do not sign below until you have read and understood your DEBIT ORDERS AGREEMENT Form, these Terms and Conditions and the Rules and Regulations. If there is anything that you do not understand please ask us for a further explanation before you sign below.

I agree (donor / guardian signature): _____

Date: _____

If you are under 18 your parent or guardian will need to sign here to consent to you becoming a donor to DESPATCH ALUMNI NPC.