

COMPANY SETUP FORM

hello@nla.com.au
1300 664 332



COMPANY DETAILS

COMPANY NAME WEBSITE

NUMBER OF EMPLOYEES ABN

PAYROLL FREQUENCY ACCOUNTING SOFTWARE

STREET ADDRESS

SUBURB STATE POSTCODE

IF DIFFERENT FROM STREET ADDRESS

MAILING ADDRESS

SUBURB STATE POSTCODE

ACCOUNT CONTACT - PERSON WHO WILL RECEIVE THE INVOICES

NAME PHONE

EMAIL JOB TITLE

PAYROLL CONTACT - PERSON WHO WILL RECEIVE THE PAYROLL ADVICES

NAME PHONE

EMAIL JOB TITLE

HUMAN RESOURCES CONTACT - PERSON WHO MANAGES EMPLOYEE BENEFITS

NAME PHONE

EMAIL JOB TITLE

AUTHORISED SIGNATORIES

1. PERSON AUTHORISED TO SIGN NOVATIONS ON THE COMPANY'S BEHALF

NAME PHONE

EMAIL JOB TITLE

SIGNATURE DATE

2. PERSON AUTHORISED TO SIGN NOVATIONS ON THE COMPANY'S BEHALF

NAME PHONE

EMAIL JOB TITLE

SIGNATURE DATE

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PAYROLL DEDUCTIONS, INVOICING & EMPLOYER OBLIGATIONS

- Your payroll contact will receive a "payroll deduction advice" immediately upon any novated lease commencement. This clearly outlines recurring payroll deduction amounts. Prior to this, both the employee and HR will sign a vehicle packaging schedule which outlines all vehicle details, lease package inclusions, chosen term, as well as noting payroll deduction amounts and advising the net income reduction for the employee.
- A monthly invoice is supplied on or around the first business day of each month. This invoice will itemise each employee with a current novated lease, applicable amounts relating to each individual as well as the total amount payable. The total amount payable will be direct debited on the date of the employer's choosing or on or around the 15th if no date has been nominated. Whilst direct debit is preferred, you can opt to pay via standard bank transfer no later than the 15th of each month.
- As an employer, your obligation is to ensure that salary deductions are made and paid on time to NLA. If an employee with an NLA novated lease is terminated or leaves the business, you (the employer) must notify us by way of email to admin@nla.com.au. Your obligation to make salary deductions will end at this time, but you must ensure any final lease deductions are passed on to NLA. Once actioned, your responsibility relating to payments for the vehicle (on behalf of the employee) will cease and any and all responsibilities will transfer to the employee. At the end of any employee novated lease (either by end date, or termination of novation as aforementioned), a full reconciliation is conducted. NLA will make a concerted effort to complete this reconciliation within 21 days. Any and all unused lease funds will be returned to the employer and must be on-paid to the employee, and taxed as applicable. If the lease has ended in arrears (due to overspend on budgeted running costs by the employee) - NLA will issue a final invoice to the employer. The employer must pay this amount within 21 days (however NLA will make a conscious effort to obtain from employee direct).

DIRECT DEBIT TERMS AND CONDITIONS

This direct debit section is optional. If not completed you will be required to ensure payment is received prior to the due date. Late payment will delay allocation of funds into driver accounts and non-payment to service providers.

REQUEST AND AUTHORITY TO DEBIT, TO PAY NOVATED LEASE AUSTRALIA PTY LTD

COMPANY NAME

ABN

Request and authorise Novated Lease Australia Pty Ltd to arrange, through its own financial institution, a debit to your nominated account any amount Novated Lease Australia Pty Ltd, has deemed payable by you. This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

FINANCIAL INSTITUTION DETAILS

MUST BE 6 DIGITS

COMPANY NAME ON ACCOUNT

BSB NUMBER

E.G. 10TH DAY OF THE MONTH

ACCOUNT NUMBER

FREQUENCY

INITIAL DIRECT DEBIT DATE

(IF NO DAY IS LISTED ABOVE AS PREFERRED - PAYMENT WILL BE ON OR AROUND 15TH OF EACH MONTH)

ACCOUNT SIGNATORY

E.G. CFO, DIRECTOR

NAME

CAPACITY FOR SIGNING

SIGNATURE

DATE

ACKNOWLEDGEMENT

By signing and / or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Novated Lease Australia Pty Ltd as set out in this Request and in your Direct Debit Request Service Agreement.

The following is your Direct Debit Service Agreement with Novated Lease Australia Pty Ltd. The agreement is designed to explain 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. We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request.

DEFINITIONS

account	means the account held at your financial institution from which we are authorised to arrange for funds to be debited
agreement	means this Direct Debit Request Service Agreement between you and us.
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 Direct Debit Request between us and you.
us or we	means Novated Lease Australia PTY Ltd (the Debit User) you have authorised by signing 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 maintained.

1. DEBITING YOUR ACCOUNT

1.1 By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for 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. or We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.

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 you should ask 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.

3. AMENDMENTS BY YOU

3.1 You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by email to: accounts@novatedleaseaustralia.com.au;

OR by telephoning us on 1300 664 332 during business hours;

OR Arranging it through your own financial institution.

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 Request.

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) you may also incur fees or charges imposed or incurred by us; 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.

DEFINITIONS

4.3 You should check your account statement to verify that the amounts debited from your account are correct.

4.4 If Novated Lease Australia Pty Ltd is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay Novated Lease Australia Pty Ltd on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. DISPUTES

5.1 If you believe that there has been an error in debiting your account, you should notify in writing as soon as possible so we can resolve the issue. Alternatively you can contact your financial institution directly.

5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will arrange 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 provide reasons and evidence for this finding in writing.

6. ACCOUNTS

6.1 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 unauthorised 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. NOTICE

78.1 If you wish to notify us in writing about anything relating to this agreement, you should email to:
accounts@novatedleaseaustralia.com.au

8.2 We will notify you by sending a notice over email to the email address you have given us in the "Accounts Contact" section on page one of this document.

8.3 Any notice will be deemed to have been received on the third banking day after emailing.

9. E-SIGNATURE

You as the employer consents to the use of an electronic signature platform to execute and exchange novation agreements for and on behalf of the employer, and warrants that it is authorised to execute and exchange such agreements electronically. The employer warrants that immediately prior to exchanging any novation agreement, it has unconditionally consented to:

1. the requirement for a signature under any law being met;
2. any other party to the document executing it,
3. by any method of electronic signature that other party uses (at that other party's discretion), including signing on an electronic device or by digital signature.