



Signup at www.capitalguardians.com "Registration" (top of page, vendor registration) or Or Fax/email form to (03) 8677 9255 / customer@capitalguardians.com

Business Trading Name ABN: _____

Address _____

City _____ State _____ Postcode _____ Country: Australia _____

Company telephone _____

Community / facility invoicing through Capital Guardians _____

Description of products and/or services _____

For the payment of direct deposits into your account

Bank BSB: _____ Account number: _____ Account name: _____

Primary contact (invoicing, remittance advises and departure notifications)

First name Surname Email Telephone

Other user contacts (invoicing)

First name Surname Email Telephone

Onus of the Provider

- Login and enter invoices, dated correctly, into the online system for payment after the service is performed or product delivered. Invoice weekly, or at latest by the fifth working day from the end of the month for monthly statements. If notified by Capital Guardians ("CG") that the account does not have a satisfactory financial balance for payment of future goods and/or services, immediately discuss alternative payment options with customer and/or suspension of goods and/or services. Keep relevant records of proof of delivery of product or service per normal industry standards. Expediently answer queries and/or provide relevant records regarding services performed or products supplied upon request by customer and/or their representatives. Understand that CG undertakes to ensure there is money available for weekly invoice payments by ensuring there is always a satisfactory balance held in trust, via direct debit tools and immediate follow up reminders where financial balance is not adequate or direct debits fail, however, cannot guarantee payment. Providers can ensure there are monies available for payment via the online invoice checking tool. Ensure all terms and conditions and all other normal facets of servicing customers are fully agreed between yourself and your customer, CG only deal with payment facilitation.

Onus of Capital Guardians

- To allow your organisation to bill multiple customers within the one system. Pay invoices approved prior to close of business Thursday every Friday (or other timelines as agreed separately to this agreement) into your bank account, less a 2.0% merchant fee (Excluding NDIS) and provide an email to you outlining all the accounts paid in the deposit. Allow you to view history, account status, payment status, and remittances anytime through the Capital Guardians system. Give you five days' notice regarding the closure of an account at which time CG allow customers to withdraw their funds. Four weeks written notice must be given if there is any change in these terms. CG operates under AFSL 446920 and holds Professional Indemnity insurance over monies held.

Signed Name Position