

# Application for a Debit Order

Confidential

Please tick (✓) the applicable box

**CLIENT**

	Surname (if individual)/Name of business	
I/We, the undersigned	<input type="text"/>	Initials (if individual)
Account/agreement to be credited	<input type="text"/>	hereby request you to
add a debit order <input type="checkbox"/>	change my/our debit order <input type="checkbox"/>	delete my/our debit order <input type="checkbox"/>

**Particulars of bank account to be debited**

I hereby authorise the bank to debit the account nominated below on/or after the specified dates with the fixed or due amount as indicated below:

Account to be debited	Account type
<input type="text"/>	<input type="checkbox"/> 1 Cheque <input type="checkbox"/> 2 Savings <input type="checkbox"/> 3 Transmission
Clearing code	<input type="text"/>

Name of institution

Branch

Address

Debit order type	1 Fixed amount	2 Due amount	Commencement date on or after	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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**NB:** A DUE AMOUNT instruction is an instruction where the AMOUNT and FREQUENCY are determined by the credit account.  
 A FIXED AMOUNT instruction is an instruction where the AMOUNT and FREQUENCY are specified by the client.

**Specified dates**

I authorise the bank to debit the account nominated above on the following specified date for the duration of the account or agreement or any extension or amendment thereof on the frequency stated below:

Specified payment date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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If the specified payment date is the salary date, the client agrees to inform the bank in writing of any changes to his/her salary date.

The client further agrees that, should the specified payment date above fall on a public holiday, Saturday or Sunday, the bank is authorised to deduct the repayment on the business day immediately following the public holiday, Saturday or Sunday.

**Additional information for fixed amount instructions**

Regular payment date	Amount <b>R</b>																																		
<input type="text"/>	<input type="text"/>																																		
	Amount in words																																		
	<input type="text"/>																																		
	Expiry date																																		
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																																		
Frequency	Day of week																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">07</td> <td style="width: 15%;">Weekly</td> <td style="width: 10%;">13</td> <td style="width: 15%;">Month-end</td> <td style="width: 10%;">04</td> <td style="width: 10%;">4-monthly</td> </tr> <tr> <td>14</td> <td>2-weekly</td> <td>02</td> <td>2-monthly</td> <td>06</td> <td>6-monthly</td> </tr> <tr> <td>01</td> <td>Monthly</td> <td>03</td> <td>Quarterly</td> <td>12</td> <td>Annually</td> </tr> </table>	07	Weekly	13	Month-end	04	4-monthly	14	2-weekly	02	2-monthly	06	6-monthly	01	Monthly	03	Quarterly	12	Annually	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">01</td> <td style="width: 10%;">Mon</td> <td style="width: 10%;">04</td> <td style="width: 10%;">Thurs</td> <td style="width: 10%;">07</td> <td style="width: 10%;">Sun*</td> </tr> <tr> <td>02</td> <td>Tues</td> <td>05</td> <td>Fri</td> <td colspan="2" rowspan="2" style="text-align: center;">*Internal acc only</td> </tr> <tr> <td>03</td> <td>Wed</td> <td>06</td> <td>Sat</td> </tr> </table>	01	Mon	04	Thurs	07	Sun*	02	Tues	05	Fri	*Internal acc only		03	Wed	06	Sat
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## TERMS AND CONDITIONS

The client authorises Absa Bank Limited (“the bank”) to carry out the instructions, subject to the following terms and conditions:

The client acknowledges and agrees that he/she has been given an adequate opportunity to read and understand the terms and conditions below and that he/she has been made aware of all terms printed in bold.

1 The client issues the instructions at the client’s own risk and acknowledges the following:

- 1.1 The accounts to be debited and/or credited pursuant to the client’s instructions, are governed by separate terms and conditions;
- 1.2 There is no onus on the bank or the beneficiary’s bank to verify the correctness of the details provided by the client.
- 1.3 Any debit to the client’s account which was made pursuant to the client’s instruction is final, irrevocable and may not be set aside or repaid.
- 1.4 At no stage will the bank be liable for unsuccessful or returned transactions.

1.5 The onus shall be on the client to prove that any amount apparently withdrawn and credited to an account in terms of this authorisation was not due or was effected contrary to the client’s authorisation.

- 2 This authorisation shall remain in force at any other branch of the bank to which any of the accounts may be transferred.
- 3 The client authorises the bank to debit his/her account with the service charges, which is payable in connection with this debit order instruction.
- 4 Except to the extent the bank acted with gross negligence or with fraudulent intent, the client indemnifies the bank and undertakes to hold the bank harmless against any loss, damage, legal liability, legal costs (including costs on an attorney and client scale) or expenses of whatever nature the bank may suffer or become liable for arising from incorrect, unlawful or unauthorised instructions or information given by the client or any other person authorised or deemed to be authorised to act on behalf of the client.
- 5 The client’s instructions are valid until cancelled by the client, or until the expiry date specified herein, whichever is the earlier.