

# B2Bpay Biller Activation Form

B2Bpay Biller Code:

*B2Bpay to assign*



This agreement of \_\_\_/\_\_\_/20\_\_\_ between the following parties in compliance with the terms & conditions overleaf;

1. Zenpay Pty Ltd ACN 056 881 942 (t/a B2Bpay) part of the Zenith Payments group of Units 5-9, 5 Rosebery Place, Balmain NSW 2041 (Referred to in this agreement as **we** or **us**) and;

ACN:	<input type="text"/>
ABN:	<input type="text"/>

2. \_\_\_\_\_  
Your Company Name (Referred to in this agreement as **you** or **your** or **Biller**)

<b>YOUR DETAILS:</b>			
Trading Name:	<input type="text"/>		
Full Postal Address <i>No PO Boxes for verification purposes</i>	<input type="text"/>		
Business Sector / Industry:	<input type="text"/>	Website:	<input type="text"/>
Beneficial Owner Name & Email:	Email: <input type="text"/>		
Phone:	<input type="text"/>	Invoicing Software System:	<input type="text"/>
Company Phone Number:	<input type="text"/>		
Beneficial Owner Identity:	Driving Licence <b>OR</b> Passport Number:		<input type="text"/>
<b>BANK ACCOUNT DETAILS - Credit:</b>	<i>Your bank account for receiving of funds.</i>		
BSB & Account Number:	BSB: <input type="text"/>	Account Number: <input type="text"/>	
Bank Account Name:	<input type="text"/>		
Bank Name & Branch:	<input type="text"/>		
<b>BANK ACCOUNT DETAILS - Debit:</b>	<i>Your bank account for payment of any applicable fees. As Above (if different, please fill in below)</i>		
BSB & Account Number:	BSB: <input type="text"/>	Account Number: <input type="text"/>	
Bank Account Name:	<input type="text"/>		
Bank Name & Branch:	<input type="text"/>		

**Payment Processing Details**

- Your company will be listed as a B2Bpay Biller to facilitate your *Customers* to process payments to you.
- Payments made by your *Customer* will be transferred by B2Bpay to *your* nominated Bank Account.
- Customer details will be provided to you to enable payment reconciliation.
- You will promote the ability for *Customers* to process *Payments* to *you* using B2Bpay on your invoice / statement / contract templates, online and through other means. Assistance will be provided by B2Bpay to assist *you* in this regard.
- Payment Processing fee will be paid by your *Customers*

<b>Details</b>		
<b>Biller Beneficial Owner Declaration &amp; Signature:</b>	I hereby enter into this agreement with Zenpay Pty Ltd (T/A B2Bpay) & authorise B2Bpay to credit & debit my/our nominated bank account specified above in accordance this agreement. <b>Direct Debit Request:</b> I/we request that moneys due in terms of the repayment arrangements covered by this document, be drawn by B2Bpay / Zenith Payments (User ID 470911) under the Direct Debiting System from my/our account stated above. I/we acknowledge that this Direct Debiting arrangement is governed by the terms of the Direct Debit Service Agreement available on the B2Bpay website.	
	Biller Beneficial Owner Name: <input type="text"/>	Signature: <input type="text"/>
<b>B2Bpay:</b>	B2Bpay Representative Name: <input type="text"/>	Signature: <input type="text"/>

**Sign and return this entire form with:**

- Proof of the above Bank Account ownership - e.g. bank statement pdf (not an internet banking screen statement) or a letter from bank (signed by a representative from the bank) which also includes your business address
- Your company logo (jpeg or gif format) to promote your participation – can be submitted later
- Clear scan/copy of Licence or Passport photo and number (including your date of birth)

## Terms & Conditions:

### 1. Definitions

In this agreement:

**Account Holder** means any person, or *Customer*, who makes payment to *you* on behalf of a *Customer*.

**Account Holder's Account** means any bank, credit or debit account that facilitates the debiting by the program of fees and other payments payable to *you* on behalf of a *customer*.

**Applicable Payments** means successful payments made by *customers* to *you* using the *Program* and that attract program *Points*.

**Approved Program Material** means the materials relating to the promotion of the *Program* including the conditions of use of those materials.

**Biller Beneficial Owner** is a person who owns 25% or more of the Biller Company entity.

**Bonus Points Cost Rate** is the rate on the first page of this agreement and any other rate that the parties may agree to from time to time for *Points* offers. This rate is applicable while *you* are offering *Points* under this Agreement and is applied to the *Payment* amount paid by your *Customer*.

**Commencement Date** means the date of this agreement or such other date as the parties may agree in writing.

**Customer** means any person or entity with whom *you* engage in a business transaction requiring payment to *you* or any person who utilises the *Program* to make a payment to *you*

**Customer Authorisation Form** or **Customer Authorisation** means any form or other authority provided by your *customer*.

**GST** means any goods and services tax, value added tax or sales tax imposed on the sale or supply of goods, services and rights including but not limited to a tax imposed by the A New Tax System (Goods and Services Tax) Act 1999 (Cth) and the related imposition Acts of the Commonwealth.

**Insolvent** in the case of a company, means that a company is or becomes unable to pay its debts when they become due, or is or becomes unable to pay its debts within the meaning of the Corporations Act 2001, or is presumed to be insolvent under that Act, or in the case of an individual, the individual dies, becomes bankrupt or is of unsound mind.

**Invoice** means one or more invoices given to *you* by *us* containing such information as we consider necessary to enable *us* to calculate the amount that *you* owe to *us* under this agreement.

**Nominated bank accounts** means the bank account(s) nominated by *you* in this or your previous agreements for the purpose of receiving *Payments* and for payment of any amounts due by *you*.

**Payments** in relation to a *Customer*, means any *Payments* made or payable or due to *you* by a *Customer*. For the purpose of this agreement, it also includes any other payments made to *you* and processed by *you*, *us* or another party.

**Points** means points or similar rewards which *you* fund under this Agreement when a *Customer* makes an *Applicable Payment* using the *Program*

**Privacy Law** means all legislation, principles, industry codes and policies regulating the handling of *personal information* including the Privacy Act 1988 (Cth) and the National Privacy Principles contained in schedule 3 to that Act.

**Program(s)** means the B2Bpay program and/or any variant or similar program or scheme, operated by *us* that provides payments solutions to *Customers*.

**Sponsor(s)** means any entity that we form an agreement with to jointly operate the *Program* and/or provide additional benefits to *Customers*.

### 2. Term

This Agreement will commence on the *Commencement Date* and shall continue for 24 months (Initial Term) and thereafter extended for a further 12 months on each anniversary of the *Commencement Date*.

We reserve the right to vary or amend any term of the *Program* or this agreement and any change will be effective and deemed to be accepted from the date nominated in the advice of this the change.

### 3. Responsibilities

#### 3.1 During the term of this agreement, we must:

- (a) include the *Program* as a payment method on your *Customer* invoices and statements and actively promote and encourage the use of the *Program* by all *Customers*;
- (b) handle all enquiries from *you* about the operation of these *Programs*;
- (c) provide efficient payment methods to your *Customers* to facilitate the efficient payment of *Payments* due to *you*;
- (d) receive payments on your behalf;
- (e) transfer funds due to *you* to your *Nominated Bank Account*;
- (f) provide a reconciliation file for consolidated monies deposited in your *Nominated Bank Account*;
- (g) use reasonable efforts to assist *Customers* participating in the *Program* in order to facilitate efficient *Payments*; and
- (h) use reasonable efforts to provide payment failure notifications to *Customers* and *you* participating in the *Program*.

#### 3.2 During the term of this agreement, you must:

- (a) promote your participation in the *Program* and accept *Payments* from the *Program* as payment by *Customers* for goods or services *you* provide;
- (b) not apply any additional fee or penalty to *Customers* as a result of their utilisation of the *Program*;
- (c) make available, strongly promote and actively encourage the use of the *Program* by all *Customers*;

- (d) notify *us* in writing and in advance if *you* wish to change your *Nominated Bank Accounts*;
- (e) when utilising the *Program* portal, agree to the stated terms & conditions;
- (f) ensure that *you* hold *Customer Authorisation* for any *Payments* *you* process;
- (g) only use *Customer Authorisation Forms* that have been provided and/or approved in writing for use by *us* and securely store such authority forms after they have been processed for a period of seven years from the last transaction;
- (h) exercise due care & responsibility with *Payments* processed in the *Program*;
- (i) disclose your participation in the *Program* to any *Customer* or party if *you* are legally or otherwise required to; and
- (j) provide to *us* and authorise usage by *us* of your logo, your business name or similar branding in conjunction with the *Program*.

### 4. Payments by you

- (a) We will provide *you* with an *Invoice* by email and/or online monthly (or for such other period as notified) for any fees *you* incur using the *Program*. This *Invoice* will be provided no earlier than the 5th day of the month and will be based on *Program* activity from the previous calendar month.
- (b) This *Invoice* will be payable not earlier than the 12th of the calendar month in which the *Invoice* was issued and the amount will be deducted from your *Nominated Bank Account*. If this deduction and any subsequent attempts are unsuccessful, *you* must otherwise pay this *Invoice* within 7 calendar days.
- (c) From time to time *you* and we may agree to additional promotional point offers at additional cost.
- (d) Any *Invoice* disputes raised by *you* will be investigated and if agreed and actioned by *us* can result in *Points* being recalled from your *Customer*.

### 5. Promotion by you;

*You* undertake at all times to;

- (a) ensure that any material (in whatever form or format) provided by *you* to *us* does at any time not infringe the intellectual property rights of any person as recognised by law from time to time;
- (b) only use *Approved Program Material* to promote the *Program*;
- (c) strictly comply with the conditions of use in *Approved Program Material* for the *Program*; and
- (d) seek prior written approval for the use of any material that contains *Program* information or offers that is not *Approved Program Material*.
- (e) immediately take action to implement any amendments (to the materials or conditions of use) issued by *us* to *Approved Promotional Material*.

### 6. Customer Payment Processing

#### 6.1 Agency

*You* appoint *us* as your agent for the purpose of receiving *Payments* from a *Customer's* or *Account Holder's Account*. This appointment is limited to the performance by *us* of acts necessary to receive these *Payments* from *Customers*. We are not authorised to act on your behalf in any other capacity or to bind *you* in any other way.

#### 6.2 No Collection

*You* acknowledge and agree that:

- (a) we are not a collection agent;
- (b) we are not responsible for collecting any payments or liable if a *Customer* fails to pay any amounts due to *you*;
- (c) we are not obliged to do anything in addition to stated tasks to recover outstanding *Payments*, participate in or resolve any dispute between *you* and a *Customer* or levy any charges that *you* may wish to impose on a *Customer*;
- (d) this agreement does not alter your relationship with the *Customer* other than by nominating *us* as the recipient of money that is otherwise payable directly to *you* by the *Customer*; and
- (e) this agreement does not oblige *us* to deal with your *Customers* or with *Account Holders* except to the extent necessary to assist in the receiving of *Payments* from them.

#### 6.3 Payment Processing Fee

A payment processing fee, set at our discretion, is payable by your *Customer* to *us* when utilising the *Program*. When the *Customer* pays the payment processing fee, the relevant amount is added to the amount processed and then retained by *us* before funds are dispersed to your *Nominated Bank Account*. Other fees, such as Failed Payment Fees, SMS/Email fees, may also be payable by *Customers* in certain scenarios as communicated to them.

At any stage and should *you* opt to pay any payment processing fee or other fees, the total *Payment* paid by the *Customer* is dispersed to your *Nominated Bank Account* and the payment processing fee will be deducted from your *Nominated Bank Account* monthly and an *Invoice* will be provided to *you*.

#### 6.5 Dispersal of funds to you

We will cause *Payments* received by *us* from a *Customer* or *Account Holder*, less any applicable payment processing fee, to be transferred to your *Nominated Bank Account* within 3 business banking days after the *Payment* was made subject to normal banking and transaction processing operations.

### 7. Disputed Payments, Chargebacks & Refunds

#### 7.1 Care

*You* must exercise care and take reasonable precautions to prevent fraudulent, illegal, reversed or disputed *Payments* from occurring.

#### 7.2 Responsibility

As *you* are the beneficiary of funds collected by *us*, the supplier of goods and services to the *Customer* and the party privy to relationships with the *Customer*, *you* bear all responsibility and liability for any reversed or disputed *Payments* or other form of recovery of funds by *us*. *You* indemnify and hold *us* harmless from and against all claims, costs, liabilities and expenses suffered or incurred by *us* because of *us* being obliged, for any reason, to refund or reverse *Payments* before or after the corresponding amount has been remitted to *you*.

#### 7.3 Notice

We will promptly notify *you* if a *Payment* is required to be refunded by *us*, or if we receive notice of a disputed *Payment* that might lead to such refund or disgorgement. *You* must

do everything necessary on your part to enable us to avoid having to refund *Payments*, including, for example, immediately providing information or agreements to us about the goods and services supplied by you and the *Customer Authorisation Forms* in relation to a *Payment*.

#### 7.4 Resolution of Disputes

Notice of a disputed *Payment* or chargeback will be successfully refunded if you provide clear *Customer* contracts, invoices, *Customer Authorisation* that is subsequently accepted by your *Customer's* or the *Account Holder's* financial institution. Should the disputed *Payment* or chargeback not be refunded, you will need to resolve the matter directly with your *Customer* using your standard accounts receivables processes.

#### 7.5 Refund

If we receive notice of a disputed *Payment* and/or are required to refund or reverse all or part of any *Payment* to a *Customer*, an *Account Holder* or their bank or such a refund is debited from our account or otherwise disgorged, then we will be discharged from any obligation to remit that amount to you and/or you must reimburse us for that amount and/or we may off-set amounts due to you under this clause off against any other *Payments* due by us to you and/or deduct amounts from your *Nominated Bank Accounts*.

#### 7.6 Recovery

If you pay money to us in accordance these paragraphs and we subsequently recover funds from the *Customer*, then we will deposit those funds to your *Nominated Bank Account*.

#### 7.7 Licences & Authority

You represent and warrant to us that you hold all statutory licences and authorities necessary for the operation of your entity and the collection of *Payments*. You acknowledge that we are not providing any payment facility in addition to our stated services.

#### 7.8 Beneficial Owner

You as the Biller Beneficial Owner understand that we are obliged to undertake necessary identity checks on you and to confirm your beneficial ownership of the Company detailed in section 2. You provide consent for these checks which may involve confirming information using third party databases.

### 8. Authority To Credit & Debit:

#### 8.1 Authority

You authorise us to credit and debit your *Nominated Bank Accounts* in accordance with the terms and conditions set out within this agreement.

#### 8.2 Payment Failure

Should the debiting of any amount due by you under this agreement be unsuccessful, we will retry debiting after an additional 5 business days. Should any amount due remain unpaid by this time, we will attempt to contact you and we reserve the right to immediately withdraw our services and/or to off-set any amounts due against any funds due to you.

#### 8.3 Errors

You authorise us to debit your *Nominated Bank Accounts* of any previously credited amount that was subject to banking, system or human error and notified as such to you.

### 9. Termination

#### 9.1 Termination by us

We may terminate your participation in the *Program* by giving you no less than 30 days' notice in any of the following circumstances:

- the *Program* in no longer exists or is being terminated; or
- we no longer manage or are otherwise involved in the *Program*; or
- a *Sponsor* of the *Program* requires us to not renew your participation or to end your participation in the *Program*; or
- any other means.

#### 9.2 Termination by you

You may terminate this agreement at any time 1 year and 9 months after the *Commencement Date* by giving us 3 months' written notice of your intention to terminate.

#### 9.3 Termination by other means

Either you or we (the non-defaulting party) may terminate this Agreement by giving notice to the other (the defaulting party) in the following circumstances:

- the defaulting party fails to make any payment due under this Agreement when due and that failure continues for a period of 14 days from the date of receipt of a notice requiring the defaulting party to remedy such failure;
- the defaulting party has breached or failed to perform any of its material obligations (other than payment obligations) under this Agreement and where in the opinion of the non-defaulting party that breach or failure is capable of remedy, it continues for a period of 14 days from the date of receipt of a notice requiring the defaulting party to remedy such breach or failure; or
- the defaulting party becomes *Insolvent*.

#### 9.4 Liability for termination

- Termination of your participation in the *Program* does not cancel your obligations to pay *Program Invoices* or other amounts due.
- Termination of this Agreement under clause 9.1 or clause 9.2 will be without liability for either party in respect of the relevant event, but will not affect a party's rights in relation to any prior unrelated breach of this Agreement.
- Termination of this Agreement under clause 9.1 or clause 9.2 will be without liability for either party in respect of the relevant event, but will not affect a party's rights in relation to any prior unrelated breach of this Agreement.
- On termination of this Agreement or the termination of your participation in the *Program*, you must cease to represent yourself as a participant in the relevant *Program* and return to us any relevant *Approved Program Material* in your possession or control

#### 9.5 Change of Ownership

You must notify us of any material change of ownership that occurs or is set to occur during the term of this Agreement. You must also facilitate transfer of this Agreement to the new owners.

### 10. General

#### 10.1 Governing law

New South Wales and you and we submit to the non-exclusive jurisdiction of the courts in that place.

#### 10.2 Notices

A notice or other communication given in connection with this Agreement must be in writing and sent by post or email to the party's nomination contact in connection with the operation of this *Program*.

#### 10.3 No set-off

You may not withhold and set-off the payment of any amount due against any amount due and owing by us.

#### 10.1 Entire agreement

This Agreement supersedes all previous Agreements in respect of its subject matter and embodies the entire Agreement between the parties.

#### 10.2 Changes

Except where expressly provided for in this Agreement, a provision of this Agreement may not be changed except in writing and signed by you and us.

#### 10.3 No Partnership

Nothing in this Agreement creates any relationship of partnership or joint venture between you and us.

#### 10.4 Taxes

- Taxes and other charges will be paid by the party liable for the tax or charge in accordance with applicable laws.
- You acknowledge and agree that we shall not be responsible and shall not have any liability for any income tax or other tax obligation on you, the *Account Holder* or any other party arising from the *Program*.
- Unless expressly stated otherwise, the consideration payable under this Agreement has been calculated exclusive of GST or similar tax or any other tax, fee, levy, charge, excise (including a US excise tax) and other impost of whatever kind which is or may be imposed on the consideration or the supply of services provided under this Agreement. You shall be responsible for and must pay or reimburse to us upon demand, or provide to us evidence of exemption from, all such tax, fee, levy, charge, excise and other impost.
- If GST is imposed on a supply made pursuant to this Agreement, you must pay us, in addition to the consideration, an amount equal to the GST payable by us in respect of the supply (without any deduction or set-off). Any amount payable under this clause is payable on the day that payment of the consideration (or part of the consideration) for the supply that has given rise to the obligation to pay GST, is required pursuant to this Agreement or where the consideration is non-monetary consideration, seven days after you receive a tax invoice for the supply.
- Each party will use its reasonable efforts to issue a tax invoice as required by the relevant GST legislation, and to do anything else which may be required to enable or assist the other party to claim or verify any tax credit, set off, rebate or refund in respect of any GST paid or payable in connection with supplies under this Agreement.

#### 10.5 Indemnities & Liabilities:

- The indemnities in this Agreement are continuing obligations, independent from the other obligations and continue after this Agreement ends. It is not necessary for a party to incur expense or make payment before enforcing a right of indemnity under this Agreement.
- You indemnify us against any loss arising from or related to:
  - any breach of laws by you or your personnel;
  - any breach by you of this Agreement; and
  - any claim by any third party, except to the extent the claim arises as a result of our negligence or breach of this Agreement.
- Neither party is liable for any failure to perform or delay in performing its obligations under this Agreement if that failure or delay is due to a Force Majeure Event and that party has done all things reasonably necessary to remove or remedy the effect of the Force Majeure Event. If the failure or delay exceeds 60 days, then either party may terminate this Agreement with immediate effect by giving at least 14 days' written notice to the other party. If the failure or delay ceases during such notice period, the right to terminate also ceases. This clause does not apply to any obligation to pay money.

#### 10.6 Assignment

You may not assign or otherwise deal with your rights and obligations under this Agreement with our prior written consent.

#### 10.7 Privacy

You agree to comply with all *Privacy Laws* which are binding on you or which we are bound to comply with and which are notified to you.