



REGULAR GIVING SERVICE AGREEMENT

Introduction

The Donor will authorize for funds to be debited from their bank account or credit card at their financial institution and to be credited to the Wantaim PNG Inc (WPNG) ABN 14578483221 account with the Australian New Zealand Bank (ANZ).

This authority, with the terms described in the service agreement below, is to remain in force until revoked by either the Donor or WPNG.

The WPNG Commitment to You

We will:

- Keep information confidential, except where permitted by law or required for a related query, dispute of claim.
- Give you at least 10 days notice before we change the terms of this authority.
- Issue a receipt for tax purposes for the financial year's contribution by the Donor, prior to the 15th July of the following financial year.
- If the authority is cancelled during the financial year, a receipt will be issued within four (4) weeks of the final contribution.
- Keep you informed of current projects undertaken by WPNG during the financial year.
- Act in accordance with the legal processes relating to your authorization.

Your Commitment to WPNG

You will:

- Advise WPNG of your intention to be a regular Donor, including the amount to be transferred, the proposed date of the first funds transfer and the regularity of the transfers.
- Complete the direct debit arrangement with your financial institution to have the regular donation credited to WPNG's account with ANZ Bank.
- Ensure that there are sufficient funds available in the nominated account to meet each debit on the due date.



Wantaim PNG

- Advise WPNG at least ten (10) working days prior to the debit date, if you would like to defer, cancel or alter the arrangement. You can do this by contacting us at admin@wantaimpng.org
- Ensure all communications addressed to us include your name and email address.

Disputes

If you believe that a debit has been initiated incorrectly, please contact your financial institution and WPNG. You will receive a full refund of the debit if it is shown to be wrong.

Privacy and Confidentiality

Any information you provide will be kept securely and in compliance with Privacy legislation.

For full details of our Privacy Policy visit <https://www.wantaimpng.org/key-policies/>

Reviewing This Policy

This policy will be reviewed every five years or as deemed required to assess its effectiveness, appropriateness and accuracy.

Policy Authorisation

Policy Owner	President, Wantaim PNG
Approved By	Executive Committee, Wantaim PNG
Approval Date	06.07.2023
Review Date	no later than 30.06.2028