

## Membership Application - 2019/20

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# EDUCATIONAL INSTITUTION

### **Australian educational institution**

To be eligible for the ATEC membership your business must be an Australian registered training organisation delivering current tourism and/or travel related curriculum. Any individual, firm, partnership, association, corporation or business registered in Australia (or a discrete division or branch of such an association or corporation) is eligible.

Entities applying for this type of membership must have been in operation for more than one year immediately preceding the date of lodgment of its application.

COMPANY NAME:

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*Office use only: Membership #*

*Invoice number #*

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# Membership Application

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## INSTITUTION DETAILS

Institution name:

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Business structure:

Company

Trust

Partnership

Government department/entity

Other (please specify)

## EDUCATIONAL FOCUS

COURSES ON OFFER

Tourism

Hospitality

Event Management

Business Management

Sport Management

Economics

Marketing

Design

Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Street address:

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Postal address:

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Telephone:

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General email:

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Website URL (mandatory):

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ABN:

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Year institution commenced:

Number of full-time or equivalent staff:

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Number of enrolled tourism/hospitality students:

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Other tourism association memberships:

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# Membership Application

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## MAIN CONTACT

This person will be the primary contact to be listed on our database for your company.

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Name known by/preferred name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

## FINANCIAL CONTROLLER CONTACT

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Name known by/preferred name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

## ATEC PORTAL ACCESS & ADDITIONAL COMPANY CONTACTS

The primary contact listed above will be provided a portal login upon ratification, you can update your personal profile as well as your company's membership profile, add additional company contacts to your membership, upload a logo or a photo and manage your settings.

# Membership Application

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## SUPPORTING DOCUMENTATION

To maintain our quality standards within the ATEC membership, certain documents are required to accompany your application form. Please consult the checklist below on what is required and attach all documents to your application.

Please ensure all items below are ticked off:

Copy of certificate of registration of business name certificate OR certificate of incorporation

Company extract including names of all directors, shareholders and amount of shares held by each shareholder/s. In the case of a sole trader or partnership, the proprietor or partner should be listed.

In the case of a government department a list of governing board members would suffice. Please note failure to provide these details will result in an AU\$50.00 administration fee to source these details.

Copy of certificate of currency for public liability insurance - min. cover AU\$20 million

150-word company profile which promotes your company and the unique features and benefits of your products/services

Letter from accountant confirming financial viability OR certified copy of financial statements

## SUPPORTING NOMINEES & REFERENCES

Two nominees from existing ATEC members are **mandatory**. Please contact ATEC for assistance should you need to confirm the main contact.

Nominees must:

- Confirm their support as a nominee on company letterhead or via email with contact signature.
- Each nominee must state that they support the application for membership for the applying company
- All nominee information will be treated confidentially

# Membership Application

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## DECLARATIONS

We understand that in joining ATEC, the contact details and institutional profile/ description will be published on the member's only section of the ATEC website ([www.atec.net.au](http://www.atec.net.au)) and in the membership database. The database is accessible by all ATEC staff, Board members and Branch Committee members, ATEC member companies, and ATEC's database software company.

We hereby certify that our institution and its representatives will abide by the ATEC Code of Business Practice laid down by ATEC, which can be viewed on ATEC's website. [Click here](#) to view the full Code.

We understand that as a condition of membership, the nominated representative and all directors or shareholders are fit and proper people as outlined in the ATEC Code of Business Practice.

We have attached all supporting documentation listed on page 4 that are applicable to our business.

We confirm that the information given in this form is true, complete and accurate.

Name of Director:

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Signature:

Date:

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## MEMBERSHIP FEES

Following the completion of the application form and confirmation of the supporting documentation, your submission will be presented to the ATEC National Board for approval. Please note, final approval of membership resides with the ATEC National Board and under no circumstances is the Board required to provide any reason for their decision (including declined applications).

## ATEC MEMBERSHIP CATEGORIES AND ANNUAL FEES 2019/20

Educational Institution	\$803.00
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*NB: fees listed are valid until 30 June 2020. All amounts in Australian dollars and inclusive of GST*

# Membership Application

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## **MEMBERSHIP PAYMENT – please tick one**

Prospective members are required to provide credit card or direct debit details at the time the membership application is submitted.

Upon ratification of membership, the nominated method of payment will be used to process the relevant membership fees. Please note payment will only be processed upon approval by the ATEC National Board.

### **Nominated method of payment upon ratification:**

#### **Credit Card – Single installment (as per details copied below)**

Mastercard  
Visa  
(Amex not accepted)

Card Number: \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_

Expiry: \_ \_ / \_ \_ CCV: \_ \_ \_

Name on Card: \_\_\_\_\_

#### **Direct Debit – Single installment (please complete page 7 below)**

#### **Monthly equal direct debit installments (please complete page 7 below)**

**Please return the membership application form and supporting documentation to:  
EMAIL: [members@atec.net.au](mailto:members@atec.net.au)**

**Request and Authority to debit the account named below to pay  
Australian Tourism Export Council Ltd  
ABN: 87 002 941 228**

## Direct Debit Request and Authorisation

<input type="text"/>	<input type="text"/>
Last Name or Company Name	First Name or ABN 'you'

Request and authorise **Australian Tourism Export Council [User ID: 531440]** to arrange, through its own financial institution, a debit to your nominated account the value of membership fees **Australian Tourism Export Council Limited** 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.

## Nominated Account Details

<input type="text"/>													
Name of Financial Institution													
<input type="text"/>													
Name of Account to be debited													
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BSB	Account Number												

**Payment Details** – Payments will commence on 26th of month following ratification of membership by the ATEC board in one single instalment or equal monthly instalments to the end of membership year.

## 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 **Australian Tourism Export Council** as set out in this Request and in your Direct Debit Request Service Agreement.

## Account Signatures

<input type="text"/>	<input type="text"/>						
Signature	Signature						
<input type="text"/>	<input type="text"/>						
Name of signatory	Name of signatory						
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<input type="text"/>	/	/					
<input type="text"/>	/	/					
Date	Date						

# Direct Debit Request Service Agreement



The following is your Direct Debit Service Agreement with **Australian Tourism Export Council Ltd – ABN: 87 002 941 228**. 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 (DDR) and should be read in conjunction with your DDR form.

## 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 **Australian Tourism Export Council**, (the Debit User) *you* have authorised by signing a *direct debit request*.
- **you** means the customer who signed 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

By signing a *Direct Debit Request*, *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*.

We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*

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

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

*You* may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least fourteen (14) days' notification by writing to: **Suite 9.04, 6A Glen Street, MILSONS POINT NSW 2061** or by telephoning *us* on (02) 8262-5500 during business hours or arranging it through your own financial institution.

## 4. Your obligations

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*.

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*.

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

## 5. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on (02) 8262-5500 and confirm that notice in writing with *us* as soon as possible so that we can resolve your query more quickly. Alternatively *you* can take it up with your financial institution direct.

If we conclude as a result of our investigations that *your account* has been incorrectly debited we will respond to *your* query by arranging 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.

If we conclude as a result of our investigations that *your account* has not been incorrectly debited we will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

## 6. Accounts

*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

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.

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

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to: **Suite 9.04, 6A Glen Street, MILSONS POINT NSW 2061**

We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

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

**Please return the membership application form and supporting documentation to:  
EMAIL: [members@atec.net.au](mailto:members@atec.net.au)**