

Schedule 8 – Merchant Agreement General Terms (NZ)

Tri Party Agreement

Merchant Agreement for Processing Card Payments through Latipay between:

- (1) Till Payment Solutions NZ Limited (company number 8093676) (**Acquirer**);
- (2) Latipay NZ _____ (**Latipay**); and
- (3) [_____] you, the Merchant;

RECITALS

- A. Acquirer and Latipay have entered a PayFac Payment Services Agreement which allows Latipay to on sell Merchant Services offered by Acquirer and for the provision of settlement of funds as part of the Merchant Services (**Services**).
- B. Acquirer is a member of Card Schemes and agrees to appoint Latipay as its exclusive agent to provide Services to the Merchant subject to the terms and conditions of this Agreement.

AGREEMENT

The parties agree as follows:

1. DEFINITIONS

- 1.1 Unless the contrary intention appears, the following words have these meanings in this Agreement:

Authentication Procedures means those procedures as set out in the Card Scheme Rules.

Banking Day means a day on which banks are open for general banking business in New Zealand except for Saturdays, Sundays and National Public Holidays in New Zealand.

Card Schemes means, unless otherwise agreed by the parties, Visa, MasterCard and EFTPOS New Zealand Limited.

Card Scheme Rules means the rules and regulations which regulate participants in the Card Schemes.

Cardholder means the Person in whose name the Card has been issued.

Chargeback is the reversal of a sales transaction.

Card means a card that has been designated by the issuer as a Visa or MasterCard card or a card issued by any other card scheme which you have agreed to accept, and we have agreed to process.

Data Breach means any occurrence which results in the unauthorised access by a third party to confidential data relating to card transactions stored by your business or any entity engaged by you to provide storage or transmission services in respect of that data.

Data Security Standards means the Payment Card Industry Data Security Standards (“PCIDSS”) mandated by the Card Schemes for the protection of Cardholder details and transaction information, and any additional or replacement standards of which You are advised from time to time

Merchant Services means the merchant services facility offered by the Acquirer to Latipay in conjunction with an approved Payment Services Gateway Provider, who utilise the Authentication Procedures.

Payment Service means the payment services that enables Merchants to set up and receive secure card payments from their end customers.

Payment Services Gateway Provider means a third-party provider of software and internet technology that enables Transactions to be made securely over the internet to the Acquirer as the acquiring bank, in accordance with the Authentication Procedures.

Person includes an individual, firm, body corporate, unincorporated body or association, partnership, joint venture and any government agency or authority.

Personal Information refers to information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, which is received by You from any source as a consequence of the performance of the rights and obligations under this Agreement.

PIN means the personal identification number allocated by a card issuer or personally selected by the account holder.

Privacy Law means all legislation and principles relating to the collection, use, disclosure, storage and granting of access rights to Personal Information.

Related Body Corporate has the meaning given to it in the Corporations Act, 2001 (Cth).

Relevant Law means any:

- (a) statute, ordinance, code or other law including regulations and other instruments under them that are relevant to the obligations and rights of this Agreement; and
- (b) any code of practice, guidelines or standards issued by relevant regulators or industry bodies, including any card scheme rules relevant to this Agreement.

Transaction Receipt means a document used to evidence a transaction.

We, Us and Our means, collectively, the Acquirer and Latipay.

You and Your means the Person to whom the Payment Service is provided by Us.

2. APPROVAL TO USE PAYMENT SERVICES

2.1 You acknowledge that:

- (a) the operation of this Agreement is conditional on the Acquirer approving an application for Latipay to provide the Payment Services to You; and
- (b) in relation to information provided by You to Latipay in connection with Your application:
 - (i) Latipay may provide that information to the Acquirer;
 - (ii) We may rely on such information as being complete, accurate and not misleading or deceptive; and
 - (iii) the Acquirer is not obliged to verify the completeness or accuracy of the information it receives from Latipay
- (c) We may obtain from any Card Scheme or a person who is involved in any Card Scheme, any credit reporting agency or any other person, information about Your merchant history or Personal Information about You, a Related Body Corporate, Your officers, employees or agents for any purpose relating to the operation of those Card Schemes and We can use any such information to assess an application from us under clause 2.1(a);
- (d) We can disclose information about Your merchant history, a data breach and relevant Personal Information in the following circumstances:
 - (i) to any Card Scheme or to any person who is involved in any Card Scheme, information about You for any purpose related to the operation of those schemes, card fraud detection agencies (including information about termination of merchant solutions and reason(s) for termination of the Acquirer merchant solutions; and
 - (ii) where the law requires or permits us to do so; and
 - (iii) where we have reasonable grounds to believe that either you are involved in

- dishonest or criminal activity, are a victim of such activity, may have information relevant to an inquiry into such activity or have experienced a data breach, to any state or federal law enforcement or regulatory agency whether or not we have been requested by that agency to provide such information; and
- (e) we can disclose your information to any related entities of ours and to any outsourced service providers engaged by us (for example, mail houses, debt collection agencies (where necessary) or data analytics providers); and
 - (f) the decision whether to approve your application is at the Acquirer's sole discretion and the reason for any decision which is made may not be given to You;
 - (g) an approval by the Acquirer is specific to Latipay providing Payment Services to you and does not in any way constitute a representation by the Acquirer that you will be able to use the services of another payment service provider or of the Acquirer directly should you cease using Latipay's payment services for any reason; and
 - (h) any information obtained by the Acquirer during its assessment of an application under clause 2(a) is and remains confidential to the Acquirer and will not be shared with You. the Acquirer is bound by Card Scheme Rules and all correspondence and discussions between Card Schemes and the Acquirer are confidential as between the Acquirer and the Card Schemes.
- 2.2 You represent and warrant that:
- (a) any information You provide to Latipay in connection with an application for Latipay to provide the Services is complete, accurate and not misleading or deceptive; and
 - (b) if You have disclosed Personal Information to Latipay in connection with the application under clause 2.1(a), You have obtained the relevant individual's prior consent to the disclosure and otherwise complied with Your obligations under Privacy Law; and
 - (c) You are able to satisfy Your obligations and responsibilities under this Agreement.
- 2.3 You acknowledge and agree that:
- (a) Latipay and the Acquirer are authorised to obtain from third parties financial and credit information relating to You in connection with our decision to approve your application and in respect of our continuing evaluation of Your financial and credit worthiness; and
 - (b) any information collected by Latipay may be disclosed by us to the Acquirer.
- 2.4 The Parties agree that no Party is or will be bound by this Agreement unless and until the Acquirer has confirmed its approval for Latipay to provide the Payment Services to You.
- 2.5 Equipment: Where You use any Equipment (i.e. any terminals or related hardware used by You for the purpose of creating, transmitting, reading, or processing, transaction data for the purposes of facilitating transactions under this Agreement but not power outlets and telecommunication lines), it shall comply with the terms of Schedule A to this Agreement.
- 2.6 Gateway Services: To facilitate the processing of transactions online, We may provide You an online processing system that provides an interface for the transmission of transaction data between You and us in connection with the acquiring services (the Gateway Services). Where You use the Gateway Services, it shall comply with the terms of Schedule B to this Agreement.

3. YOUR OBLIGATIONS

- 3.1 You:
- (a) must immediately notify Latipay of any change to Your financial position which may affect Your ability to perform Your obligations under this Agreement; and
 - (b) must provide Latipay with prior written notice of any change in your place of business not carry on business in a place which has not been approved by Latipay and must not move Your place of business without our prior written consent; and
 - (c) must not change Your business name or ownership of Your business without giving

- Latipay prior notice and not substantially change the type of goods and services You sell without our prior written consent; and
- (d) only submit a sales transaction where You are the supplier of the goods and/or services; and
 - (e) not submit transactions on behalf of a third party. For the avoidance of doubt, this includes submitting transactions for goods or services sold on another Person's website; and
 - (f) must allow the employees, contractors or agents of the Acquirer or those of any Card Scheme reasonable access to Your premises during normal business hours to check Your compliance with this Agreement, the Data Security Standards or for the purposes of the relevant Card Scheme Rules; and
 - (g) must provide Latipay and the Acquirer with all information and assistance reasonably required to perform their obligations and to deal with any queries in relation to the Payment Service; and
 - (h) must comply with all applicable Card Scheme Rules and Relevant Laws and contractual requirements in accepting card payments and performing Your obligations under this Agreement; and
 - (i) will observe and implement the fraud prevention procedures set out in the manuals, guides or directions provided to You, unless otherwise mutually agreed to by the parties.

Data Security Standards

- 3.2 This clause applies to you if you collect payment data directly from a cardholder or store any cardholder data. In addition to the other provisions of this agreement, you acknowledge and agree:
- (a) you must protect stored cardholder data, regardless of the method used to store such data. Data storage also includes physical storage and security of cardholder data. Some examples of other data storage which must be secured include an access or excel database and hard copy files. Storage should be kept to the minimum required for business, legal, and/or regulatory purposes; and
 - (b) you must not store the personal identification number (PIN) or sensitive authentication data after authorization (even if encrypted); and
 - (c) if Latipay or the Acquirer tell you that you must comply with the Payment Card Industry Data Security Standards, you must, at your cost, successfully complete the protocols for PCIDSS within the time frame stipulated by Latipay or the Card Schemes. You acknowledge and agree that if you fail to do so:
 - (i) Latipay or the Acquirer may terminate the merchant services; and
 - (ii) you are liable for any fine imposed upon the Acquirer by the Card Schemes as a result of your failure to comply; and
 - (iii) you are liable for any fines which the Card Schemes levy in the event that you suffer a card data compromise incident, and have not complied with the PCIDSS Accreditation program; and
 - (iv) the Acquirer is obliged to report all Data Breach events to Card Schemes, law enforcement agencies and/or Australian regulators. You grant irrevocable and enduring consent for the Acquirer to release details of any such Data Breach to the aforementioned bodies; and
 - (d) if you have suffered a Data Breach, you must give the Acquirer and its agents full access to your systems and databases to facilitate a forensic analysis to ascertain:
 - (i) what card data has been compromised; and
 - (ii) what weaknesses in the system permitted the unauthorised access to the data base; and
 - (iii) whether card data was created, deleted, altered, copied or manipulated in any manner; andall costs of the forensic analysis must be paid by you; and
 - (iv) in order to continue processing card transactions, you must undergo a full Payment Card Industry Data Security Standard ("PCIDSS") accreditation. All costs of this accreditation exercise must be paid by you.

Your duties to Cardholders

- 3.3 Subject to the other provisions of this Agreement, You:
- (a) must accept any valid and acceptable Card in a transaction; and
 - (b) must only send Latipay a sales transaction when you have committed to provide the goods and services to the customer; and
 - (c) must not accept a Card in a credit card transaction for the purpose of giving a Cardholder cash; and
 - (d) must perform all obligations (including supplying all goods and/or services) to the cardholder in connection with the sale; and
 - (e) must not sell, purchase, provide or exchange any information or document relating to a Cardholder's account number, or Card number, or a transaction, to any Person other than:
 - (i) Latipay;
 - (ii) the Acquirer; and
 - (iii) the card issuer; or
 - (iv) as required by law; and
 - (f) must destroy any document that is no longer required to be retained by applicable law or card scheme rules, in a manner which makes the information unreadable; and
 - (g) must take reasonable steps to ensure that the information and documents mentioned in (e) are protected from misuse and loss and from unauthorised access, modification or disclosure; and
 - (h) must not make any representation in connection with any goods or services which may bind Latipay, the Acquirer or any Card Scheme; and
 - (i) must not indicate or imply that we, the Acquirer or any Card Scheme endorse any goods or services or refer to a nominated Card in stating eligibility for goods, services, or any membership; and
 - (j) must not accept a Card or a transaction which is of a type You have been previously advised is not acceptable; and
 - (k) must prominently and unequivocally inform the Cardholder of Your identity at all points of Cardholder interaction (including on any relevant web site, promotional material and invoice) so that the Cardholder can readily distinguish You from Latipay, any supplier of goods or services to You, or any other third party; and
 - (l) must provide notice to any Cardholder with whom You enter into a transaction that You are responsible for that transaction, including for any goods or services provided, any payment transaction, related service enquiries, dispute resolution, and performance of the terms and conditions of the transaction; and
 - (m) must not unfairly distinguish between issuers of a Card when accepting a transaction; and
 - (n) must not refuse to complete a transaction solely because a Cardholder refuses to provide additional identification information in circumstances where we do not require You to obtain it; and
 - (o) if You collect or store Cardholder information, you must comply with any Data Security Standards notified to You; and
 - (p) You must not transfer or attempt to transfer financial liability under this Agreement by asking or requiring a Cardholder to waive his or her dispute rights.

Recurring transactions

- 3.4 You may only process a transaction as a recurring transaction if:
- (a) you have obtained cardholder permission (either electronically or in hardcopy) to periodically charge for a recurring service; and
 - (b) you retain this permission for the duration of the recurring services and make it available to us on request; and
 - (c) you provide a simple and accessible online cancellation procedure, if the cardholder request for the goods or services was initially accepted online.

Indemnity

- 3.5 You agree to indemnify, and hold the Acquirer harmless from and against any fines imposed on the Acquirer by a Card Scheme because of your conduct in relation to the merchant services, including any fines imposed as a result of an unacceptable rate of

chargebacks.

4. WEBSITE REQUIREMENTS

- 4.1 Unless You are otherwise notified in writing, you must, before You accept any electronic commerce transaction over the Internet, establish and maintain at Your own expense a web site that complies with the requirements of clause 4.2.
- 4.2 The web site must clearly display the following information:
- (a) Your business name (and New Zealand Business Number as applicable); and
 - (b) the address of Your approved place of business; and
 - (c) Your business contact details, including telephone numbers and an email address; and
 - (d) a complete description of the goods and services available for purchase on Your web site with the price advertised in New Zealand dollars or, if we have agreed that you can process transactions in another currency, that currency; and
 - (e) details of Your return and refund policy, including how a transaction can be cancelled by a Cardholder; and
 - (f) details of Your delivery times for goods and services. Delivery times are to be appropriate for the type of business carried on by You. If the delivery is to be delayed, the Cardholder must be notified of the delay and an option provided to them to obtain a refund; and
 - (g) details of any export restrictions (if applicable) in New Zealand; and
 - (h) details of Your privacy policy and how You intend to deal with, or share, Personal Information obtained from and about the Cardholder; and
 - (i) a description of the measures You have to maintain the security of:
 - (i) Cardholders' account data; and
 - (ii) any other information which, by notice, we or the Acquirer require You to display from time to time; and
 - (j) any other information required for the purpose of complying with card scheme rules.
- 4.3 You must provide us reasonable access to view, monitor and audit the pages of Your web site.
- 4.4 Your web site payments page must be protected by Secure Sockets Layer or any other form of security method approved in writing by us.

5. CARD ACCEPTANCE REQUIREMENTS

- 5.1 You must:
- (a) use reasonable care to detect forged or unauthorised signatures or the unauthorised use or forgery of a Card; and
 - (b) notify Latipay if You become aware of or suspect fraud on the part of a Cardholder; and
 - (c) not deliberately reduce the value of any one transaction by:
 - (i) splitting a transaction into two or more transactions; or
 - (ii) allowing a Cardholder to purchase items separately; and
 - (d) establish a fair policy for dealing with refunds and disputes about transactions and include information about that policy on Transaction Receipts as required by Latipay; and
 - (e) only submit a transaction as a refund to a Cardholder if it is a genuine refund of a previous sale transaction. The refund must be processed to the same card that was used in the original sales transaction and be for the original sale amount; and
 - (f) give refunds for transactions by means of credit and not in cash or cheque; and
 - (g) not process a refund transaction as a way of transferring funds between Your accounts; and
 - (h) if a transaction for a sale does not cover the full amount of the sale:
 - (i) in the situation in which the Card is used to make a deposit or pay an instalment You

- (ii) may accept the Card in payment of all or part of the outstanding balance; and in any other circumstance You must obtain the balance due at the time the sale is completed in cash; and
- (iii) not state or set a minimum or maximum amount for a Card transaction without our prior written consent; and
- (j) not ask a Cardholder to reveal their PIN or any other secret identifier; and
- (k) contact Latipay for instructions if the identification of a Cardholder or the validity of the Card is uncertain; and
- (l) not knowingly submit for processing any transaction that is illegal or that You should have known is illegal.

5.2 For remote transactions, you must:

- (a) take reasonable steps to verify the identity of the Person You are dealing with, in order to confirm that they are the genuine Cardholder; and
- (b) record the expiry date of the Card of the Person you are dealing with..

6. SURCHARGING

Amount of Surcharge

- 6.1 Where you elect to charge a cardholder a surcharge in respect of a transaction, you must not impose a surcharge in excess of the reasonable cost of card acceptance.
- 6.2 Upon request by us or any card schemes, you must produce supporting information to substantiate your costs of card acceptance. Where the card scheme dictates the format of the required substantiation, e.g. through use of a “reasonable cost of acceptance calculator”, you must provide details of your costs in the required format.
- 6.3 Where required by a card scheme, you must submit, at your cost, to an audit of your costs of card acceptance by an independent auditor approved by the card scheme requiring the audit. The audit must be completed, and results reported back to the relevant card scheme within the timeframe specified by the card scheme.
- 6.4 Where, following an investigation into your surcharging and cost of card acceptance, we or a card scheme determine that the amount that you are surcharging exceeds the reasonable costs of card acceptance, we may by 30 days’ notice to you require you to reduce your surcharge level to an amount that does not exceed the reasonable costs of card acceptance.
- 6.5 Without limiting any other rights that we may have under this agreement, we may, by notice to you, terminate this agreement if, following receipt of notice under clause 5, you fail to reduce your surcharge level to an amount that does not exceed the reasonable costs of card acceptance.
- 6.6 You acknowledge that excessive surcharging by you could expose the Acquirer to fines from card schemes. You agree to indemnify the Acquirer against any fines imposed by card schemes in relation to your surcharging practices.
- 6.7 You acknowledge that card issuers may from time to time change the classification of a credit card (ie. standard or premium) and, as a result, when applying a surcharge rate to a cardholder, it cannot be guaranteed that the classification of the card (ie. standard or premium) on which you have based the surcharge will be the same as the classification on which you are charged your merchant service fee in relation to the same transaction.

Disclosure of surcharge

- 6.8 You must clearly disclose to the cardholder before the transaction is completed any surcharge that you will charge for completing the transaction, and do it in such a way that allows the transaction to be cancelled without the cardholder incurring any cost.
- 6.9 You must display on the payment page on your website a notice stating:
- (a) that you charge a surcharge; and
 - (b) the exact amount or percentage of the surcharge.
- 6.10 You must not represent or otherwise imply that the surcharge is levied by a card scheme or by us or any other financial institution.

6.11 Definitions

“Surcharge” means any fee charged by a merchant to a cardholder that is added to a transaction for the acceptance of a card.

Costs that form your “**reasonable costs of card acceptance**” will be determined having regard to the prevailing regulations and standards as amended or replaced from time to time.

7. TRANSACTION RECEIPT

- 7.1 Unless we have agreed that we will provide the transaction receipt to the cardholder, you must give the Cardholder a copy of the Transaction Receipt for each transaction, but You must not charge a fee for doing so.
- 7.2 If You are notified that You must prepare the Transaction Receipt, you must ensure the information contained in the Transaction Receipt:
- (a) is identical with the information on any other copy; and
 - (b) legibly includes the information notified to You.
- 7.3 You must provide Latipay with the Transaction Receipt and any other required evidence of the transaction within seven (7) days if You are asked by Latipay to provide it.
- 7.4 If You wish to change Your Internet or email address, or telephone number appearing on the Transaction Receipt, you must notify Latipay in writing at least fifteen (15) Banking Days prior to the change taking effect.

8. INVALID OR UNACCEPTABLE TRANSACTIONS

- 8.1 A transaction is not valid if:
- (a) the transaction is illegal as per applicable laws; or
 - (b) if applicable, the signature on the voucher, Transaction Receipt or authority is forged or unauthorised; or
 - (c) the transaction is before or after any validity period indicated on the relevant Card; or
 - (d) You have been told not to accept the Card; or
 - (e) the transaction is not authorised by the Cardholder; or
 - (f) the particulars on the copy of the voucher or Transaction Receipt given to the Cardholder are not identical with the particulars on any other copy; or
 - (g) the price charged for the goods or services is inflated to include an undisclosed surcharge for card payments; or
 - (h) another person has provided or is to provide the goods or services the subject of the transaction to a Cardholder; or
 - (i) You did not actually supply the goods or services to a genuine Cardholder as required

- (j) by the terms of the transaction, or have indicated your intention not to do so; or the transaction did not relate to the actual sale of goods or services to a genuine Cardholder; or
- (k) the transaction is offered, recorded or billed in a currency we have not authorised you to accept; or
- (l) this Agreement was terminated before the date of the transaction; or
- (m) You have not complied with Your obligations in clause 3.3; or
- (n) if applicable, the details are keyed into Equipment and You did not legibly record on a Transaction Receipt the information required by clause 7; or
- (o) it is a credit transaction in which:
 - (i) the amount of the transaction or transactions on the same occasion is more than any applicable limit notified to You; or
 - (ii) You collected or refinanced an existing debt including, without limitation, the collection of a dishonoured cheque or payment for previous card charges; or
 - (iii) You provide a Cardholder with cash; or
- (p) it occurs during a period in which Your rights under this Agreement were suspended under or after this Agreement was terminated; or
- (q) You cannot give a Transaction Receipt as required by clause 7 provided for herein; or
- (r) for any other reason, the Cardholder is entitled under the Card Scheme Rules to a chargeback of the transaction.

8.2 A transaction for a sale or refund is not acceptable if:

- (a) the Cardholder disputes liability for the transaction for any reason or makes a claim for set-off or a counterclaim; or
- (b) it is of a class which the Acquirer or Latipay decide, in their discretion, is not acceptable.

8.3 You acknowledge and agree that the Acquirer or Latipay may:

- (a) refuse to accept a transaction if it is invalid or unacceptable, or may charge it back to you if it has already been processed, even if we have given you an authorisation; and
- (b) reverse a sales transaction as a chargeback, and debit your account for the amount of the chargeback, for any of the reasons in clauses 8.1 and 8.2 and any other reason we notify you of from time to time; and
- (c) without limiting the above, delay, block, freeze or refuse to accept any transaction where the Acquirer or Latipay has reasonable grounds to believe that the transaction breaches New Zealand law or sanctions or the laws or sanctions of any other country.

9. SETTLEMENT OF TRANSACTIONS

- 9.1 the Acquirer will provide settlement to Latipay on each business day for the gross amount of all funds received from the Card Schemes in respect of transactions processed under this agreement, less any chargebacks or refunds.
- 9.2 Latipay is responsible for disbursing to you, in accordance with your funding, reserve and payments arrangements with Latipay, any settlement amounts received from the Acquirer in respect of transactions processed under this agreement.
- 9.3 You agree to direct any queries regarding settlement to Latipay.
- 9.4 You agree to provide bank account details which will be used for settlement of transactions and authorise Latipay to initiate: (1) credits to the bank account for proceeds of transactions submitted, and (2) debits to the bank account for any amounts that may be owed or required to be paid to Acquirer under this Agreement. You agree to reimburse Latipay and/or the Acquirer for the amount of charges incurred as a result of any direct debit being rejected.
- 9.5 You acknowledge and understand that you are subject to continuous due diligence requirements by Latipay and the Acquirer and agree that if you are identified on any

official sanctions list, or breach any regulatory requirements then neither Latipay or the Acquirer:

- (i) will have any obligation to settle any then outstanding transactions to You and the proceeds shall be deposited and held in a reserve account;
- (ii) will be obligated to pay to You any amounts remaining from the reserve account after all other then-current and contingent liabilities or obligations related to Your payment transactions have expired unless You obtain necessary compliance clearance, and may otherwise deal with such money as required by Law which You agree shall be deemed to be a payment direction issued by You and will satisfy the Acquirer's/Latipay's settlement obligations under this Agreement; and
- (iii) You agree to indemnify and hold harmless Latipay and the Acquirer from any claims arising from or related to the non-settlement of such transactions.

10. USE OF CARD SCHEME LOGOS AND TRADEMARKS

10.1 You acknowledge and agree that:

- (a) the card scheme logos, names and holograms ("the Marks") are owned solely and exclusively by the relevant card scheme; and
- (b) you will not contest the ownership of the Marks for any reason; and
- (c) the card schemes may at any time, immediately and without notice, prohibit you from using any of the Marks for any reason; and
- (d) you may only use advertising and promotional material for the cards or which show a card scheme mark in the manner the Acquirer approves, unless you have received authorization from the card schemes through other means.

11. REPRESENTATIONS AND WARRANTIES BY YOU

11.1 You represent and warrant that:

- (a) by entering into this Agreement, you are not currently and will not be in breach of any Relevant Law or any obligation owed to any Person; and
- (b) where applicable, you are duly authorised to enter into this Agreement and the obligations under this Agreement are valid, binding and enforceable in accordance with its terms; and
- (c) if You are an incorporated body, you validly exist under the laws of Your place of incorporation and have the power and authority to carry on Your business as that business is now being conducted and using any name under which that business is being conducted; and
- (d) if You, a Related Body Corporate or any officer, employee or agent of You or a Related Body Corporate has at any time been listed on a database of terminated merchants maintained by any Card Scheme or have otherwise had merchant services terminated by another acquiring bank, you have disclosed that fact to Latipay.

11.2 The representations and warranties set out in this clause will be deemed to be repeated each day after the date You enter into this Agreement.

12. NO WARRANTIES BY US

Neither Latipay nor the Acquirer make any warranties in respect of any of the services provided under this agreement. To the maximum extent permitted by law, any and all implied warranties and guarantees are excluded. In respect of any warranty or guarantee which is able to be excluded under any relevant law, our liability in respect of a breach of that warranty or guarantee is limited to the re-supply of the goods or services or the payment of the cost of having the goods or services supplied again.

13. EXCLUSION OF LIABILITY

To the maximum extent permitted by applicable law we are not liable to you or to any person for any act or omission (including negligence) of ours that results in any direct or indirect loss (including loss of profits), damage, injury or inconvenience you suffer because of any service failure, including any unavailability of the service, any delays or any errors. Under no circumstances will we be liable to you for any lost sales, revenue or profit or loss of custom due to any service failure which results in you being unable to promptly accept payments from your customers.

14. TERMINATION AND SUSPENSION

- 14.1 The Acquirer or Latipay may suspend or terminate this Agreement or suspend then terminate this Agreement or any part of it at any time if:
- (a) You are in breach of Your obligations under or arising out of this Agreement; or
 - (b) if in Latipay's or the Acquirer's reasonable opinion, the processing of Your transactions exposes Latipay or the Acquirer to an unacceptable level of risk; or
 - (c) You are or have engaged in conduct which exposes Latipay or the Acquirer to potential fines or penalties imposed under Relevant Law; or
 - (d) Your business or Equipment is or has been targeted by a person engaged in fraudulent or dishonest activity whether with or without Your knowledge; or
 - (e) you or any service provider (other than Latipay or the Acquirer) that you use in connection with your merchant services has suffered a data breach
 - (e) a direction is made by a card scheme or under Relevant Law that the Payment Service be suspended or terminated; or
 - (f) you have experienced an adverse change in financial circumstances; or
 - (g) we have concerns about your solvency or if you come insolvent or are subject to any form of insolvency administration or a resolution is passed, or an order is made for winding up; or
 - (h) you have a significant adverse credit event recorded against you.
- 14.2 This Agreement will terminate automatically and immediately if:
- (a) Latipay's registration as a member service provider or independent sales organization with any card scheme is cancelled;
 - (b) Latipay's agreement with the Acquirer for the provision of merchant services is terminated for any reason; or
 - (c) any other agreement that you have with Latipay in respect of Latipay's payment processing services is terminated for any reason.
- 14.3 You authorize the Acquirer to disclose to any Card Scheme advice of termination of this Agreement and the reasons for the termination. You acknowledge that the information concerning termination of this Agreement then becomes available to any member of the Card Schemes. This information, available to any member of the Card Schemes, may be used in assessing subsequent applications for merchant facilities.
- 14.4 This clause 14 survives termination of this Agreement.

15. ASSIGNMENT

You may not assign or charge Your rights under this Agreement without our prior written consent.

16. NEW ZEALAND DOMICILE REQUIREMENTS

You acknowledge that we may only provide services to you under this Agreement where you:

- (i) have a permanent establishment in New Zealand through which transactions are completed;
- (ii) are registered to do business in New Zealand;
- (iii) have a local address in New Zealand for correspondence and acceptance of judicial process, other than a post-office box or mail-forwarding address; and

- (iv) pay taxes in New Zealand (where required) in relation to the sales activity; and
- (v) satisfy any other domesticity requirements imposed by card schemes from time to time.

In addition to any other right to terminate or suspend the services, we may immediately cease to accept transactions under this Agreement where you fail to satisfy the above requirements.

17. GOVERNING LAW

This agreement is governed by the laws of New Zealand. Each party submits to the jurisdiction of the courts of New Zealand and any courts of appeal from them.

18. AMENDMENT

We may vary this agreement on 30 days' written notice to you.

19. NOTICES

19.1 You acknowledge that the Acquirer or Latipay may deliver notices to You in any of the ways listed in clause 19.2.

19.2 A notice must be in writing and is taken to be received:

- (a) if delivered personally, at the time of delivery;
- (b) if sent by pre-paid post, on the third day after the posting;
- (c) if sent by facsimile transmission, on the date the transmitting machine records transmission of the complete document;
- (d) when the party sending the notice is the Acquirer or Latipay, if sent by email, at the time when the email enters Your information system.

19.3 The address, facsimile number or email address to be used for notices is the last address, facsimile number or email address advised by a party. You must inform Latipay immediately of any change of Your address, facsimile number or email address.

20. SET-OFF

Latipay and the Acquirer may at any time without notice to you set off any Liability owed by Latipay and/or the Acquirer (as the case may be), to you on any account against any Liability owed by You to Latipay or the Acquirer (as the case may be) under or in connection with this agreement. For the purpose of this clause, "Liability" means any debt or monetary liability, irrespective of whether the debt or monetary liability is future or present, actual or contingent.

Schedule A: Equipment

This Schedule A sets out additional terms and conditions that apply if You use Equipment to process transactions under this Agreement.

1. Equipment may consist of equipment supplied by Latipay (**Supplied Equipment**) or, Your own Equipment (**Your Equipment**). In processing transactions using Equipment, You shall only use Equipment that has been approved by Latipay.
2. You shall ensure that Your Equipment complies with all applicable Laws, policies, and certification procedures that may be specified by us from time to time. You are, notwithstanding any approval from Latipay, solely responsible for maintaining, repairing, and replacing, the Equipment.
3. You are responsible for ensuring that any devices, hardware, or software, which it uses in conjunction with the Equipment has been adequately tested and is compatible with the Equipment.
4. You shall indemnify us against any losses, liabilities, damages, and expenses, arising out of the use of (i) the Company Equipment, or (ii) any other devices, hardware, or software, that You use in conjunction with the Equipment.
5. You must operate and keep all Equipment in accordance with this Agreement, and any other instructions we may provide You. You are responsible for keeping all Equipment in good working order. You must safeguard the Supplied Equipment from loss, damage, unauthorised use, misuse, or theft. You must notify Latipay immediately regarding any damage to or loss of the Supplied Equipment.
6. You shall not alter, modify, the Supplied Equipment, or the installation site of the Supplied Equipment, without Latipay's consent.
7. Latipay may replace any Supplied Equipment with other equipment of the same or similar type. The substitute Equipment shall then be subject to this Agreement. If Your requests changes to the Supplied Equipment, Latipay shall be entitled to charge the You fees determined in Latipay's discretion to effect the requested changes.
8. All Supplied Equipment remains the property of Latipay. If this Agreement is terminated, or if Latipay requests, You shall, in the manner prescribed by Latipay, return the Supplied Equipment (a) in good working order (fair and tear excepted); (b) cleaned and with markings removed; AND (c) free from cracks, dents, scratches, and stains; failing which Latipay may impose fees, determined in its discretion, on You.
9. Additional Cards may only be used with Equipment upon Latipay's written consent.
10. You must not give, rent, lease, sub-license, sell to any third party, or grant any form of security or encumbrance over, or cease to be in possession of any part of, the Supplied Equipment. You shall not permit any third party, other than its authorised employees, to use the Equipment.
11. You shall allow Latipay, during business hours and with reasonable notice, to have access to the Equipment for inspection and maintenance purposes.
12. To the extent permitted by law, all warranties, and representations, by Latipay of any kind with respect to the Supplied Equipment, including without limitation any implied warranties of satisfactory quality and fitness for a particular purpose, are excluded. Additionally, Latipay does not warrant or represent that the Supplied Equipment will perform uninterrupted, error-free, with impenetrable security, or with flawless verification of the Cardholder or any other aspect of the transaction.

Schedule B: Gateway Services

This Schedule B sets out additional terms and conditions that apply if You use the Gateway Services.

1. The Gateway Services include protocols, software components and other interfaces and software related to the Gateway Services (the **Gateway Software**). Latipay may also provide **Gateway Documents** in connection with the Gateway Services. The Gateway Documents comprise of any and all manuals, operating policies, procedures, and other written materials or instructions that are provided in connection with the Gateway Services.
2. You shall not use the Gateway Services in any way, other than in accordance with this Agreement, and any other instructions Latipay may provide in writing.
3. You shall not attempt to circumvent any applicable security measures of the Gateway Services, including by disassembling, decompiling, decrypting, extracting, reverse engineering, or modifying the Gateway Software. You shall not apply procedures or processes to the Gateway Software in order to ascertain, derive, and/or appropriate for any reason or purpose, the source code or source listings for any Gateway Software, or any algorithm, process, procedure, or other information, contained in the Gateway Software.
4. You shall not allow any third party to access the Gateway Services except its authorised employees or contractors, both of which must be subject to a confidentiality agreement no less restrictive in every aspect than the confidentiality provisions in this Agreement.
5. You shall not remove or alter in any way whatsoever any copyright notice or acknowledgements appearing on any element of the Gateway Services save to extent approved by Latipay in writing.
6. You shall ensure that all user credentials (including passwords) for the Gateway Services are kept confidential. It shall not allow any other party to use such user credentials unless permitted by Latipay. You shall be liable for all acts and omissions done under user credentials that are assigned to You. You shall notify Latipay immediately if the Gateway Services have been compromised.
7. You shall be responsible for updating Your systems, at your own cost, to ensure that its systems are compatible with the Gateway Services and any updates thereto. You are responsible for the correct functioning of its systems, and shall be responsible for the technical support and integration of its systems into the Gateway Services. You shall be responsible for the costs of development of its systems and the integration of its system into the Gateway Services.
8. Latipay may in its absolute discretion, without prior notice, suspend the Gateway Services for a reasonable period of time for any reason including system maintenance or upgrades.
9. For the duration of this Agreement, Latipay grants You a personal, non- exclusive and non-transferable right to use the Gateway Services, the Gateway Software, and the Gateway Documents, strictly for the purpose of Latipay's provision of Acquiring Services. All intellectual property rights associated with the Gateway Services are reserved for Latipay and its licensor (as the case may be).
10. Save for the limited license granted under clause 9 of this Schedule B, nothing in, or arising out of, this Agreement grants You any other intellectual property rights relating to the Gateway Services, the Gateway Documents, or the Gateway Software.
11. To the extent permitted by law, all warranties, and representations, by Latipay of any kind with respect to (a) the Gateway Services; (b) the Gateway Software; and (c) the Gateway Documents; including without limitation any implied warranties of satisfactory quality or fitness for a particular purpose, are excluded. Additionally, Latipay does not warrant or represent that the Gateway Services or the Gateway Software will perform uninterrupted, error-free, with impenetrable security, or with flawless verification of the Cardholder or any other aspect of the transaction.

Schedule C: Direct Debit Request

Direct debit for fees and chargebacks

Account name			
Bank name		Branch name	
BSB		Account number	

By signing, I authorise this Direct Debit Request and agree to the Direct Debit Service Agreement

Executed by [Merchant Legal Name] in accordance with Section 127 of the Corporations Act 2001 and by:	
Signature of director	Signature of director/secretary
Name of director (print)	Name of director/secretary (print)
Date:	Date:

Direct Debit Service Agreement

Latipay to insert the Direct Debit Agreement that will be signed by each Merchant authorising Latipay to debit Merchant Accounts.