

## TERMS AND CONDITIONS AND TRADING POLICY CONTRACT REVISED 01-11-2013

### 1. INTRODUCTION

#### 1.1 Application of this contract

(a) These Terms and Conditions are incorporated into any contract between Super Special Pty Ltd 'the printer' and customer for the supply of products-or services by Super Special Pty Ltd to the customer.

(b) This contract is entered into between the printer and the customer for commercial or trade purposes only, and is not for personal, domestic or household purposes.

#### 1.2 Interpretation

In this contract:

**"Additional Work"** includes all work undertaken by the printer as a consequence of the customer's variation, alteration or modification of its instructions in relation to the order;

**"Business Day"** means a day on which banks are open for general banking business in the State of Victoria;

**"Freight costs and charges"** includes all costs and expenses incurred by the printer in moving the products from its premises to those of the customer, whether actual delivery to the customer is achieved or not;

**"GST"** means the products and Services Tax as defined in *A New Tax System (products and Services Tax) Act 1999* (Cth);

**"Interest Rate"** means a rate 2% higher than the Cash Target Rate as fixed by the Reserve Bank of Australia;

**"Order"** means the work required to be done to fulfill the customer's instructions and includes the request to do it;

**"Preliminary work"** means all work performed by the printer at the customer's express or implied request, which work was necessary in the printer's opinion to start to carry out the order and which was not within the reasonable contemplation of the printer at the time when the printer supplied the estimate;

**"Printer's charge"** refers to the usual fee charged by the printer from time to time in respect of an order;

**"Products"** means those produced by the printer under an order and includes raw materials and materials supplied by customers for the purpose of orders placed with the printer;

**"Quote"** means an estimate referred to in sub-clause 2.1 and includes an amended quote under clause 2.4;

#### 1.3 General

In these terms and conditions, unless the context otherwise requires:

- the singular includes the plural and vice versa and the masculine includes the other genders;
- a reference to a party to these terms and conditions or any other document or arrangement connected with an order includes that party's executors, administrators, and anyone to whom the benefit of this agreement has been transferred with the consent of the printer;
- a reference to, a year, quarter, month or day is to the calendar period.

#### 1.4 Business day

If the due date on which anything is to be done under this agreement is not a business day, then:

- if it involves a payment of money, it must be done on the preceding business day; and
- in all other cases, may be done on the next business day.

### 2. QUOTES

#### 2.1 Printer to supply quote

The printer may, if requested by the customer, give the customer a quote specifying:

- the work required to be done in order to fulfill the customer's instructions; and
- an estimate of the printer's charge for doing that work.
- If no quote is given, the printer may give a cost estimate.

#### 2.2 Acceptance by customer

If the printer has given the customer a quote the printer is not obliged to start work until the quote has been accepted by the customer, which the customer may do by instructing (orally or in writing) the printer to start work.

Acceptance by the customer of the quote, whether express or implied, constitutes acceptance by the customer of these terms and conditions.

#### 2.3 Quote evidence of instructions

If a quote is accepted by the customer, the work detailed in the quote is to be carried out, and the customer must pay for the work in accordance with the terms of the quote and these terms and conditions.

#### 2.4 Printer may revise quote

The printer may amend a quote before the order has been completed to take into account rises or falls in the cost of fulfilling the order. The printer must notify the customer of the amendment as soon as practicable.

### 3. CHARGES

#### 3.1 Invoice

When an order has been completed, the printer must issue an invoice to the customer for the amount of the quote or, if no quote was given, for an amount representing the printer's charge for the work done, and for any additional charges specified in clause 3.2.

#### 3.2 Additional Charges

In addition to the amount of the quote, or cost estimate, the printer may charge to the customer:

- fees for preliminary work done at the customer's request;
- fees for additional work required to be done because the customer changed his instructions;
- fees for having to work from poor copy;
- fees for additional work required to be done as a result of author's corrections or changes after submission of a proof by the printer, including altered customer specifications and resubmission of proofs;
- fees for overtime costs incurred and other charges for work which the customer requires to be done urgently,
- fees for handling, wrapping, sealing or storing material or equipment supplied by the customer for the purposes of the order;
- fees for editing, converting, changing or correcting artwork or photographic film documents including computer files supplied for the purpose of the order by the customer;
- freight costs and charges;
- other charges, fees or disbursements referred to in these terms and conditions.
- additional expenses caused by use of the customer's raw materials at his insistence, including the cost of rectifying damage to the printer's machinery
- costs of storage of the finished products if they are not collected promptly.

### 4. DELIVERY

#### 4.1 Notification

The printer will notify the customer when the products are ready for collection or dispatch.

#### 4.2 Collection

The customer must collect the products from the printer promptly upon being notified that they are ready for collection. If the printer agrees to deliver the products, the customer must bear the delivery costs and charges COD.

### 4.3 Rejection

The customer may only reject the products if they do not comply with the customer's specific instructions, or if the customer did not correct errors that were apparent in a proof given by the printer.

If the customer wishes to reject the products, the customer must notify the printer of the rejection:

- (a) if the printer has delivered the products to the customer— within 72 hours of delivery);
- (b) before the products are delivered - within 7 days of the printer giving notification that the products are ready for collection.
- (c) these time limits may be varied by written agreement.

### 4.4 Risk

The risk in the products passes to the customer:

- (a) if the printer delivers the products to the customer's premises or to any premises nominated in writing by the customer - at the time of delivery;
- (b) if the customer must collect the products - when the printer notifies the customer that the products are ready for collection.

If the customer is entitled to reject the products and does so in accordance with these terms and conditions, risk reverts to the printer at the time when the customer notifies the printer that the products are rejected and returns the whole consignment to the printer in the same condition in which they were delivered to the customer.

## 5. PAYMENT

### 5.1 Time for payment

The customer must pay the total amount of the printer's invoice on receipt. The printer may, in its discretion, accept part payment in advance or may refuse to extend credit to the customer.

### 5.2 Method of payment

Invoices must be paid in cash, by electronic funds transfer, cheque, credit card if agreed at the start or any other form of payment agreed between the printer and the customer. All payments must be in Australian dollars. If payment is to be made by credit card, and additional loading will be made to cover credit charges made by the credit card provider of up to 3%.

### 5.3 Interest

The printer may charge interest at the interest rate on amounts not paid within the time specified in clause 5.1.

### 5.4 Advance and progress payments

- (a) The printer may issue an invoice for the amount of the estimate before commencing the order when the printer has not previously carried out work for the customer or when the printer considers it prudent to do so;
- (b) The printer may, if of the view that completing the order will take more than a month, at any time before the order is completed, issue one or more invoices for a proportion of the amount of the estimate, in the printer's discretion, and is entitled to require that the invoiced proportion of the estimate be paid before any further work is done.
- (c) If the order is suspended for more than 30 days at the customer's request or as a result of the customer's act or omission, the printer may issue an invoice for the work already done and for the costs incurred by the printer to that date.

## 6. NON-PAYMENT

### 6.1 Damages

The customer must pay the printer the costs, expenses or losses it incurs as a result of the customer's failure to pay all amounts it owes to the printer, including, without limitation debt collection and legal costs.

### 6.2 Retention of title

- (a) Until the customer has paid all amounts it owes in relation to all products supplied by the printer to the customer, title and property in the products does not pass from the printer to the customer.
- (b) If the products are in the customer's possession, the customer must hold the products as trustee for the printer and must store the products so that they are clearly identifiable as the property of the printer.
- (c) The printer may call for and recover possession of the products (for which purposes the printer's employees or agents may enter the customer's premises and take possession of the products without liability to the customer) and the customer must deliver the products to the printer if so directed by the printer.
- (d) The customer may, in the ordinary course of the customer's business, sell the products to a third party but:

- (i) the proceeds of sale to the third party must be held by the customer as trustee for the printer and the customer must account to the printer for those sums; and
  - (ii) if the printer requires, the customer must assign to the printer the customer's claim against the third party and must execute all documents necessary to effect that assignment.
- (e) The security interest created by this paragraph must be embodied in a financing statement and registered under the provisions of the *Personal Property Securities Act 2009* unless a previous financing statement exist between the customer and the printer. The customer must pay the cost of registration of the financing interest.
  - (f) If this is the first security interest to be registered as a financing statement between the parties, it is intended by them to include all present and after-acquired property entrusted by the customer to the printer or supplied by the printer to the customer.

### 6.3 General lien

- (a) The printer has, in respect of all amounts owed by the customer to the printer, whether under this contract or any other contract or arrangement between them, a general lien on all property of the customer in the printer's possession, and the printer may, after giving 14 days' notice to the customer, sell any of that property and apply the net proceeds after deducting sale costs, towards satisfaction of the amounts owed.
- (b) If the customer owns copyright in property held by the printer, the customer grants to the printer a licence to exercise its rights as copyright owner for the purpose of disposing of the products.

## 7. LIABILITY

### 7.1 Proofs

If the printer submits a proof of the products to the customer, the printer will not be responsible for any errors in the products which appeared in the proof and which were not corrected by the customer before the order was completed.

### 7.2 Statutory Rights

The parties acknowledge that, under State and Commonwealth law, some conditions and warranties may be implied in this contract and there are rights and remedies conferred on the customer in relation to the provision of the products which cannot be excluded, restricted or modified by agreement ("statutory rights").

### 7.3 Disclaimer of Liability

The printer disclaims all conditions and warranties expressed or implied, and all rights and remedies conferred on the customer, by statute, the common law, equity, trade, custom or usage or otherwise and all those conditions and warranties and all those rights and remedies are excluded other than any statutory rights. To the extent permitted by law, the liability of the printer for a breach of a statutory right is limited, at the printer's option, to the supplying of the products or any services again or payment of the cost of having the products or any services supplied again.

### 7.4 Indirect losses

Notwithstanding any other provision of this contract, the printer will not be liable in contract, tort (including, without limitation, negligence or breach of statutory duty) or otherwise to compensate the customer for:

- (a) increased costs or expenses;
- (b) loss of profit, revenue, business, contracts or anticipated savings;
- (c) loss or expense resulting from a claim by a third party; or
- (d) special, indirect or consequential loss or damage of any kind arising from the printer's failing or delaying in completion or delivery of the products.

### 7.5 Electronic data

Without limiting the generality of any other condition, the printer will not be liable to the customer for loss, however caused, of any data stored on disks, tapes, compact disks or other media supplied by the customer to the printer.

### 7.6 Customer's property

The printer will not be liable for the damage, loss or destruction of any property of the customer in the printer's possession unless the loss or damage is due to the failure of the printer to exercise reasonable care and skill in handling or storing it.

### 7.7 Events beyond the control of the Printer

The printer will have no liability to the customer in relation to any loss, damage or expense caused by the printer's failure to complete the order or to deliver the products which results from fire, flood,

tempest, earthquake, riot, civil disturbance, theft, criminal acts, strike, lockout, breakdown, war, the inability of the printer's normal suppliers to supply necessary materials or any other matter beyond the printer's control.

## 8. GENERAL MATTERS

### 8.1 Default in instructions and alterations to style etc

If, before the quote is prepared, the customer does not give the printer specific instructions in relation to style, colour or layout:

- (a) the printer may use any style, colour and layout which the printer considers appropriate; and
- (b) the printer may charge an additional amount for additional work required to be done (including the production of additional proofs) as a result of the customer subsequently altering the style, colour or layout to be used by the printer.

### 8.2 Outside work

If the printer has to obtain outside products (including artwork, films, separations, inks, labels, tags and garments) or services not normally stocked or supplied by the printer from an outside third party in order to carry out the customer's instructions:

- (a) The printer will not be liable for any breach of this contract which results from the arrangements for the supply by the third party of the outside products or services.
- (b) The printer acquires the outside products or services as agent for the customer and not as principal and will have no liability to the customer in relation to the supply of those products or services. The customer must make any claim in relation to the supply of those products or services directly against the outside third party.
- (c) The customer must pay for the outside products or services.
- (d) Property in the outside products which have been incorporated into the products passes to the printer at the time of incorporation.

### 8.5 Material supplied by customer

If the printer and the customer agree that the customer is responsible for supplying materials for the purposes of the order:

- (a) The customer must supply a sufficient quantity of the materials, to be specified by the printer, to allow for spoilage.
- (b) The printer does not normally count or check the materials and if this is requested by the customer, the printer may charge for counting or checking.
- (c) The printer will not be responsible for any defects in the products which are caused by defects in or the unsuitability of materials or equipment supplied by the customer.
- (d) Property in materials supplied by the customer and incorporated into the products passes to the printer at the time of incorporation.

### 8.6 Property left with printer

If the customer leaves property in the printer's possession without specific instructions as to what is to be done with it, the printer may, 12 months after gaining possession of the property, dispose of or sell the property and retain any proceeds of sale as compensation for holding and handling the property.

### 8.7 Responsibility to insure

The printer has no obligation to insure any property of the customer in the printer's possession. If the customer requests insurance, it must pay the cost of all steps necessary to effect the policy as well as the premium.

### 8.8 Ancillary materials

Unless the printer and customer agree otherwise, the printer owns the copyright in all drawings, sketches, paintings, photographs, designs, slogans, typesetting, samples, swatches, positives, screens, stencils, compact discs, or other media or data and other material produced by the printer in the course of or in preparation for performing the order and whether or not they are in fact used for the purposes of performing the order.

### 8.9 Copyright

- (a) Copyright in all artistic and literary works authored by the printer are the property of the printer.
- (b) The customer:
  - (i) warrants that it has copyright in or a valid licence under which it is entitled to authorise the printer to reproduce, all artistic and literary works supplied by the customer to the printer for the purposes of the order and the customer expressly authorises the printer to reproduce all and any of those works for the purposes of fulfilling the order;
  - (ii) indemnifies the printer and agrees to keep it indemnified against all liability, losses or expenses incurred by the printer in any way directly or indirectly connected with any breach of copyright or of any rights in relation to copyright in those literary and artistic works; and
- (c) The customer is hereby granted a non-exclusive licence to use the copyright in any literary or artistic works of which the printer is author for the purposes of the order. However the exercise of this licence is conditional upon the printer having received all money payable to the printer under this contract.

### 8.10 Ideas

The customer must keep confidential and not use any ideas communicated by the printer to the customer without the printer's written consent, whether those ideas are expressed orally, in writing or in any other way.

### 8.11 Electronic & magnetic media

All disks, tapes, compact discs or other media (other than media supplied by the customer) used by the printer to store electronic data for the purposes of completing the order are the property of the printer. The customer is not entitled to require the printer to supply electronic data to it. If the printer does supply any electronic data, it may charge for doing so.

### 8.12 Storage of electronic data

The printer will not be responsible for storing any data on discs, tapes, compact discs or other media when the order has been completed. If the printer agrees to store electronic data, it may charge for doing so.

### 8.13 No Waiver

A power or right is not waived solely because the party entitled to exercise it does not do so. A single exercise of a power or right will not preclude any further exercise of it. A power or right may only be waived in writing, signed by the party to be bound by the waiver.

### 8.14 Severability

Any provision in this contract which is invalid or unenforceable in any jurisdiction must be read down for the purposes of that jurisdiction, if possible, so as to be valid and enforceable. If that provision cannot be read down then it is to be treated as capable of being severed to the extent of the invalidity or unenforceability without affecting the remaining provisions of this contract or affecting the validity or enforceability of the severed provision in any other jurisdiction.

### 8.15 Governing law and jurisdiction

These conditions are governed by the law in force in the State or Territory in which the printer's premises are located and the parties submit to the non-exclusive jurisdiction of the courts of that State or Territory and any courts which may hear appeals from those courts in respect of any proceedings in connection with this contract.

## 9 GOODS AND SERVICES TAX

### 9.1 All amounts are GST exclusive amounts

Unless otherwise stated, all amounts expressed or described in this contract are GST exclusive amounts.

### 9.2 Out of pocket expenses are GST inclusive

All out of pocket expenses referred to in this contract are GST exclusive out of pocket expenses.

### 9.3 Printer to assist Customer

The printer will assist the customer to claim promptly any input tax credits which the customer may be entitled to claim in relation to acquisition of products and services from the printer. This includes the printer maintaining its registered status for GST purposes, and promptly issuing tax invoices to the customer for supplies made under this contract.

## 10. PERSONAL PROPERTY SECURITIES ACT

### 10.1 Security Interest

The customer acknowledges and agrees that:

(a) this contract gives rise to a security interest and constitutes a security agreement for the purposes of the *Personal Property Securities Act 2010*; and

(b) the printer takes the security interest under this contract in all products previously supplied by the printer to the customer and all products that will be supplied in the future by the printer to the customer during the continuance of the parties' relationship.

### 10.2 Undertaking

The customer undertakes that it must:

(a) sign any further documents and provide any further information, which must be complete, accurate and up-to-date, which the printer may reasonably require to register a financing statement on the Personal Property Securities Register;

(b) reimburse the printer for all expenses incurred in registering a financing statement or financing change statement on the Personal Property Securities Register;

(c) give the printer not less than 14 days' prior written notice of any proposed change in the customer's name or any other change in the customer's details.

**10.3 Verification Statement** The customer waives any rights to receive notice of any verification statement issued under the Personal Properties Securities Act.

## GUARANTEE

In consideration of the printer entering into the contract with the customer, the customer or its representative named below (who may be one or more individuals) and who signs below ('the guarantor') guarantees the performance of all of the obligations imposed on the customer by the provisions of the contract and of any other contract entered into between Super Special and the customer, and expressly agrees that the validity of this guarantee and the obligations of the guarantor under this guarantee will not be terminated, affected or impaired by reason of [1] the printer exercising any of its rights or remedies under the provisions of the contract or [2] the customer being released from any of its obligations under the contract by operation of law or in any other way.

The guarantor agrees in addition that this guarantee is to remain in force in relation to any renewal, modification or extension of the contract, whether or not the guarantor has received any notice of, or consented to the renewal, modification or extension. The guarantor also agrees that if the printer becomes entitled to exercise any right of action under the contract, the printer may, at its option, proceed against any one or more of the individuals making up the guarantor, jointly or severally, and may proceed against the guarantor without having commenced any action or having obtained any judgment against the customer.

It is also agreed that the failure of the printer [a] to insist, in any one or more instances, upon strict performance of any provision of the contract or [b] to exercise any of its rights must not be treated as a waiver or relinquishment of the right if it arises again in the future, but the right is to remain in full force and effect. The transfer of the contract (which may only be made with the consent of the printer), by the customer will not extinguish or diminish the liability of the guarantor under this guarantee; and references in the contract to the liability and responsibilities of the customer, refer equally to the guarantor.

It is the intention of the parties to this guarantee that all of its provisions should inure for the benefit of the transferees, successors, and personal representatives of the printer, and that they should bind the transferees (only when the printer has consented to the transfer), successors, and personal representatives of the guarantor.

As evidence of their agreement to these provisions, the guarantor has executed this guarantee:

Date of signing:

Customer(s) Name or Business Name:

ABN/ACN:

Guarantor's Name and Address:

Guarantor's signature(s):



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## CREDIT POLICY AND APPLICATION FOR CREDIT

REVISED 05-01-2014

Dear Customer, We welcome your application for credit.

As a matter of good business practice, we require all of our customers to fill in an application form for our records.

We thank you for taking the time to do so. Please also take the time to read and sign our Terms and Conditions of Trade.

Our Trading terms provide that all collection and legal costs including interest will be added to overdue accounts.

The information submitted will remain confidential and will be used only for the purpose of establishing and maintaining a credit facility.

Customer credit can only be given when a state of honesty and trust exists between the purchaser and Super Special.

The buyer after carefully considering his purchase is entitled to receive goods or services exactly as represented without alteration of cost or quality.

In return for giving credit, Super Special is entitled to certain safeguards in addition. These include making reasonable enquiries about you - the customer, at the start, and anticipating legal processes if you should default. Because of the introduction of the Personal Property Securities Act 2009 (PPSA), security interests like the retention of title clause contained in this application, must be registered on the PPS Register at the expense of the customer.

Super Special believes that a clear understanding of our Terms and Conditions of Trading, together with properly administered credit control, will establish harmonious relationships when dealing with all of our bona fide customers, will allow detection of slow or delinquent payers earlier than normal, and will provide us with the means to continue providing a credit service to our customers.

If you agree with this approach, we sincerely welcome your application for credit on the following terms:

### CREDIT ACCOUNTS MUST BE PAID IN FULL WITHIN 30 DAYS OF THE DATE ON WHICH THE INVOICE WAS SENT.

Customers who do not honour their obligations promptly must expect immediate follow-up by our credit department .

Please ensure that Sections 1 to 6 are completed before you return this application. All sections are required for your application to be processed.

In addition, the guarantee contained within our terms and conditions contract must be signed by all of the customers who are individuals, and if the customer is a company, by all of the directors of the company.

### SECTION 1 - COMPANY INFORMATION

Customer name (if sole trader) or Company Name: \_\_\_\_\_

Trading as: (if different from above) \_\_\_\_\_

Australian Company No (ACN): \_\_\_\_\_

Business Name Reg No (ARBN): \_\_\_\_\_

Australian Business No (ABN): \_\_\_\_\_ Are you registered for GST? Yes  No

### SECTION 2 - BUSINESS INFORMATION

Postal Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Business premises: Owned  Leased  Name of Landlord or Agent \_\_\_\_\_

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Accountant: \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated monthly purchases of our products: \$ \_\_\_\_\_

Accounts Payable Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you owned this business? \_\_\_\_\_ Number of employees: \_\_\_\_\_

**SECTION 3 - FULL NAMES AND ADDRESSES OF DIRECTORS/PARTNERS/PROPRIETORS**

1 (Mr/Mrs/Miss/Ms/.....) First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Drivers Licence No: \_\_\_\_\_ Phone: \_\_\_\_\_

2 (Mr/Mrs/Miss/Ms/.....) First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Drivers Licence No: \_\_\_\_\_ Phone: \_\_\_\_\_

3 (Mr/Mrs/Miss/Ms/.....) First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Drivers Licence No: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECTION 4 - TRADE REFERENCES - MAJOR SUPPLIERS**

1 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

3 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SECTION 5 - STATEMENT BY APPLICANT FOR CREDIT**

All of the persons signing this form below:

Certify their authorisation to sign this application on behalf of the applicant,

Have read the Credit Terms and Trading Policy which apply to this application and agree to comply with all of the terms in those documents as they may be amended from time to time, Agree to advise Super Special Australia Pty Ltd immediately of any change of ownership in the applicant or of their addresses, Declare that the information given in this form is true and complete, and Consent personally and on behalf of the applicant to Super Special being entitled to the following under the Privacy Act 1988:

**Access to Consumer Credit Information for a Commercial Credit Application;** If Super Special Australia Pty Ltd considers it relevant to assessing the applicant's request for commercial credit, Super Special Australia Pty Ltd may obtain a credit report about the applicant.

**Use of a Credit Report to collect overdue payments;** If Super Special Australia Pty Ltd considers it relevant to collecting overdue payments in respect of commercial credit provided to the applicant, Super Special Australia Pty Ltd may receive from a credit reporting agency a credit report containing information about the applicant.

**Exchanging information with other credit providers;** Super Special Australia Pty Ltd may give to, and seek from, other credit providers, whose names the applicant may have provided to Super Special Australia Pty Ltd, or who may be named in a credit report, any information about the applicant's credit standing or history that credit providers are allowed to give to or receive from each other under the Privacy Act.

Signed: _____	Signed: _____
Name: _____	Name: _____
Position: _____	Position: _____
Date: _____	Date: _____