

YOUR GUIDE TO FORMING A NEW

APEX CLUB

Grow Learn Make Friends Have Fun
WHILE HELPING OTHERS!



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FORWARD

This is a guide only and is available to help and assist any Clubs who wish to be a sponsoring Club in the formation and charter of new Clubs. This guide also provides assistance to the Clubs who are formed and proceed to charter. Naturally there are constitutional guidelines which we have tried to include. It would also be of assistance to any Clubs to read the Apex Manual, Association By-laws and Best Practices in relation to the formation of new Clubs.

This guide has been established by fellow Apexians and if you have any suggestions to this guide, please contact the National Office.

APEX

The Association of Apex Clubs of Australia was formed on March 10th, 1931. Membership to Clubs is eligible to:-

- Men and Women, aged between 18 and 45

Apex offers you the chance to be actively involved in your community, to further develop your personal skills and to meet new people and make new friendships.

THE IDEALS

- ▲ To make the ideal of service the basis of all enterprise,
- ▲ To develop by example a more intelligent and aggressive citizenship,
- ▲ To provide a means of forming enduring friendships, rendering altruistic service and building better communities,
- ▲ To promote international understanding and friendship.

The Ideals can be summarised by our Mission Statement

Grow, Learn, Make Friends, Have Fun.....while helping others !

THE OBJECTIVES

To foster active interest in the civic, commercial, social and moral welfare of the community

To encourage high ethical standards in business and profession, and to effect an interchange of ideas as a means of increasing efficiency and usefulness

To promote and participate in genuine friendship

THE STEPS IN FORMING AN APEX CLUB

Decision IS made to set up a Club

Notify National Office

Get information

Publicise the formation of the Club

Hold a Public Meeting

Hold first meeting and elect Office Bearers

Inform National Secretary in writing that Club has formed

Get Club Incorporated

Prepare the Charter Application for the Club

Submit the Charter Application to the State Committee

Hold Charter Dinner

These steps would typically take 12 months, however they can sometimes take longer.
Do not be discouraged as it is important to have a goal to work towards !

DECIDING TO SET UP A CLUB

The decision to set up a Club is most likely to come from one or more person's who have, or have had, contact with Apex through the activities of another Club in the community. It is important that at this stage for you to form a committee to get the Club started. On this committee you should have at least two members of the sponsoring Club, the District Membership Chairperson or District Governor and if you have people interested in being a part of the new Club they should also be part of the committee as well.



Sponsoring Clubs

Under the Apex Association Rules, any prospective Club must have a sponsoring Club which holds a current charter. They will be able to assist a new Club with its Charter.

The sponsoring Club needs to petition to form a new Club, this can be done on the form Appendix A towards the end of this kit. Once the Association Board has approved the application they may also fix the territorial limits of the Club where necessary so that each Apex Club has distinct boundaries in which to operate. The petition shall then be forwarded to the Association Secretary/Treasurer for consideration by the Association.

GETTING HELP & INFORMATION

Establishing Contact

It is important that contact is made with the Apex Regional Communicator, who is responsible for the supervision of the formation of a new Club and they are more than willing to assist and provide information.

Assistance

Assistance and information can be obtained from the following:

- Through your sponsoring Apex Club
- Your Regional Communicator
- Members of the National Board
- The National President or National Vice President
- Other Service Clubs in the area
- This guide!!

PUBLICISE THE FORMATION OF THE NEW CLUB

Speak & Write

Speak and write to as many people as possible in the local community to promote the idea of forming a Club. This will make your community aware of a new Club forming - and word of mouth sure can travel! Whilst someone may not be interested themselves, they may know of someone who might be.

Councils/Business

Councils/Businesses/Organisations need to be made aware of the new Club as it forms as they will be involved with it at some stage over the years.

Press Releases

Prepare press releases to newspapers, radio and Regional television programs.

Poster

Make up a poster and write a letter to go to Libraries, Schools, Kindergartens, Churches etc.

The Apex Survival Guide

This Guide has got sample letters to send to potential members and also what to say to them. It will also come in handy later on as it has quite a bit of useful information. It can be obtained at the National Office.



HOLDING A PUBLIC MEETING

The Public Meeting is the first step in forming a new Club and letting your Community know of the intention to form a new Service Club in the area.

Venue

Decide date, time and place for the Public Meeting - needs to be central to the area from which you intend to attract members.

Publicity

Publicise the Meeting within your local community and attract prospective members through :-

- newspapers, radio
- posters/handouts to :-
libraries, community centres, surgeries, doctors, dentists clinics, shopping centres, schools, kindergartens, other Apex Clubs, newsletters
- invitations to :-
people you know, people you know of, to all leads on prospective members, councils/businesses/organisations
- Follow up all leads as some people might appreciate a lift to the meeting so they don't have to attend on their own.

Attendance

Arrangements should be made for the following to attend :-

- Apex Regional Communicator, National President or National Board member
- Other Apex Club members
- MPs and Council members

A letter in the form of an invitation would be appropriate to all of the above along with an invitation to any of them to address the meeting in support of the new Club.

Minutes

Arrange for someone from the Steering Committee to take the minutes as this meeting needs to be recorded.

Speakers

At your Public Meeting attempt to get at least two guest speakers - one from the local community who supports the formation of the Club, e.g. Local Council and one from Apex, e.g., Regional Communicator



Aim of the Meeting

The main aim of the Public Meeting is to attract sufficient members to start the Club - 10 to 15 should be considered a minimum. The more the better!!

Names & Addresses

Don't forget to record the names, addresses and telephone numbers of those attending - remember even those who are not initially interested may become so later or know someone else who may be interested.

SUGGESTED PROGRAM FOR THE PUBLIC MEETING

Appoint a Chairperson

The person appointed to Chair the meeting should be someone who is on the Steering Committee. Your arranged speakers will address the meeting and run briefly through such items as what Apex is, the Manual etc. (our rules), Meeting Procedure, Costs involved eg: per capita (membership fees) both Club and National, the reason Apex is in existence and the needs of the community.

Other Items

At this meeting you will need to arrange for the following motions to be moved so that your Club can continue further:-

First Motion

The first motion put to the Meeting should be:-
"That an Apex Club be formed."

Second Motion

"That the name of the Club be The Apex Club of _____"

Third Motion

"That the Club adopt the Constitution, By-laws and Best Practices of the Association of Apex Clubs of Australia."

Model Club rules etc. can be left to next meeting to allow time for questions on such items.

Next Meeting

The last thing you need to do is set a Date and Venue for your next meeting. Have this worked out beforehand. The venue must be convenient, central and comfortable for all members and visitors as well as providing community visibility of the Club's activities.

Selecting a venue

Decide on a suitable venue - some suggestions are:-

- An appropriate meeting room in a hotel, motel, community house, local groups (sporting, social) - They all let the public know you are there - ideal public relations.

The venue needs to provide:-

- A room that can be used twice monthly
- Flexibility on supper or dinner meetings
- Catering for small numbers

Meeting Close

In closing the Chairperson should thank sponsors, members and guests for their support of the new Apex Club.

STEERING COMMITTEE

Before the next meeting the Steering Committee should have a meeting and look into the various roles of the Club - the President, Secretary and Treasurer etc and obtain indications from members who are willing/ capable to undertake these positions. These positions can be until the Club is chartered or until the end of the current Apex Year whichever comes first.

Inform the Members

Once the venue, date and time are established, remind the members well in advance of the meeting details either through a regular newsletter or telephone contact. Make arrangements to pick up as many members as possible - don't leave it to them to get there by themselves - it will only make it easier for them not to attend!



HOLDING YOUR FIRST CLUB MEETING

The Agenda

Prepare an Agenda for the meeting including the items discussed below. It is advisable at your first few meetings for at least one member from your sponsor Club to attend to provide guidance and advice. Dinner Meetings for all Apex Clubs are numbered from when they formed, so this will be Number one (1). Minutes need to be kept for all Apex meetings.

Timing

Start and finish on time. Allow 30 minutes before the meeting for some informal fellowship. A meeting normally lasts about 2 hours with a guest speaker.

Points to Discuss could include:-

- Chairperson - the President elected at the Meeting would normally chair the first meeting. However, it is recommended an experienced chairperson from another Club should do the first one
- Nominations - If possible have nominations for President, Secretary and Treasurer already arranged before the Meeting. This takes a great deal of pressure off prospective members. Call for nominations for all positions and if there is more than one nomination for any position, an election with all members present voting will need to be conducted
- Election of other office bearers of the Club, which could include Service, Social, Fundraising, Membership (including VIP), Newsletter Editor etc.
- Planning for the forthcoming months, to include service work, fundraising opportunities, social events
- Set a time frame for holding the Charter Dinner - if you set a time frame now, you will have something to aim for
- Meeting days - which night you should meet and where
- Reviewing the Model Club Rules for Apex Clubs
- Badges - Dinner Badges can be ordered from the Apex National Office after notifying the National Secretary of your Club's formation. Lapel Badges can also be ordered later for Members on Charter Dinner night.

Club Letterhead

Create a Club letterhead with contact details of your Club, including the President and Secretary's name, address and phone/ fax/ email numbers. The letterhead must use the Apex Brand – letterhead template is found within the Club Resources section at apex.org.au. Your sponsoring Club can assist with this.

Advise the National Secretary

Using Appendix B to this guide, write to the National Secretary to inform the Association that your Club has formed. This will ensure that your Club is covered by the Association's Insurance cover for members and property etc, add your details onto mailing lists so you are kept informed of other happenings in the Apex world and will also mean that you will be able to order items from Apex Supplies. Apex Supplies, who supply all things Apex from T-shirts to 'Badges, will only supply Apex items to Clubs which are listed as being officially in our Association.

GET THE CLUB INCORPORATED

Incorporation provides Club members with protection from claims which can arise from the activities of service clubs in the community.

Paper work

The Club Secretary needs to contact your relevant State Government Department, (see Appendix C), to obtain the necessary application forms to apply for Incorporation. They will also supply you with a 'Guide to Incorporation' or similar. Check also on the fee payable with your application - your sponsor Club may help with this initially.

In the application, you will need to add the clause:

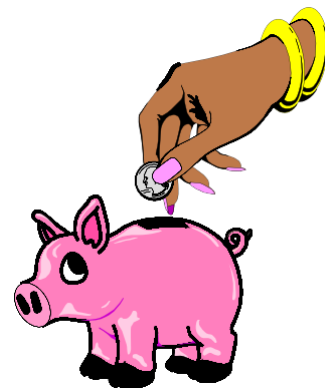
'Unless contrary to these Rules, the provisions of the Constitution, Association Bylaws and Association Best Practices of the Association of Apex Clubs of Australia Inc are adopted by the Club and the Club shall be bound by any amendments made thereto from time to time.'

If you need assistance with this please contact your Regional Communicator or a National Board Member or your sponsoring Apex Club in your State as they may already have completed incorporation and will know what is required.

OPENING BANK ACCOUNTS

Each Apex Club must have their own accounts namely General and Service accounts. The treasurer of your Club needs to do the following:-

- Open two accounts (which need to be operated by two Club executive signatories ie: President/Secretary/Treasurer):-
 1. Service (All money raised from the community eg major raffles goes into this account)
 2. General (All money raised from fines and per capita (membership fees) goes into this account)
- Lodge with Bank in respect of each Apex Bank account a copy of your Incorporation Certificate
- Apply to your State Taxation Department for exemption from the various State taxes which apply to bank accounts
- Once exemption is granted, take a copy of this into your Bank so they can update their records and apply the exemptions granted to your accounts



CHARTERING YOUR CLUB

Charter is your official membership of the Association and is an achievement to be celebrated.

Once your Club is established and has held regular meetings, performed some service work and held social functions, think about applying for Charter. This will mean that your Club is officially a member of the Apex Association and will be an eligible voting member of the Association, and able to submit items for consideration to your AGM or biennial National Convention, and to vote on those, and any other items.

Coupled with this comes the responsibility to begin to pay annual fees as members of the Association of Apex Clubs of Australia and contribute to the National running costs. Your sponsoring Club can provide more details on these. Basically, fees are broken up into an amount per club (Per Clubita) and an amount per member (Per Capita). These fees are collected by direct debit from your bank accounts, authorisation forms which are part of the Charter Application form (Appendix D). A newly chartered Club is only required to pay it's per Clubita component of its national fees during its first twelve months. The payment of Per Capitas is normally waived for the first twelve months in a move to assist new Clubs whilst they are developing their fund raising schemes and projects.

Application Form

Appendix D at the end of this guide contains the Charter Application Form and details the minimum requirements necessary. To apply for Charter, you need to establish whether your Club is ready to be regarded as mature enough for the responsibility. Minimum requirements for Charter include:-

- 10 members who are active and financial members of the Club who need to petition to apply for charter
- Have achieved a minimum of three (3) hours service work per member per month
- A range of service work undertaken in your community
- Variety of social activities held for members
- A regular Club newsletter
- Two (2) bank accounts - 1 General Account and 1 Service Account
- Upcoming service work
- Hold two meetings per month
- Completed State Incorporation requirements

Charter Dinner

Aim to be Chartered within 12 months of formation. Once your Charter Application has been approved, plan for your Charter Presentation Dinner.

Charter Badges

Membership Kits can be ordered through the Apex National Office along with Lapel Badges. Order the Kits including the Lapel badges 4 weeks prior to Charter Dinner. Your Club may order new Dinner Badges with the extra title of 'Charter Member' inscribed.

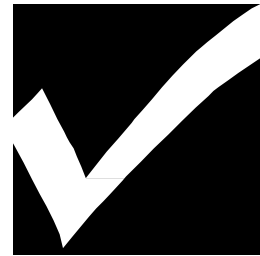
Charter Certificate

Notify the National Secretary/ President of the Charter Dinner date at least 4 weeks prior so there is plenty of time for the Certificate to be made.

CHECKLIST

ONCE THE CLUB IS FORMED (ie AFTER THE PUBLIC MEETING) :-

- a. keep the momentum up
- b. establish the Club as a going concern
- c. decide where and when regular Club meetings will be held
- d. stick to the program
- e. arrange dinner notices or newsletter to keep everyone informed
- f. maintain contact with members and prospective members by phone and/or letter
- g. President/ Secretary may also need to remind members of dates for meetings until the Club is formed and everyone has settled into the routine.
- h. Some fundraising may need to be commenced to assist with expenses such as
 - post office box
 - incorporation



ADVISE THE NATIONAL SECRETARY WITHIN TWO WEEKS OF :-

- a. Club's formation, including Office Bearers, address etc (Appendix B)
- b. Names and addresses of all members (this is required so that adequate insurance protection is provided to the members.)
- c. Meeting dates, times and venue

ONCE YOU HAVE FORMED THE CLUB, THERE IS NO REASON WHY YOU SHOULD NOT HOLD AN INAUGURAL DINNER TO CELEBRATE THE FORMATION. YOU COULD:-

- a. Have it as a mixed dinner (partners)
- b. Invite other Apex Clubs to join in

CONSIDER WHAT SERVICE WORK CAN BE DONE AND IS OF INTEREST TO THE MEMBERS:-

- a. Contact Local Council for recommendations
- b. It may be possible to hold a joint service project with another Apex Club or service group operating within your community
- c. Community organisations such as schools, youth hostels etc may need help
- d. Members may have ideas or have contacts

Remember the type of Service work you choose will depend entirely on the abilities of your members.

INCORPORATION

The Secretary must contact the relevant State Government Department (Appendix C) to obtain the necessary forms and guide to completion. Refer to details in this guide to the clause which needs to be added pertaining to our Apex rules.

BANK ACCOUNTS

Arrange to open two accounts - General and Service (operated by two signatories of your Club executive ie: President/ Secretary/ Treasurer) The treasurer of your Club needs to do the following :-

- Lodge with Bank in respect of each Apex Bank account a copy of your Incorporation Certificate
- Apply to your State Taxation Department for exemption from the various State taxes which apply to bank accounts
- Once exemption is granted, take a copy of this into your Bank so they can update their records and apply the exemptions granted to your accounts

CHARTERING YOUR CLUB

Apply for Charter, once accepted, Celebrate! Welcome to the wonderful world of Apex!



APPENDIX A

PETITION TO FORM AN APEX CLUB
(to be completed by the Sponsoring Apex Club)

Please complete and send to the address below

APEX CLUB OF _____

PO BOX NO _____

TOWN _____ POSTCODE _____

DISTRICT _____ STATE _____

PRESIDENT _____ SECRETARY _____

PHONE:-

Bus _____

Pte. _____

Mobile _____

Fax _____

E-mail _____

WISH TO SPONSOR THE APEX CLUB OF _____

IN THE DISTRICT OF _____ STATE _____

THE CLUB MEMBERSHIP WILL BE MALE ONLY / FEMALE ONLY / MIXED GENDER

WE HAVE SURVEYED THE COMMUNITY AND FEEL THAT THERE IS SUFFICIENT NEED FOR THIS NEW CLUB, AND THAT THE COMMUNITY COULD SUPPORT IT.

Signed by :- Officers of sponsoring Club _____

PRESIDENT

SECRETARY

POST TO: Association of Apex Clubs of Australia
Mail Box 19
Sleeman Sports Complex
1763 Old Cleveland Road
Chandler Qld 4155

APPENDIX B

DETAILS OF PROPOSED NEW APEX CLUB

APEX CLUB OF _____

PO BOX NO _____

TOWN _____ POSTCODE _____

DISTRICT _____ STATE _____

PRESIDENT _____ SPOUSE NAME _____

PHONE Bus [] . _____

Pte [] _____

Mobile _____

Fax [] _____

Email _____

SECRETARY _____ SPOUSE NAME _____

PHONE Bus [] . _____

Pte [] _____

Mobile _____

Fax [] _____

Email _____

SPONSOR CLUB _____

The purpose of this information is for the National Office to immediately include
the new Club on the mailing list.

POST TO: Association of Apex Clubs of Australia
Mail Box 19
Sleeman Sports Complex
1763 Old Cleveland Road
Chandler Qld 4155

APPENDIX C**STATE GOVERNMENT DEPARTMENTS
(to apply for Incorporation)**

STATE	DEPARTMENT / PHONE	ADDRESS
NSW	Dept of Fair Trading, 02-9286 0007	PO Box 972, Parramatta NSW 2124
TAS	Business Names Office, Dept of Justice 03-6233 2199	15 Murray St Hobart TAS 7001
VIC	Office of Fair Trading & Business Affairs 03-9627 6200	452 Flinders St Melbourne VIC 3000
SA	Consumer & Business Affairs Business & Occupational Services 08-8204 9779	GPO Box 1497 Adelaide SA 5001
QLD	Office of Fair Trading 07-3239 6845	GPO Box 3111 Brisbane QLD 4001
ACT	Registrar General's Office 02- 6207 0460	GPO Box 788 Canberra ACT 2601
WA	Business Names Office Ministry of Fair Trading	PO Box W2072 GPO Perth WA 6001
NT	Office of Business Affairs 08-8946 9536	GPO Box 3200 Darwin NT 0801

APPENDIX D

APPLICATION FOR CHARTER

Instructions

1. Three (3) copies of the Application for Charter form, fully and accurately completed, are to be prepared to enable the National Board to give due consideration to your application. All copies in the first instance are to be submitted to the relevant State Committee before being onforwarded to the National Secretary/Treasurer.
2. Please ensure before you apply for Charter that your Club has complied with the requirements of Association Best Practices 6.6.1 - New Club Formation.
3. The following is a list of basic requirements required in addition to the Application Charter Form-
 - Have ten Financial Members, active and committed
 - An average of 3 hours service work per member per month prior to Charter
 - Two bank accounts operating according to Association By Laws, (Service/ Charitable and General accounts.
 - Hold two meetings per month
 - Completed State Incorporation requirements and enclose a copy of the Certificate.
 - Have provided general service to the community
 - Attach 5 copies of your dinner notices
 - Letter of support from Mayor/Local Authority
 - Attached a cheque for \$100.00 being the Charter Application fee.

The proposed Apex Club of hereby applies for Charter Membership in the Association of Apex Clubs of Australia, being Club/Charter Number

We, the undersigned officers of the Unchartered Club hereby certify that the Club has:-

1. Adopted the Constitution/By Laws/Best Practices of the Association of Apex Clubs of Australia.
2. Provided herein true statistical information and financial reports.

DATED: _____ day of _____ 20__

SIGNED _____ President

SIGNED _____ Secretary

SIGNED _____ Treasurer

OUR CHARTER DINNER WILL BE HELD ON _____

We, the undersigned hereby certify that the proposed Apex Club of _____ has fulfilled the obligations set out in the Association By Laws/Best Practices.

SIGNED _____ District Governor

SIGNED _____ President of Sponsor Club

CLUB MEETING RECORD

MEETING NO.	DATE	GUEST SPEAKER AND SUBJECT OR OTHER PROGRAMME	TOTAL MEMBERSHIP	PRESENT	PERCENTAGE

BOARD MEMBERSHIP AND ATTENDANCE

NAME	PORTFOLIO	POSSIBLE MEETINGS	ATTENDED	PERCENTAGE

NOTE: THESE STATISTICS SHOULD COVER THE PERIOD FROM FORMATION

SCHEDULE OF SERVICE WORK

DATE OF PROJECT	DETAILS OF PROJECT	SERVICE HOURS

FELLOWSHIP AND SOCIAL FUNCTIONS

DATE	FUNCTION	ATTENDANCE

OTHER CLUB ACTIVITIES

FINANCIAL STATEMENTS

GENERAL ACCOUNT

SERVICE ACCOUNT

OTHER BANK ACCOUNTS

AUDITOR _____

TREASURER _____

APPENDIX F

DIRECT DEBIT REQUESTS



THE ASSOCIATION OF APEX CLUBS OF AUSTRALIA INCORPORATED

CUSTOMER DDR SERVICE AGREEMENT

OUR COMMITMENT TO YOU

This document outlines our service commitment to you, in respect of the Direct Debit Request [DDR] arrangements made between Association of Apex Clubs Inc. [User ID 020582] and Apex Australia Charitable Fund Inc [User ID 020581] and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

INITIAL TERMS OF THE ARRANGEMENT

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount for National and State Fees.

DRAWING ARRANGEMENTS

- The first drawing under this Direct Debit arrangement will occur the 30th day of either July, October, January or April.
- If any drawing falls due on a non-business day, it will be debited to your account on the previous business day preceding the scheduled drawing date.
- We will give you at least 14 days notice when changes to the initial terms of the arrangement are made. This notice will state the new amount, frequency, next drawing date and any other changes to the initial terms.
- If you wish to discuss any changes to the initial terms, please contact: National Office, Telephone 08 8562 4009, Fax 08 8562 4044, E-mail admin@apex.org.au

YOUR RIGHTS

CHANGES TO THE ARRANGEMENT

If you want to make changes to the drawing arrangements, contact us by telephone/e-mail. These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the DDR; or
- canceling the DDR completely.

ENQUIRIES

Direct all enquiries to us, rather than to your financial institution, and these should be made at least 3 working days prior to the next scheduled drawing date. All communication addressed to us should include your name and contact details.

All personal customer information held by us will be kept confidential except the information provided to our financial institution to initiate the drawing to your nominated account.

DISPUTES

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting the National Office.
- If you do not receive a satisfactory response from us to your dispute, contact your financial institution who will respond to you with an answer to your claim:
 - within 7 business days [for claims lodged within 12 months of the disputed drawing] or
 - within 30 business days [for claims lodged more than 12 months after the disputed drawing]
- You will receive a refund of the drawing amount if we can not substantiate the reason for the drawing.

Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

YOUR COMMITMENT TO US

It is your responsibility to ensure that:

- your nominated account can accept direct debits [your financial institution can confirm this]; and
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution, a letter requesting payment will be sent. Please note Clubs will not be financial until fees have been paid. Any transaction fees payable by us in respect of the above will be charged to you.



66 - 70 Murray Street
(PO Box 669)
Nuriootpa SA 5355

Telephone:
08 8562 4009

Facsimile:
08 8562 4044

Email:
admin@apex.org.au

Web:
www.apex.org.au/



DIRECT DEBIT REQUEST

FOR GENERAL ACCOUNT FEES

We request you the Association of Apex Clubs of Australia Inc [General] [User ID Number: 020582] to arrange for funds to be debited from our nominated account at the financial institution shown below according to the schedule specified below.

Name

Address

Signature[s]

Note - two signatures are required

Date

 - -

Name

Branch

Address

BSB No.

 -

Account Number

Commencing either the 30th day of July, October, January or April

Please debit the amount stated in our Statement

RETURN COMPLETED FORM TO APEX AUSTRALIA, PO BOX 669, NURIOOTPA SA 5355



DIRECT DEBIT REQUEST

FOR SERVICE ACCOUNT FEES

We request you the Apex Australia Charitable Fund Inc [Service] [User ID Number: 020581] to arrange for funds to be debited from our nominated account at the financial institution shown below according to the schedule specified below.

Name

Address

Signature[s]

Note - two signatures are required

Date

 - -

Name

Branch

Address

BSB No.

 -

Account Number

Commencing either the 30th day of July, October, January or April

Please debit the amount stated in our Statement.

RETURN COMPLETED FORM TO APEX AUSTRALIA, Mail Box 19, Sleeman Sports Complex, 1762 Old Cleveland Road, Chandler Q 4155