

Schedule B

Summary of Ace Communications Financial Hardship Policy

Introduction

Some personal/residential and small business customers who are experiencing financial hardship may be entitled to special arrangements for Ace Communications bills they cannot immediately afford to pay.

Depending on your circumstances, there may be options for helping to manage your financial difficulty e.g. payment plans, service restrictions and spending caps.

Eligibility is set out in Ace Communications Financial Hardship Policy.

Contacting us about financial hardship

You can contact us regarding financial hardship issues as follows:

Name:	Jodie Munckton	<i>Contact hours</i>
Position:	Financial Hardship Officer	
Telephone:	1300 223 266 (option 4)	9am to 5pm
Email:	accounts@acecommunications.com.au	All hours – processed during business hours
Postal address:	PO BOX 2088 Fountain Gate VIC 3805	All hours – processed during business hours
Fax:	1300 304 672	All hours – processed during business hours

The Financial Hardship Officer can provide more information and a copy of our policy.

You can also access it in our web site.

Information we may require

To process a financial hardship enquiry or application, we first ask for an Application (which is attached to this Summary) that identifies you, your account, and other basic information. You must send it, and any other supporting documentation we require, to the email address, postal address or fax number above, addressed to 'Financial Hardship Officer, Ace Communications'.

We may require further documentation, depending on the nature and circumstances of your claim eg (if relevant):

- evidence that you lost employment;
- evidence that you have consulted a financial counsellor;
- a statutory declaration by you;
- a statutory declaration by someone familiar with your circumstances;
- a medical certificate.

Our assessment of an application may be based on the information you provide or other information available to us.

If the information you provide is not sufficient for us to make an assessment, we will tell you that, and what other information is required.

If you do not provide information as requested, an assessment may not be made.

Ace Communications Financial Hardship Policy

Provision of false or incomplete information may result in us cancelling any hardship arrangements.

How we assess an application – generally

We try to be flexible, since there are many different possible circumstances. But generally:

- We will check that the amount involved is not disputed. If it is, our Complaints Policy applies instead.
- We'll assess whether the application meets the definition for financial hardship.
- We'll consider if non-payment of amounts is reasonable in all the circumstances.
- Then we'll consider whether your reason for being unable to pay falls into those relevant under our Financial Hardship Policy.
- Then we'll consider whether a financial hardship arrangement could assist you.
- Then we'll consider an appropriate arrangement under our Policy and the *Telecommunications Consumer Protections Code C628:2012* and propose it to you. Where possible and appropriate, we will provide you with flexible repayment options to meet your individual circumstances.
- We will make an assessment within 7 working days after you provide the last of any information or supporting documentation we reasonably require.

A proposed financial hardship arrangement has no effect unless and until you accept it. If you do not accept a proposed arrangement within 10 days, it is no longer open for acceptance. (But if you do not accept in that time for good reason, we will not unreasonably refuse to extend the proposal.)

If it becomes clear to us at any time that you do not meet the criteria for arrangement or assistance, we will inform you immediately.

Your rights and obligations if we enter a financial hardship arrangement

- You, and we, must comply with an agreed financial hardship arrangement.
- We will give you written details of the arrangement if you ask for them.
- We will not pursue credit management action over a debt while a financial hardship arrangement covering that debt is in place and you are complying with it.
- You must promptly advise us if the your circumstances change during the term of the financial hardship arrangement.

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Contacting your local Financial Counsellor or Consumer Advocate, who may be able to assist or advise for free

QLD	Financial Counselling Services	(07) 3257 1957
NSW	Credit and Debt Hotline	1800 808 488
ACT	Care Financial Counselling	(02) 6257 1788
VIC	Consumer Credit Legal Service	(03) 9602 3800
TAS	Anglicare Financial Counselling	1800 243 232
SA	Uniting Communities Financial Counselling	(08) 8202 5180
WA	Financial Counsellors Resource Project	(08) 9221 9411
NT	Anglicare Financial Counselling	(08) 8985 0000

Schedule A: Initial hardship application details

Your name¹

Ace Communications account name²

You are

our customer / authorised representative of our customer³

You are

⁴a residential customer / a small business customer⁵

Ace Communications invoice details your application relates to⁶

Details of financial hardship⁷

Do you have an existing financial hardship arrangement with Ace Communications ?

Yes / no⁸

If 'yes', details⁹

Your contact number

Your contact postal address

Your contact email address

I wish to make an application for a financial hardship arrangement with Ace Communications. Please contact me about this matter.

Your signature

Date

¹ Note that only a Ace Communications customer, or their authorised representative, may submit this application.

² Must be in name of same person as above, unless person above is their authorised representative.

³ Delete whichever inapplicable.

⁴ Delete whichever inapplicable.

⁵ As per Ace Communications Financial Hardship Policy.

⁶ Clearly identify each invoice that presents payment difficulties including following as applicable: name of invoiced party, date, invoice number, amount, service type.

⁷ Refer to Ace Communications Financial Hardship Policy for information on qualifying circumstances.

⁸ Delete whichever inapplicable.

⁹ Including date of arrangement if known.