

Subscription Conditions

Terms of subscription

AUS-SPEC subscriptions run for a minimum of two years. After the first year of subscription a renewal invoice will be issued for the part calendar year to bring the subscription to the common renewal date of 1 July.

Termination

After the initial period, a subscription to an AUS-SPEC package will continue until either party cancels it in writing. Payment will be required to the end of the fiscal year. Once the subscription is terminated all copies of our material must be destroyed and no new specifications may be developed using all or part of AUS-SPEC or NATSPEC material.

Licence

AUS-SPEC subscribers are licensed to reproduce the subscription package material during the subscription period. At all times, ownership of all information and material supplied by NATSPEC remains with NATSPEC. This licence extends to the single office or Council nominated as the organisation in the Subscription Order and payment authorisation. This licence only extends to the production of specifications by a single office or Council for projects on which that office is engaged to produce the specification and either the drawings or the bill of quantities. NATSPEC material may not be used to provide a commercial specification preparation service, or for any other purpose, without approval in writing from NATSPEC.

As part of the licence agreement, Councils may distribute, in non-editable formats, amended relevant worksections to consultants or contractors involved in a particular project, who do works for Council or do works that Council later accepts (e.g. residential subdivision).

NATSPEC requests that any PDF versions of project specifications uploaded to a Council's website are placed in a secure location and require registration before downloading or viewing.

Consultants or contractors engaged to produce and be responsible for a specification based on AUS-SPEC also require a relevant NATSPEC subscription. State, territory and federal government bodies can check that consultants are subscribers by viewing the subscriber list on www.aus-spec.com.au or www.natspec.com.au.

If an organisation has more than one office, each office using NATSPEC material must have a subscription.

NATSPEC material may not be placed on an organisation's national server unless all Australian offices listed on the organisation's website are subscribers to AUS-SPEC and/or NATSPEC.

Subscription rates

Subscriptions may be increased annually each June by the national CPI rounded down to the nearest 10 dollars.

Changes to fees and conditions

We will give you at least 14 days' notice in writing when changes to the initial terms of the arrangement are made. This notice will state any changes to the initial terms. If you wish to discuss any changes to the initial terms, please contact NATSPEC.

NATSPEC

Level 4

263 Clarence Street

SYDNEY NSW 2000

Australia

Direct Debit Arrangements

Note: Direct debits are only required when entering into a quarterly subscription payment arrangement.

Our commitment to you

This document outlines the Direct Debit Request (DDR) arrangements made between Construction Information Systems Limited (NATSPEC) (DDR ID #184871) and yourself.

Initial terms of the arrangement

Under the terms of the Direct Debit arrangements authorised by you, we undertake to periodically debit your nominated account for the agreed amount for AUS-SPEC subscriptions.

Drawing arrangements

The first drawing under this Direct Debit arrangement will occur immediately. If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.

Changes to the arrangement

If you want to make changes to the drawing arrangements, please contact NATSPEC. However, please note that you have agreed to make payments for your AUS-SPEC subscription for a minimum two-year period from the date of the first quarterly payment.

Enquiries

Direct all enquiries to NATSPEC, rather than to your financial institution. Enquiries should be made at least 14 working days before the next scheduled drawing date. All communication addressed to us should include your Subscriber ID #.

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

Disputes

If you believe that a drawing has been initiated incorrectly, please contact us directly.

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
- > On the drawing date there are enough cleared funds in the nominated account; and
- > You advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution we will contact you and then redraw after three working days. Any transaction fees payable by us in respect of the above will be added to your account.

PHONE 1300 797 142

FAX 1300 797 143

EMAIL mail@natspec.com.au

WEB www.natspec.com.au

WEB www.aus-spec.com.au

Construction Information Systems Limited
ABN 20 117 574 606

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