

SUBSCRIPTION CONDITIONS

Term of Subscription

NATSPEC subscriptions are for a minimum period 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 January.

Termination

After the initial period, a subscription to a NATSPEC package will continue until either party cancels it in writing. Payment will be required to the end of the calendar 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 NATSPEC material.

Licence

Subscribing to a NATSPEC specification package and/or purchasing a single worksection will license you to reproduce the material in specifications during the subscription period. At all times, ownership of all information and material supplied by NATSPEC remains with NATSPEC.

This licence only extends to specifications produced in your office for projects on which you are engaged to produce the specification and either the drawings or the bill of quantities. You may not use it to provide a commercial specification preparation service, or for any other purpose, unless NATSPEC has given approval in writing.

If you have more than one office you must have a subscription for each office that is using NATSPEC material. Note: For multi-office organisations that have a single office preparing specifications, it is required that each office subscribe to NATSPEC. This allows us, as a not-for-profit organisation, to more equitably share the costs across the whole industry.

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 NATSPEC.

Subscription Rates

Subscriptions increase annually each January by the national CPI rounded down to the nearest ten 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 Intellectual Property

To protect NATSPEC's intellectual property, NATSPEC specification information cannot be shared with another specification provider, nor uploaded to an alternative specification provider's software system without written permission from Construction Information Systems Limited.

DIRECT DEBIT ARRANGEMENTS

Our commitment to you

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

Initial terms of the arrangement

Under the terms of the Direct Debit authorised by you, we undertake to periodically debit your nominated account for the agreed amount for NATSPEC 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 NATSPEC subscription for a minimum period from the date of the first quarterly payment.

Enquiries

Direct all enquiries to NATSPEC, rather than to your financial institution, and these 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 to your nominated account.

Disputes

If you believe that a drawing has been initiated incorrectly, we encourage you to 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 phone/email you and then re-draw after 3 working days. Any transaction fees payable by us in respect of the above will be added to your account.

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