



Our Customer Terms

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Version History

Version	Modification	When	Who
0.1	Initial Document Development	25/08/2015	SC
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0.3	Finalisation of all Policies	27/10/2015	SP
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1.1	Minor Updates	19/01/2016	SP
1.2	Final Review for Release	22/02/2016	SP
1.3	Updates to Our Customer Terms	13/07/2016	SP
1.4	Review Updates to Our Customer Terms and release	30/11/2017	SP, QD
1.5	Our Customer Terms Policies Update	10/09/2018	QD

General Terms & Conditions

Internet-1 Pty Ltd (ABN: 59 622 042 317) ("Us") will supply you with telecommunications services ("Services") on the terms and conditions set out below. Words not defined in these terms and conditions have the same meaning as in the *Telecommunications Act 1997* (Cth) ("Telecommunications Act").

1. Our Contract with You

- 1.1. As a customer of ours, these terms and conditions form the basis of our contract with you ("Contract").
- 1.2. The Contract with you also includes your application/order form(s) or voice recording, which you complete and provide to us. We may accept and rely on a facsimile, email or scanned copy of the application or order form as if it was an original. You will be bound by a facsimile, email or scanned copy of the application or order form as if it was an original.
- 1.3. The Contract with you also includes our currently applicable price list. The price list may change from time to time, but we will notify you of any changes when they happen or prior to any such changes being effected. Copies of the price list are available from us, upon request.
- 1.4. The Contract is formed on the date on which we notify you of our acceptance of your application or you issue the first order form.

2. Service Description

- 2.1. Services will be supplied to you through the carriers or networks ("Carriers") that we nominate in writing from time to time. You agree that we:
 - 2.1.1. May need to change Carriers to continue to deliver Services to you. We will notify you of such change, including who the new Carrier will be, in writing, prior to any change being effected.
 - 2.1.2. Have your express authorisation to notify any relevant Carrier in respect of, and to effect, any such change.
- 2.2. We do not warrant that we will be able to supply Services and we are not liable for any failure to provide all or part of any of the Services, but, to the extent and to the standard that Carriers provide Services to us, those Services will be provided by us to you. When your connection is disrupted, we will do our best to reinstate our Services to you as soon as we can.
- 2.3. When using the Services, you agree to:
 - 2.3.1. to comply with all statutes, regulations, by-laws or licence conditions of any government body; and
 - 2.3.2. to not breach any person's rights or otherwise cause us or a Carrier loss, liability or expense; and
 - 2.3.3. that our obligations to provide the Services ceases when we transfer your account to another supplier and the other supplier takes over full billing of those Services.

3. Charges and Payments

- 3.1. You agree during the term of the Contract:
 - 3.1.1. to be charged for the Services we provide to you, regardless of whether it is you who uses them, at our current prices;
 - 3.1.2. if our charges are expressed as being exclusive of any taxes, that we can pass on to you the full amount of any taxes payable on the charges; and
 - 3.1.3. to pay accounts for all of those charges (including any applicable taxes) by the date specified in the account ("Due Date").
- 3.2. If you dispute in good faith an amount in the account, you must notify us in writing within seven days setting out reasons for the dispute and the amount in dispute. Notwithstanding any dispute as to any amount of any charge, you must pay the whole amount of each account by the Due Date.
- 3.3. If you do not pay the whole amount of your account by the Due Date, then we may charge a late payment fee of onto your invoice and suspend all or part of your Services pending payment of outstanding amounts on the account. Nothing in this clause affects our rights to terminate the Contract under clause 9.
- 3.4. If you do not pay the account by the Due Date, we also reserve the right (at our discretion) to adjust the prices you pay for the Services.

- 3.5. If you direct us to transfer any of the Services to another supplier, you will pay to us on receipt of an account under our normal payment terms:
 - 3.5.1. all of our accounts up until the time we stop providing the Services; and
 - 3.5.2. all other proper charges that we become aware of after the date of cessation of Services that relate to the Services we provided to you; and
 - 3.5.3. any early termination charges or fees associated with the cancellation of your service.
 - 3.6. Payments are collected by our authorised billing and payments provider Telecom Billing (ABN: 42 144 043 863) (or such other authorised billing and payments provider advised by us to you from time to time) acting as authorised agents for us.
4. GST
- 4.1. In this clause, an expression defined in the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* ("GST Act") has the same meaning.
 - 4.2. Our prices are taken to be GST inclusive unless they are expressed to be 'GST exclusive', 'exclusive of GST', '+ GST' or similar.
 - 4.3. Where any amount is GST inclusive, it is the gross amount, inclusive of any GST payable in respect of any taxable supply for which that amount is paid. Otherwise:
 - 4.3.1. The consideration payable by you represents the value of any taxable supply for which payment is to be made.
 - 4.3.2. If we make a taxable supply for a consideration, which represents its value, then you must pay immediately the amount of any GST payable in respect of the taxable supply.
 - 4.4. If these terms require you to pay, reimburse or contribute to an amount paid or payable by us in respect of an acquisition of a taxable supply from a third party, the amount you must pay, reimburse or contribute will be the value of the acquisition by us less any input tax credit to which we are entitled plus, if our recovery from you is a taxable supply, any GST payable under this clause.
 - 4.5. We may recover any GST payable under this clause in the same manner as our charges.
 - 4.6. If the GST rate is changed per the GST Act, our rates to you will reflect the changes in GST.
5. Amendments to Terms and Conditions
- 5.1. Without limiting clause 3.1, we may vary, alter, replace or revoke any of these terms and conditions effective upon the expiry of 14 days written notice from us. We may interpret your ongoing use of the Services after that date as constituting your acceptance of the variation, alteration, replacement or revocation.
6. Credit Check
- 6.1. Prior to our acceptance of your application, you have provided to us all information relevant to our assessment of your credit rating. You have consented to the following:
 - 6.1.1. us obtaining from a credit reporting agency a credit report containing personal information about you;
 - 6.1.2. us giving to, and seeking from, any credit provider named in a credit report or in your application, information in relation to your credit rating including without limitation any information about your credit worthiness, credit history or credit capacity that credit providers are allowed to give or receive from other credit providers under the *Privacy Act 1988 (Cth)* ("Privacy Act");
 - 6.1.3. us making independent enquiries of third parties concerning your financial standing and for this purpose you have authorised and permitted such third parties to supply such information regardless of any confidentiality or privilege which applies to the information sought; and
 - 6.1.4. us providing any information we obtain about you to the relevant Carrier.

7. Transfer of Services

- 7.1. When you transfer any services ("Transferred Services") from a Carrier, a telecommunications service provider or equipment supplier who supplies telecommunications services or equipment to you at the time of our acceptance of the application ("Current Supplier") to us, you authorise us to sign on your behalf and in your name any forms required by the Current Supplier to transfer the Transferred Services as we direct.
- 7.2. You agree to immediately pay to the Current Supplier any amounts owing for the Transferred Services up to the date of the transfer.

8. Limit on Liability

- 8.1. We do not exclude or limit:
 - 8.1.1. the application of any provision of any statute (including the *Competition and Consumer Act 2010* (Cth), the Privacy Act 1988 or the Telecommunications Act 1997 where to do so would contravene that statute or cause any part of this clause 8 to be void; or
 - 8.1.2. direct losses and damages which arise only as a result of our gross negligence (which means where we commit an act or allow an omission to occur in reckless disregard of the consequences of the act or omission).
- 8.2. Except where clause 8.1 applies, we exclude all statutory liability, tortious liability (including but not limited to liability in negligence), conditions and warranties implied by custom, the general law or statute, liability for all direct, economic, consequential or indirect losses, expenses, damages and costs incurred by you, arising out of or relating to the Services, any failure to supply or delay in supplying the Services, any delay in the connection or failure in the operation of the Services or out of or relating to the Contract.
- 8.3. Including, but not limited to, liability for gross negligence and except to the extent of clause 8.1.1 we are not responsible or liable for any indirect consequential or economic damages, including, without limitation, loss of income or profit or loss of actual potential business opportunities.
- 8.4. You acknowledge that any liability of any Carrier to you in relation to the Services is governed by the terms and conditions on which that Carrier from time to time supplies that service to its own retail customers.

9. Termination of Agreement

- 9.1. We reserve the right to charge to you an administration fee, termination fee or any other charges incurred by us in providing the Services to you if you terminate the Contract prior to the full Contract term. The details on how the cancellation/early termination charges are calculated are provided in the applicable product section these terms and conditions.
- 9.2. We may immediately terminate this agreement by written notice at any time if, without our prior written consent:
 - 9.2.1. you breach any term or condition of the Contract;
 - 9.2.2. a receiver or receiver and manager is appointed over any of your property or assets;
 - 9.2.3. a liquidator or provisional liquidator is appointed to you;
 - 9.2.4. you become bankrupt;
 - 9.2.5. you enter into any arrangements with your creditors;
 - 9.2.6. you assign or otherwise deal with your rights under this agreement;
 - 9.2.7. you cease to carry on business; or
 - 9.2.8. there is a material change in your direct or indirect ownership or control.
- 9.3. We may also immediately terminate the Contract at any time by written notice if the Carriers cease to provide services necessary for us to be able to provide the Services to you.
- 9.4. If we terminate the Contract in accordance with this clause and a Carrier arranges to supply you services other than through us, you acknowledge that:
 - 9.4.1. the Carrier may not be able to make those arrangements immediately; and

9.4.2. once the Carrier has made arrangements, the services acquired by you from the Carrier will be acquired on the Carrier's then current tariffs and terms and conditions and the Carrier will bill you accordingly.

10. Information

- 10.1. Without limiting clause 6.1, you agree to provide us with any information we request in connection with us providing the Services to you under this agreement.
- 10.2. You authorise and consent to the following:
 - 10.2.1. us conducting a physical audit of the Services and any equipment supplied in respect of the Services should we consider it necessary;
 - 10.2.2. us exchanging with Carriers all information about you and the Services provided to you in our possession or control including, but not limited to, your name, billing address, street address, relevant telephone numbers, any information obtained by us for the purpose of your application and the Contract; and
 - 10.2.3. the Carrier exchanging with us any information in the Carrier's possession or under its control in relation to the Services including, without limitation, all your records and, in particular, exchange line details, account information, call charge records and call event records; and
 - 10.2.4. our, and the Carrier's, use of the information referred to in clauses 10.2.2 and 10.2.3.

11. Assignment

- 11.1. Your rights under the Contract are personal. You must not assign or attempt to assign any right or obligation under the Contract without our written consent. We may assign all or any of our rights and obligations under the Contract at any time by notifying you in writing.

12. Warranty of Authority

- 12.1. Any persons signing this agreement on your behalf warrant that they have full power and authority to bind you in respect of this agreement.

13. Our Equipment

- 13.1. Risk in any equipment provided by us or any third party to you for purchase or hire ("Equipment") passes to you upon delivery. You will accept any Equipment on the basis of these terms and conditions and any additional terms and conditions notified at the time of delivery.
- 13.2. Title to any Equipment provided for purchase does not pass to you until all amounts owing to us under the Contract and the cost of such Equipment have been paid in full. Until title passes to you, the Equipment will be held by you as bailee for us.
- 13.3. If the Equipment is installed at premises occupied by you, you must not interfere with the Equipment or its installation.
- 13.4. If the advertised Equipment becomes unexpectedly unavailable, we may supply substitute Equipment that is substantially equivalent to the advertised Equipment.
- 13.5. If the advertised Equipment is not technically suitable for your situation, we may supply substitute Equipment that is substantially equivalent to the advertised Equipment.
- 13.6. You irrevocably grant to us, our agents and servants, leave and licence without the necessity of giving any notice to enter at any time on and into premises occupied by you using reasonable force if necessary to inspect, search for and re-take possession of any Equipment in respect of which payment is overdue. You shall indemnify us and hold us harmless against any loss or damage suffered by any person or company arising from re-taking such possession.
- 13.7. On the termination of the Contract for any reason, you will immediately return all Equipment owned by us or make it available for our collection. Should you fail to do this within 30 days of the date of termination, you will be invoiced for the cost of the Equipment as applicable.
- 13.8. Where you have equipment on premises you occupy which is used by another supplier to provide you with services, we will disconnect that equipment when you transfer the services to us and we connect

our Equipment (if any). You must immediately notify that supplier that you have transferred your services to us and arrange for them to remove their equipment from the premises.

14. Installation and Connection of Equipment

- 14.1. This clause only applies if we expressly agree to install or connect Equipment.
- 14.2. We will install the Equipment at your site within a reasonable time after the delivery date to connect you to the Service during normal business hours in your area. You must provide us with safe access.
- 14.3. You must prepare the site for the installation (in accordance with any directions or specifications issued by us) at your own expense, including providing:
 - 14.3.1. appropriate electricity supply;
 - 14.3.2. appropriate electrical and mechanical fittings;
 - 14.3.3. appropriate environmental conditions;
 - 14.3.4. a secure location for the Equipment, including if applicable a suitable point for mounting an external satellite dish without obstructions;
 - 14.3.5. all relevant facilities for the location of the Equipment;
 - 14.3.6. access to all relevant personnel including your technical personnel;
 - 14.3.7. where relevant, permission for us and our representatives and agents to enter your site and install the Equipment including making any minor physical modifications reasonably necessary for the purpose.
- 14.4. You warrant to us that as at the date of installation and connection to the service, you will have notified any relevant parties and obtained all relevant consents for us to enter onto your site, install Equipment and connect you to your service.
- 14.5. You must indemnify us against any claim made against us, or loss incurred by us (including legal cost on full indemnity basis), in connection with such entry and installation, except to any extent that we cause or contribute to it by:
 - 14.5.1. our negligence; or
 - 14.5.2. our breach of any applicable consumer standards.
- 14.6. You must obtain and maintain, at your expense, any permits, licences, approvals, authorisations, including local council planning approval required for the installation and operation of the Equipment and connection to the service.
- 14.7. If the installation must be rescheduled because you breach this clause, we charge a reasonable amount for our additional costs.

15. Lost, Stolen and Damaged Equipment

- 15.1. You are responsible for any lost, stolen and damaged Equipment owned by us, except if it is caused by us or our personnel.
- 15.2. You must pay us for Equipment that is lost, stolen or damaged, except if it is caused by us or our personnel.

16. Miscellaneous

- 16.1. Any notice, demand, consent or other communication required to be given to either party must be delivered personally or sent by prepaid mail or by facsimile to the address of the other as last notified.
- 16.2. The Contract shall be governed by and construed in accordance with the laws of the State or Territory of Australia wherein the Services are connected, and the parties hereby submit to the non-exclusive jurisdiction of the courts of that State or Territory of Australia.
- 16.3. The Contract contains your and our entire understanding to the exclusion of any and all prior or collateral agreement or understanding relating to the Services, whether oral or written.
- 16.4. If any part of the Contract is found to be invalid or of no force or effect, the Contract shall be construed as though such part had not been inserted and the remainder of the Contract shall retain its full force and effect.

17. Authorised Representative

- 17.1. If you wish to appoint an authorised representative (“Authorised Representative”) to deal with us on your behalf you may do so.
- 17.2. Please consider carefully before authorising somebody to make changes to your account. An Authorised Representative you appoint can deal with us on your behalf as your agent (including making a complaint) and;
 - 17.2.1. if you specifically give them limited rights; has only those rights including any limitations you specify on access to your information; and
 - 17.2.2. if you do not give them limited rights; has power to act and access information as if they are you.
- 17.3. We may also accept a person who holds an appropriate Power of Attorney or Guardianship Order as an Authorised Representative for a customer. Please forward a certified copy of the Power of Attorney or Guardianship Order to us. We may need to have the documents checked before we can accept the appointment. Please request a copy of the form to add an Authorised Representative from our Customer Service team, should you wish to add an Authorised Representative to your account.

18. Personal Guarantee

Where you are a company (“Customer”), the persons named in the application form as directors of the Customer hereby jointly and severally guarantee to us:

- 18.1. payment of all amounts payable by the Customer under the Contract on the day and times and in the manner due thereunder; and
- 18.2. due and prompt performance and observance of any and all covenants, obligations, terms and conditions on the part of the Customer to be performed or observed pursuant to the Contract.

This guarantee will be a continuing guarantee and will not be released by any partial payment or by any neglect or forbearance on the part of us or any time or other indulgence granted by us to the Customer, nor shall we be required to first demand payment from the Customer as this guarantee will operate as an independent agreement which is in no way dependent upon the terms of any other agreement. You covenant to indemnify us and keep us indemnified from and against all actions, proceedings, costs, damages, expenses claims and demands whatsoever for or in respect of the non-payment of the said amounts or any part thereof or the breach, non-performance or non-observance of any of the said covenants or conditions of the Contract by the Customer.

Regulatory Compliance Statement

We are compliant with the C628:2015 Telecommunications Consumer Protections (TCP) Code (“TCP Code”), which applies to you if you meet one of the criteria below.

- You are an individual who acquires or may acquire a telecommunications product for the primary purpose of personal or domestic use; (and not for resale).
- You are a business or non-profit organisation which acquires telecommunications services from us for business purposes, other than for resale, and at the time of entering in to a contract you;
 - did not have a chance to negotiate the terms of your contract with us; and
 - have or will have an annual spend with us of less than \$20,000.

We operate within a complex regulatory environment but remain committed to keeping you informed about key protection measures that exist within the telecommunications industry.

We know that our success depends on the service we provide our customers. Take the time to browse through it. If you need further information on anything contained here please contact us.

1. General

The below principles guide our interactions with you.

- We will communicate with you in plain language.
- We will provide accurate, relevant and current information.
- We will communicate with you in a way that is appropriate to your communication’s needs.
- Our Customer Terms are available for download from our website.
- We will comply with all applicable laws.
- Our staff will interact and communicate with you courteously. We will achieve this by:
 - Culture: We will promote a culture within our staff where rudeness to Customers, and/or non-compliance with the TCP Code are not acceptable.
 - Disciplinary Action: We will ensure appropriate action is taken against staff who are rude to customers.
- We will ensure that you can appoint an authorised representative to act on your behalf, and that this authorised representative has the ability to act on your behalf as if they are you.

2. Communication of Offer

We will communicate our offers (whether orally or in writing) in a clear, accurate and in a manner which is not misleading, enabling you to make informed choice.

3. Summary of Offer

We will provide Critical Information Summaries which include the following information on our products & services:

- Information about the service
 - Description of the product or service.
 - In respect of the product or service offered.
 - The inclusions, exclusions, conditions and limitations of the product or service.
- Information about pricing
 - The minimum monthly charge of the product or service (if applicable)
 - The maximum monthly charge payable where calculable.
 - The maximum charge payable for early termination of the offer.
 - Where the offer is not unlimited, the cost of making a 2-minute standard national mobile call (including flag fall) (if applicable).
 - For an included value plan, an estimate of the maximum number of standard national mobile calls (each 2 minute in duration) that a customer can make.
- Other Information
 - A link to the area of our website where you can obtain call data and usage information or instructions on where you can obtain this.

- Warnings about international roaming costs (if applicable).
 - Our Customer Service contact details.
 - Information about how to access our internal dispute resolution processes.
 - Contact details for the Telecommunications Industry Ombudsman.
- Other relevant Information
 - We will provide any other relevant information to you in regards to our product or service in a readily accessible manner, such as Product Description, Technical information, Billing & Payments, Usage, Warranties, Mobile Coverage, International Roaming, and if we are acting as a reseller, who the prime carrier of the service is.

Where any information that we have provided is inaccurate, we will remedy this information as soon as possible, and provide it to you in writing. We will resolve complaints with you with a remedy appropriate to the situation, which may include the right for you to terminate your contract with us without penalty.

4. Advertising

Our advertising will include all important conditions, limitations, qualifications and restrictions about the offer to enable you to make informed choices, and to avoid being misled. We will use a clear and plain language when advertising our offers.

5. Selling Practices

Our sales representatives will promote and sell our products and services in a fair and accurate manner and will be able to communicate with you in English.

- Training: Our sales representatives will be appropriately trained on how to sell and promote services in a fair and accurate manner.
- Ongoing Monitoring: We will monitor our sales representatives on a regular basis to ensure their compliance.
- Complaints: We will monitor and track complaints to ensure emerging or systemic issues are addressed immediately.
- Accurate descriptions of products: Our sales representatives will provide accurate information about our products, services and offers.
- Appropriate behaviour: Our sales representatives will interact with you in a courteous, fair and accurate manner.
- Consent & Authority: Our sales representatives will obtain your consent, and confirm your authority to enter into a contract, prior to completing the sale.

6. Contracts

- Our Customer Terms will be available on our website.
- Our standard form of customer contract will be written in a plain language, be clear, consistent and contain all the terms & conditions of the product or service.
- Our standard form of customer contract will not include any unfair terms.

7. Customer Service

- We will endeavour to answer all your enquiries in a timely and effective manner.
 - We will inform you on the ways you can contact our Customer Service Team.
 - We will monitor our average wait times to ensure these are kept to a minimum.
 - We will endeavour to resolve any queries or complaints on first contact, and continually improve our first call resolution procedures.
 - We will keep records of interactions between you and our customer service teams to aid in assisting you.
 - We will ensure that staff are trained appropriately to deal with your queries.
- We will seek feedback from you on how we deal with your enquiries and use this information to improve our processes and practises.

- We will ensure any personal information we store is protected from unauthorised use, and is dealt within accordance with all applicable privacy laws.

8. Billing

We are committed to providing our customers with clearly understood, accurate, timely and complete bills and billing related information.

- We will provide clear and easy to understand information about our pricing, billing, bill period and payment terms and options.
- Our bills are provided in paper form sent by regular post, or via email.
- We will provide historical billing information for up to 6 years from the date of your enquiry, including for a period of up to 24 months free of charge.
- Access to our customer service team will be provided at Untimed Call Rates.
- Our bills will include the at minimum the following information:
 - Your name & postal address
 - Your account number
 - Our trading name and ABN
 - Details on how you can contact us
 - Details of our hours of operation
 - The bill issue date and invoice number
 - The billing period
 - The due date for the current bill charges
 - The name of, or reference for, the plan or agreement for which the bill relates.
 - Details of charges, included call values, discounts and excess charges.
- Our bills will be issued and delivered to you within 10 working days of the closure of the billing period. If there is a delay in this occurring, we will grant you an extension to pay your bill.
- We will endeavour to include all call charges relating to the current bill period into a current bill.
- We will not bill for charges older than 160 days from the date the charge was originally incurred.

9. Verifying Charges

- We will provide sufficient information and will be able to demonstrate and verify billing accuracy of our bills.
- We will provide itemisation of all charges unless otherwise agreed with you.

10. Payment Options

- We will offer at least one method of payment of your bill that is free of charge.
- We will offer the ability for you to verify any payments you have made.
- We will apply payments within our billing system within 48 hours from the start of the next working day after we are notified of a payment.

11. Direct Debits

- We will ensure you can verify that a direct debit arrangement is in accordance with your authorisation.
- We will still issue a bill to enable you to verify all charges on your bill prior to the direct debit being processed.
- We will process the direct Debit as close as possible to your due date.
- We will enable you to cancel a Direct Debit authorisation via email or faxed request, and we will remove it within 3 working days of the request.

12. Credit & Debt Management

We provide access to the following tools to enable you to take timely action to manage or limit your spend with us. We offer both spend management tools and security tools described below. Please note our notifications and billing information may be up to 48 hours old at the time of notification, this is as near to real time as is possible.

We will provide usage notification for national calls, SMS and data usage in Australia, but this does not cover any usage whilst overseas or calls or SMS sent to overseas.

We will provide:

- Automatic usage alerts via SMS or email at 50%, 85% and 100% within 48 hours of reaching this point - at no cost to you.
- Check your balance by calling our Customer Service Team – at a cost of a 1300 call.

You may choose to:

- Receive all or some of the notifications.
- Receive more notifications at different usage points of your choosing.
- Receive usage notifications via a different method.

You may also choose to:

- Automatically restrict your service or parts of your service once a specific spend threshold has been reached.
- Bar or restrict certain call types to better manage your spend.

13. Responsible provision of Telecommunications Products

- We will inform you about and undertake a credit assessment prior to providing you with a product or service.
- We will advise you of your liability in respect of the products and services being provided.
- If we restrict access to certain products or service as a result of your credit assessment, you will be advised of this at the time of application, and we will include ways in which this restriction can be removed and the timeframes of this removal.
- If we require a security deposit as part of your application, we will provide information about the terms of the security deposit including details of interest payable, how the deposit may be forfeited and/or repaid.

14. Credit Management Process

We will provide a clear and defined credit management process which is available to you at no cost.

We will also provide information to you on:

- Your obligation to pay bills for telecommunications services by the due date.
- The fact that non-payment or repeated late payment of bills may have an effect on the provision of current or future telecommunications services.
- Details of our Financial Hardship Policy.
- We will provide notice, in writing by post or email and phone prior to restricting, suspended or disconnecting a service with at least 7 days' notice, unless you have pre-arranged a cut-off point based on a spend threshold.
- We will send a separate written disconnection notice prior to disconnecting a service for credit management purposes.

15. Fair Credit Management Processes

- We will ensure our credit management processes are fair and reasonable, and will conduct reviews of any suspensions, restrictions or action taken if asked to do so by you.
- If you are not satisfied of our review, we will advise you on how you can make a complaint.
- We will not impose reconnection charges following suspension or disconnection if it resulted from our mistake.
- We will not credit management any specified disputed amounts, or amounts that are part of an open complaint.
- If we use third parties for debt collection, they will comply with these provisions and the provisions of the TCP Code.

- Our financial hardship policy is available on our website, for our customers that are experiencing genuine financial hardship.
- We will assess financial hardship circumstances in a fair and timely manner.

16. Changing Suppliers

- We will obtain your consent and authorisation before transferring any services to us.
- We will inform you in a clear and concise manner
 - That you are entering into a new contract by agreeing to the transfer.
 - The details of the services being transferred.
 - Our identity.
 - Whether there will be any disruption to your services as a result of the transfer.
 - Any equipment compatibility requirements and terms and conditions.
 - That you may have to pay a penalty or cancellation fee to your current provider.
 - Prior to transfer you will be advised of the transfer process, our contact details, and the date of completion of the transfer on the day it occurs.
- During the transfer we will keep you informed of any changes to the transfer process.
- We will notify you by email of the completion of the transfer on the day it occurs or, if the completion of the transfer relies on a third party, on the day we have been advised that the transfer has completed.
- We will validate and check the accuracy of the transfer when it has occurred.
- We will keep records of the transfer and all details of the transfer for up to 2 years. Access to these records is available upon request.
- If we are unable to transfer the service for any reason, we will notify you as soon as possible and advise you of your options.

17. Sale of our Business

If at any time our business is sold to another party or if part of a corporate re-organisation, we will notify you in writing prior to any transfer being initiated.

We will advise you of:

- Our intention to transfer your service to the new supplier.
- Any details that we have that may materially affect your service.
- Any impact the change has on your equipment.
- Contact details of the new supplier.
- The proposed date on which the transfer will take place and notification on completion of the transfer.
- Details on how you can log a complaint about any aspect of the transfer.
- Any details of termination rights that result from the transfer.

18. Change of Wholesale Supplier

We will notify you of any change to our wholesale supplier prior to the change being initiated:

- Our intent to transfer your service to the new supplier.
- Any details that we have that may materially affect your service.
- Any impacts the change has on your equipment.
- The proposed date on which the transfer will take place.
- Details on how you can log a complaint about any aspect of the transfer.

19. Complaint Handling

If we haven't provided the levels of service you expected, or if you have a concern with us, please tell us. We have a formal complaint management process in place to ensure that your complaint is addressed appropriately. Please refer to the Complaint Handling section of Our Customer Terms.

Privacy Policy

This statement is our privacy policy which sets out how we manage your personal information and other information. Before we go into the detail, we need to define a few terms.

1. Your Information

When we refer to “Your Information”, we are referring to both your personal information, as defined under the *Privacy Act 1988* (Cth) (“Privacy Act”), and customer information, which is protected by Part 13 of the *Telecommunications Act 1997* (Cth) (“Telecommunications Act”).

2. Credit Reporting Policy

This sets out how we manage your ‘credit information’ and ‘credit eligibility information’ where this is relevant to you, and is our credit reporting policy for the purposes of Part IIIA of the Privacy Act.

3. The kinds of information we collect and hold

Depending on the particular circumstances, we may collect and hold a range of different information about you. This can include your name, date of birth, contact details (including address, email address, telephone number or mobile telephone number), occupation, driver’s license number, username or password, financial information (such as credit card or bank account numbers) and information about how you use our products and services.

This is not an exhaustive list. For example, we may sometimes need to collect additional information as part of a user authentication process, such as when you want to speak to one of our customer service personnel who need to access your account.

You might also need to provide personal information about other individuals to us (e.g. about your authorised representatives). If so, we rely on you to inform those individuals that you are providing their personal information to us and to advise them about this statement.

Calls into and out of our offices are recorded for quality, monitoring and coaching purposes. You may request a copy of your recording by nominating the date and time of your call to our Customer Service team.

4. How we collect Your Information

We may collect Your Information in a number of ways, including:

- Directly from you (such as where you provide information to us when you visit one of our stores or websites, complete an application form or agreement for one of our services, or contact us with a query or request).
- From third parties such as our related entities, business partners, credit reporting bodies (for more details see our Credit Reporting Policy below), wholesale or other customers, or your representatives.
- From publicly available sources of information.
- From our records of how you use your products or services.
- When legally authorised or required to do so.
- From third parties we list in the section of this statement with the heading “When we disclose Your Information”.

If you choose not to provide certain information about you, we may not be able to provide you with the products or services you require, or the level of service on which we pride ourselves.

5. How we hold Your Information

We may store Your Information in hard copy or electronic format, in storage facilities that we own and operate ourselves, or that are owned and operated by our service providers. We take reasonable steps to maintain the security of Your Information and to protect it from unauthorised disclosures.

While we take these steps to maintain the security of Your Information, you should be aware of the many information security risks that exist today and take appropriate care to help safeguard Your Information.

We may also collect personal information about you in accordance with the obligations under the data retention provisions of the *Telecommunications (Interception and Access) Act 1979* (Cth).

6. How we use Your Information

We may use Your Information for a range of different purposes, including:

- To verify your identity, or to conduct appropriate checks for credit-worthiness and for fraud checking.
- To provide products and services to you, to provide you with information about these products and services, to assist you with the enquiries or purchases, to enhance your experience on our network, or to provide you with better customer service.
- To administer and manage the products and services we provide to you, to charge and bill you for them and to collect any amounts you may owe us.
- To monitor network use, quality and performance and to operate, maintain and develop, test and upgrade our systems and infrastructure.
- As authorised or required by the Telecommunications Act and other laws applicable to us.

7. How we use Your Information for Direct Marketing

We may also use Your Information so that we, our related entities, dealers and other business partners can promote and market products, services and special offers that we think will be of interest to you (which may include products, services and offers provided by a third party). This marketing may be carried out in a variety of ways (including by email, SMS/MMS, or social media or by customizing on-line content and displaying advertising on websites) and may continue after you cease acquiring any products or services from us until you opt-out by calling us.

8. When we disclose Your Information

We may disclose Your Information to third parties who provide services to us, including organisations and contractors that assist us with the purposes for which we use Your Information. These services include:

- Customer enquiries.
- Installation, maintenance and repair services.
- Mailing operations, billing and debt-recovery functions.
- Information technology and network services.
- Market research, marketing, telemarketing and door-knocking services.

9. We may also disclose Your Information

We may disclose Your Information:

- To your authorised representatives or advisers, or when you ask us to do so.
- To credit reporting bodies and fraud checking agencies, and to credit providers for credit related purposes such as credit-worthiness, credit rating, credit provision and financing.
- Our dealers, our related entities or our business partners.
- To other telecommunication and information service providers or to our wholesale or other customers from or through whom you may acquire products or services (for example, we may need to disclose Your Information for billing purposes).
- The manager of the Integrated Public Number Database (“IPND”), and other organisations as required or authorised by law (please see www.acma.gov.au for more information).

- To law enforcement and national security agencies, and other government and regulatory authorities as required or authorised by law.
- To third parties as required by or in accordance with any industry code or industry standard registered under the Telecommunication Act.
- To government agencies for purposes associated with connecting new services to the National Broadband Network.
- To third parties who assist us to manage or develop our business or corporate strategies and functions, including our corporate risk and funding functions.
- For the purposes of facilitating or implementing a transfer/sale of all or part of our assets or business.

10. How to access or correct your personal information or make a privacy complaint

If you wish to access any of your personal information that we hold or would like to correct any errors in that information, please contact us, so that we can consider and respond to your request. We may apply an administrative charge for providing access to your personal information in response to a request.

You may also use these contact details to notify us of any privacy complaint you have against us, including if you think that we have failed to comply with the Australian Privacy Principles (“APP”) or any binding APP code that has been registered under the Privacy Act. We are committed to acknowledging your complaint in a prompt manner and will give you an estimated timeframe for when we will respond to your complaint.

While we hope that we will be able to resolve any complaints you may have without needing to involve third parties, you may also be able to lodge a complaint with a relevant regulator such as the Australian Information Commissioner (www.oaic.gov.au) or the Telecommunications Industry Ombudsman (www.tio.com.au).

11. About this Statement

This statement is effective as at 1st September 2018. From time to time we may need to change this statement. If we do so, we will post the updated version on our website, and it will apply to all of Your Information held by us at the time.

Complaint Handling Policy

1. Introduction

We are committed to providing our customers with the best products services and experience, every time they deal with us – and that includes handling complaints. This policy tells you more about our process if you get in touch with any concerns about our products or services.

It's our goal to handle every complaint fairly, politely, objectively and efficiently.

2. Who can make a complaint

Anyone who isn't satisfied with our products or services, or how we have handled your enquiry, can get in touch to lodge a complaint – including you.

If you'd like to nominate someone else to make or handle a complaint on your behalf, we might call or email you and ask for your permission to discuss your complaint with them.

We'll handle your complaint fairly, politely, objectively and efficiently – and provide help to anyone who needs to formulate, lodge and progress a complaint with us.

If you need help with making a complaint (e.g. if English is not your native language), you can contact us through an interpreter service.

If you have any other specific needs, please let us know – so we can best work out how to help.

3. Your legal rights

Nothing in this policy limits or detracts from your rights under the General Standard Terms & Conditions, the Telecommunications Act 1997 (Cth) ("Telecommunications Act"), the Competition and Consumer Act 2010 (Cth) or any other laws.

While we believe that our complaint handling procedures in this policy will provide a quick and effective resolution of your concerns, you don't have to follow them. You can choose to take independent action to enforce your rights instead.

4. How we will handle complaints

Our complaint handling policy aims to provide an efficient, fair and accessible mechanism for customer complaints.

Our Customer Service team will be your single point of contact; whether you wish to register a complaint about technical difficulties, billing issues, or our authorised dealers and staff.

Our main goal is to resolve most enquiries and complaints during your first call, and our Customer Service Representatives have the training and authority to deal with most problems and enquiries. That's not always possible, though – and if that's the case, we'll aim to have the complaint resolved within a timeframe that's agreed upon with you.

We will not cancel your services when you make a complaint, to us, or to an external dispute resolution body.

To keep track of how we're handling complaints, our supervisors will:

- Randomly check records of complaints received by the Customer Service Representatives to ensure that a satisfactory solution been reached.

- Call back a cross section of customers to discuss the handling of the complaint by us, with a view to understanding how we can do better.
- Review all complaints which have not been resolved within our timeframes, and determine what action is needed to resolve those complaints quickly.
- Identify systemic issues and implement ways of improving our processes and the training of staff.

5. How to take your complaint to senior team members

If you are not satisfied with the way in which the Customer Service Representative has handled your complaint, you can request to be transferred to a supervisor. Where you have raised a matter with a supervisor, he or she will aim to resolve the complaint as soon as possible and within timeframes agreed with you. The supervisor will deal with you personally and not pass messages through other staff.

6. Making complaints

If you need to make a complaint or would like to check on the progress of a complaint, please contact us by using one of the following methods:

Phone: **1800 2HELP YOU (43 579)** 8:30am-6:00pm AEST Monday to Friday

Mail: Customer Care P.O. BOX 222 South Melbourne VIC 3205

Email: customerservice@internet-1.com

Online: www.internet-1.com

We will acknowledge your complaint immediately if you complained to us over the phone, and within 2 working days if you have lodged your complaint through any other channel (for example, by email, online or post) - including where you left a message with our afterhours messaging service.

If we can't speak to you directly, we will send you an email acknowledging your complaint and share our contact details so you can call us back.

When we acknowledge your complaint, we will give you a unique reference number or similar to enable you to easily follow up on your complaint. We will also give you an indicative timeframe for resolving your complaint. You can follow up on your complaint by using the contact phone number or email address on your most recent invoice.

We aim to resolve all complaints within 10 working days of the complaint being received. If we are unable to meet this time frame we will explain why before that period ends and provide you with a new expected time frame.

You can request your complaint to be looked at urgently:

- if you have applied to qualify as being in financial hardship under our Financial Hardship Policy and the issue you are complaining about directly contributes to the financial hardship you are experiencing, or
- if your service has been disconnected or is about to be disconnected and due process has not been followed.

In this case, we will agree with you on how to address the issue and implement all required actions to fix the issue within 2 working days. If there is a delay, we will explain why, provide you with a new expected timeframe, and if it is a longer delay also inform you about your options for external dispute resolution such as the Telecommunications Industry Ombudsman ("TIO").

We will provide written confirmation of the resolution, or proposed resolution, of your complaint within 5 working days if you ask for it.

If we are unable to contact you, we will write to you and let you know. We will also provide details of our contact attempts and ask you to contact us to discuss the complaint within 10 working days. If you don't contact us within this time, the complaint will be closed.

7. Monitoring the progress of your complaint

You will be provided with a unique reference number for your complaint, which you can use to track the progress of your complaint. You can monitor the progress of your complaint by calling our Customer Service Team.

8. Proposed Resolution

If we propose a resolution to your complaint, we will ask if you are satisfied with the proposed resolution. A proposed solution must be accepted by you before we are required to implement it.

9. Free of charge

We won't charge you for dealing with your complaint.

10. Taking appeals to external organisations

We believe that our internal appeal process will provide the quickest and most effective way to resolve complaints. If you are not satisfied with our review of your complaint, or with the way in which we have handled the complaint, you can ask the TIO to assist.

You can refer a complaint to the TIO at any time. You do not have to go all the way through our review process before complaining to the TIO. You should note, however, that the TIO service is intended as a last resort for telecommunications subscribers with complaints and the position of the TIO is that you should raise a complaint with us before approaching them.

The intention of the scheme is that we try to settle the issue before it is taken to the TIO. If you believe that any complaint raises wider telecommunications policy issues or is outside the jurisdiction of the TIO then you may wish to raise it with the Australian Communication and Media Authority.

To lodge a complaint with the TIO you can call on 1800 062 058 or visit the website www.tio.com.au or write to:

TIO
PO Box 276
Collins Street West
MELBOURNE VIC 8007

11. Frivolous or vexatious complaints

If, after careful consideration and appropriate internal escalation of a complaint, we reasonably conclude that:

- we can do nothing more to resolve the complaint or assist you; and
- your behaviour or complaint is frivolous or vexatious,

we may decide not to deal, or to deal further, with the complaint.

We'll contact you within 5 working days to let you know the reasons for our decision – and your options for resolving things externally.

Customer Service Guarantee

We are committed to achieving customer service excellence. We comply with the legislated requirements outlined in the Telecommunications (Customer Service Guarantee) Standard 2011 ("CSG Standard") and issued by the Australian Communications and Media Authority ("ACMA").

The CSG Standard specifies certain requirements to which service providers such as us, and our suppliers must adhere in relation to the provision and repair of standard telephone services ("STS") and appointments related to these activities.

1. What types of services are covered by the CSG standard?

The CSG Standard applies to all telephone companies offering fixed line services and covers the STS provided by Telstra (known as PSTN) and five specified Enhanced Call Handling Features ("ECHF").

These features are:

- Call Waiting – enabling a customer to receive a second call on a telephone service while engaged on a call;
- Call Forwarding – causing a call directed to a number to be redirected to a stored number;
- Call Barring/Control – enabling a customer to control access to some, or all, network numbers before a call is established (this does not include network barring arrangements);
- Calling Number Display – enabling a customer to identify the number of a calling party; and
- Calling Number Display Blocking – enabling a customer to prevent the display of his or her number to a called party.

The CSG Standard applies to residential and small business customers with no more than five STS. A customer does not include a carrier or a carriage service provider.

The CSG Standard covers:

- connections and fault repairs of STS and the five specified enhanced call handling features; and
- appointments related to these activities.

For connections, STS are eligible regardless of what type of associated service is connected at the end of the service (e.g. internet or fax).

However, for repairs, only voice telephony faults are covered. This means that non-voice faults such as internet access or fax faults are not covered by the CSG Standard.

2. What types of services are not covered by the CSG Standard?

The CSG Standard does not apply to data products, customer premises equipment, customer cabling, payphones, sophisticated business-oriented services, corporate virtual private networks, satellite services and mobile services. It also does not apply to activities past the network boundary point, including but not limited to, beyond the first telephone socket, the network termination device (NTD) or the main distribution frame where applicable.

3. When does the CSG Standard not apply?

The CSG Standard does not apply in certain circumstances, including the following:

- when we, or our supplier, are required to undertake maintenance or upgrading of a facility or network that is used to supply any given service and we have given reasonable notice;
- where delays are due to circumstances outside our or our supplier's control such as: damages to our or our supplier's facilities by a third party; natural disasters or extreme weather conditions (e.g. bushfire, flood, cyclones etc.);

- where delays are caused by us or our supplier needing to move staff or equipment to an area affected by circumstances beyond the control of us or our supplier;
- where we, or our supplier, are unable to obtain lawful access to land or a facility and where we, or our supplier, is required to comply with any law of the Commonwealth, State, Territory or Local Government;
- where a missed appointment occurs over a period of connection or repair delay for which a CSG liability already applies;
- where you are connected by another carriage service provider to a STS and request we supply that service, the CSG Standard does not apply in respect of the connection timeframe;
- where you have agreed to waive your right to CSG Standard eligibility under the CSG Standard;
- where ECHF are not available due to existing network limitations;
- where you are able to activate the Enhanced Call Handling Features from your telephone handset or customer equipment;
- where you request connection of your telephone service and we have reasonable grounds for believing that you would be unable or unwilling to pay the charges for connection or use of the service;
- if you were disconnected for non-payment of a charge and we have not reached agreement for the payment of that charge;
- if you withhold agreement to an appointment offered by us or our supplier;
- if you fail to keep an appointment with us or our supplier; or
- if you unreasonably refuse our carrier access to your premises.

4. The guaranteed connection time frames as set out in the CSG Standard.

We aim to connect your STS and specified ECHF within time frames consistent with the CSG Standard. These time frames are based on the service location and the availability of telecommunications infrastructure and spare capacity we, or our supplier, can use to connect your service (see table below). Infrastructure refers to systems and facilities used in the provision of telecommunications services. It includes radio distribution systems, network cables and lead-in cables to the customer premises.

Wherein we envisage a delay in supplying you with a STS, we will notify you in writing of the reason for the delay and the expected time frame for completion of any infrastructure upgrade. We will also offer an alternative service arrangement such as a call diversion to a mobile or fixed telephone service.

You may be entitled to a CSG Standard payment for every working day of delay beyond an agreed connection date. Please refer to “How much do we pay?” for more details.

We will apply the “guaranteed maximum connection periods “as set out below;

Service location	In-place connection	New connection with infrastructure and spare capacity	New connection without infrastructure or spare capacity
Urban	Within 2 working days after request	Within 5 working days after request	Within 20 working days (equivalent to 1 month) after request
Major Rural	Within 2 working days after request	Within 10 working days after request	Within 20 working days (equivalent to 1 month) after request
Minor Rural	Within 2 working days after request	Within 15 working days after request	Within 20 working days (equivalent to 1 month) after request
Remote	Within 2 working days after request	Within 15 working days after request	Within 20 working days (equivalent to 1 month) after request

Please Note: An in-place connection is a connection of a STS at a site where a previous working service has been cancelled by the previous account holder and is available for automatic reconnection or reactivation without the need for the service provider to do any other connection work at the customer premises, the local telephone exchange, or any places in between.

5. Customer Service Locations (definitions)

The various demographic categories as outlined under the CSG Standard are:

Service location category	Demographic size
Urban	Township/community grouping of 10,000 people or more
Major Rural	Township/community grouping of more than 2,500 people but less than 10,000 people
Minor Rural	Township/community grouping of 201 people or more but not more than 2,500 people within a standard zone
Remote	Township/community grouping of less than 200 people or township/community grouping located outside a standard zone

6. The guaranteed maximum fault repair periods specified by the CSG Standard.

We aim to repair faults or service difficulties on your STS and specified ECHF within time frames consistent with the CSG Standard. Please note that the CSG Standard does not cover non-voice faults or service difficulties such as modem and fax dropouts.

We will repair faults and service difficulties within specified time periods based on the service location (see table below).

Where we envisage a delay in repairing your STS, we will notify you in writing of the reason for the delay and the expected time frame for completion of any infrastructure upgrade. We will also offer an alternative service arrangement such as a call diversion to a mobile or fixed telephone service.

You may be entitled to a CSG Standard payment for every working day of delay beyond an agreed repair date. Please refer to "How much do we pay? for more details.

We will apply the "guaranteed maximum fault repair periods" as set out below.

Service location	Time for repair*
Urban	End of one full working day after report
Major Rural	End of two full working days after report
Minor Rural	End of two full working days after report
Remote	End of three full working days after report

*Service Restoration timeframes can be extended due to mass service disruptions where CSG Standard will not apply. See <https://www.telstra.com.au/consumer-advice/customer-service/mass-service-disruption>

Please Note: The time for repair relating to "end of one full working day after report" applies to all service locations where the fault occurs due to an administrative error by the telephone company, or if the fault can be rectified without the telephone company attending customer premises or undertaking internal or external plant work.

7. Appointments

We aim to keep agreed appointments in relation to connection and repair of your STS and specified ECHF.

If we or our carriers fail to keep an agreed appointment, you may be entitled to receive a CSG Standard payment for a missed appointment. A new appointment may have to be arranged.

If an appointment time or location is changed either by you or by us or our supplier with reasonable notice of at least 24 hours, or by agreement, you are not entitled to receive a CSG payment.

For appointments, the CSG Standard allows the following grace periods as shown:

Service location	Appointment period	Grace period
All Locations	Less than or equal to 4 hours	15 minutes

Urban and Major Rural	Greater than 4 hours and less than or equal to 5 hours	None
Minor Rural and Remote	Greater than 4 hours and less than or equal to 5 hours	45 minutes

Please Note: The grace period is extended to 45 minutes, where there is a need to travel a long distance, such as in the case of Minor Rural and Remote locations.

8. Notifying Us

When requesting a connection or reporting a fault, customers are required to contact us by 5pm on a working day for the specified connection and fault time frames to apply from that day. Customer requests received after this time will be taken to have been received the following working day. A working day is a day that is not a Saturday, a Sunday or a public holiday in the customer service area.

9. How much do we pay?

There is no need for you to contact us to lodge a claim for CSG Standard. If we fail to meet our obligations under the CSG Standard we will credit your account, no later than 16 weeks after your STS is connected or the fault is repaired. You may request a refund from any credit balance that may appear on an invoice following our payment of the CSG Standard payment.

For connection, repair and appointment liability incurred on or after 31 October 2006, we are liable to make a CSG Standard payment to you in accordance with the CSG Standard in the following circumstances:

- If we fail to connect or repair your service within the specified time period or on an agreed date, you may be entitled to receive a CSG Standard payment of \$14.52 (for residential/charity customers) or \$24.20 (for business customers), for each working day that we miss, for the first five working days of delay. After the initial five working days of delay, you may be entitled to receive a CSG Standard payment of \$48.40 (for all customer types) per additional working day of delay.
- If only one ECHF is not connected or repaired within the specified time period or on an agreed date, you may be entitled to receive a CSG Standard payment of \$7.26 (for residential/charity customers) or \$12.10 (for business customers) for each working day of delay. After the initial five working days of delay, you may be entitled to receive a CSG payment of \$24.20 (for all customer types) for each additional working day of delay.
- If two or more ECHF are not connected or repaired within the specified time period or on an agreed date, you may receive a CSG Standard payment of \$14.52 (for residential/charity customers) or \$24.20 (for business customers), for each working day of delay. After the initial five working days of delay, you may be entitled to receive a CSG Standard payment of \$48.40 (for all customer types) for each additional working day of delay.
- If an appointment is missed on a day that is not a day in relation to which you are entitled to receive a CSG Standard payment in accordance with any of the above circumstances, you may be entitled to receive a CSG Standard payment of \$14.52 (for residential/charity customers) or \$24.20 (for business customers), for each missed appointment.
- The maximum CSG Standard amount payable under the CSG Standard is \$25,000.
- The Goods and Services Tax (GST) introduced on 1 July 2000 does not apply to CSG Standard payments.

Financial Hardship Policy

1. Financial hardship

Financial hardship involves a situation where an individual person (not businesses) is unable, for reasons such as illness, unemployment or another reasonable cause, to meet their financial obligations to us, however they reasonably expect to be able to do so with an adjustment to their payment and / or service arrangements. If you wish to claim financial hardship and adjust your payment / service arrangements, please contact us. There are no charges associated with this service. Each situation will be assessed on a case by case basis.

2. Our financial hardship policy

The purpose of this policy is to ensure that if we have customers who are experiencing financial hardship, we can work with them to pay their account over time whilst maintaining ongoing access for them to some telecommunications services.

3. Definition

The C628:2015 Telecommunications Consumer Protections (TCP) Code (“TCP Code”) defines “financial hardship” as a situation where an individual person (not businesses) is unable, reasonably, to meet their financial obligations to us under their contract. However, they expect to be able to do so if their payment and / or service arrangements are changed. Financial hardship can take place over a limited timeframe or be long-term.

It can result from a number of factors including:

- loss of employment, either for that person or a family member;
- family breakdown;
- illness, including physical incapacity, hospitalisation, or mental illness, either for that person or a family member;
- a death in the family; or
- unexpected or increased family commitments, due to circumstances such as the above.

You can claim financial hardship if you think you can reasonably expect to be able to meet your financial and contractual obligations to us by changing your payment / service arrangements. If you are experiencing payment difficulties from time to time, that is not a situation that qualifies as financial hardship and therefore for assistance under this policy. See our exclusions below.

Our policy aims to be flexible enough to accommodate the circumstances of each individual customer. If you wish to claim financial hardship and adjust your payment / service arrangements, please contact us.

4. Information that is available

We can provide you with a summary of this policy either in writing or over the telephone if:

- you ask for it;
- you indicate to us that you are in financial hardship; and
- we consider that you may be eligible.

All our reminder notices include information about this policy.

5. Training

The staff responsible for discussing financial hardship payment arrangements with you are fully trained in this policy.

6. Assessment and evidence of financial hardship

On request, we'll assess your eligibility for assistance under our financial hardship policy. As part of this, we'll take into account your individual circumstances. As part of that assessment, we may request supporting documentation from you.

We'll only ask for this if:

- it appears that the financial arrangements will need to be long term;
- we consider the amount that needs to be re-paid is large or significant;
- you have not been our customer for very long; or
- we are concerned that there is fraud involved.

We consider the following to be evidence of financial hardship:

- evidence of an unforeseen change in your circumstances;
- in some cases, evidence that you have met with and/or are accompanied by a recognised financial counsellor; and
- documented evidence, such as a statutory declaration from a person familiar with your circumstances (family doctor, priest, bank officer etc). This information must meet the criteria of the *Privacy Act 1988* (Cth) in terms of how it has been collected and is used and retained.

We may not be able to make an assessment of your circumstances if you do not provide us with the requested information. We may use the information you provide as well as other information available to us. Once we received all required information, we will let you know within 7 working days whether you are eligible for assistance under our Financial Hardship Policy.

7. Assistance from financial counsellors

In some cases, where we believe you are experiencing genuine and long-term financial hardship, we may ask you to seek assistance from a financial counsellor to discuss your financial situation. We believe some customers may benefit from the experience of a financial counsellor. The reasons why we may request that you seek their advice and assistance can include:

- it is apparent that your financial situation is genuine, serious and permanent and you need expert financial advice and counselling;
- it appears that you are paying us at the expense of other bills, and that you may need financial advice and counselling to ensure your bills are paid in the correct order of priority in order for you to maintain a reasonable standard of living. For example, it may be appropriate for you to work with the financial counsellor to decide the priority of the bills that need to be paid, and
- we cannot agree a reasonable payment arrangement (i.e. the suggested payments and the length of time to meet your financial obligations) without a financial counsellor's assistance and advice.
 - Note: We won't ask you to seek the advice of a financial counsellor in all the circumstances where a payment arrangement is being discussed, only where the conditions detailed above are involved.

8. Establishment of financial hardship

Once it has been established that you meet our financial hardship criteria, we'll agree a suitable arrangement between you, your financial counsellor (if you have one) and our Credit team. You will be asked to keep to this payment arrangement.

Conditions

- You are an individual residential customer.
- The financial hardship process will be reasonable to both you and us.
- We want to maintain our relationship with you.
- We'll take into account your individual circumstances.
- We'll look to identify appropriate products or services for you that will enable you to retain a level of access and still manage your future communications spending.

The basic principle of any agreed financial arrangement is that the repayment should be sufficient to cover your expected future use of the service, as well as continuing to reduce your debt.

Your obligations

- You acknowledge the debt and your obligation to repay the debt.

- You'll provide us with enough information for both parties to decide what constitutes a reasonable payment arrangement.
- You accept responsibility for reducing your phone usage to a level that you are able to pay and you are prepared to take up relevant call barring options to achieve this.
- You accept the restricted level of access that we negotiate with you.
- You'll make repayments to us as agreed under the financial hardship arrangement.
- If you experience any further financial difficulty, you'll tell us immediately and we'll review your situation.

Our responsibilities

- We'll ensure that none of your outstanding debt is in dispute.
- We'll confirm that you are the person who is legally liable to pay the debt.
- We'll not take credit management action whilst financial hardship arrangements are being discussed.
- If limiting access to services forms part of our agreement with you, we'll ensure access is limited as agreed and that the limitations are explained.
- The arrangements will be ones that you can meet.
- We'll look at waiving our disconnection and late payment fees.
- We'll monitor your compliance with the financial hardship arrangement.
- We'll not change the terms of the arrangement if you are meeting those terms.
- We'll clearly explain the terms of the payment arrangement to you.
- We'll ask you to contact us if your situation changes during the term of the arrangement.
- We'll be willing and able to review the terms of the financial hardship arrangement if you tell us that your circumstances have changed.
- We'll make sure you are fully informed of your rights and obligations under the arrangement.

We won't undertake credit management action, including listing of your debt with an external credit reporting agency, whilst a financial hardship arrangement is being actively discussed with us or during the course of the financial hardship arrangement unless:

- you breach the terms of the arrangement;
- credit management action appears to be reasonable in the circumstances;
- if you don't comply with the terms of the arrangement and don't notify us to re-negotiate, we'll take reasonable steps to contact you or your financial counsellor (if applicable) before taking further credit management action;
- if we can't make contact, we'll resume normal credit management action, including restriction or suspension of the service or termination of the contract. This action will be in accordance with our credit management policies and the credit management code.
- if your payment request, after negotiation, remains at greater than 12 months, then you may be referred to an external credit reporting agency and your "statement of means" forwarded to the relevant agent.

We also note:

- payment arrangements for the settlement of all due balances must be made within a timeframe of 12 months.
- documentation supporting your position must be on the official letterhead of the organisation assisting you with your claim.

Exclusions

- Financial hardship does not apply to:
 - Customers who wish to negotiate time to pay their bill within a short period of time, usually 3 months.
 - People who are bankrupt.

Once we come to an agreement we will put this in writing via letter or email to you. You must inform us if your circumstances change (for better or for worse) during our arrangement.

We will not charge you for assessing your financial hardship circumstances or for administering the matter.

Internet Acceptable Use Policy

Please read this document carefully before accessing our network and systems. By using any of our internet services, you agree to comply with the terms of our acceptable use policy.

1. Purpose

This Internet Acceptable Use Policy ("Policy") sets out the rules which apply to use of our internet services ("Internet Services"), including your responsibilities, and permitted and prohibited uses of those services.

Compliance with this Policy ensures you may continue to enjoy and allow others to enjoy optimum use of our Internet Services.

2. Application

This Policy applies to all customers who acquire Internet Services from us. Your obligation to comply with this Policy includes your obligation to ensure any person who you allow to use your Internet Service also complies with this Policy.

Your failure to comply with this Policy (including by any person who you allow to use your Internet Service) may lead to the suspension or termination of your Internet Service.

3. Responsible Usage

You are responsible for your actions on our telecommunications network ("Network") and systems you access through your Internet Service. If you act recklessly or irresponsibly in using your Internet Service or your actions endanger any person or the integrity or security of our Network, systems or equipment, your access may be restricted, suspended or terminated, without prior notice.

In particular, you agree that you will not use, attempt to use or allow your Internet Service to be used to:

- store, send or distribute any content or material which is restricted, prohibited or otherwise unlawful under any applicable Commonwealth, State or Territory law, or which is likely to be offensive or obscene to a reasonable person;
- store, send or distribute confidential information, copyright material or other content which is subject to third party intellectual property rights, unless you have a lawful right to do so;
- do anything, including store, send or distribute material which defames, harasses, threatens, abuses, menaces, offends, violates the privacy of, or incites violence or hatred against, any person or class of persons, or which could give rise to civil or criminal proceedings;
- do any other act or thing which is illegal, fraudulent or otherwise prohibited under any applicable Commonwealth, State or Territory law or which is in breach of any code, standard or content requirement of any other competent authority;
- do anything, including store, send or distribute material, which interferes with other users or restricts or hinders any person from accessing, using or enjoying the internet, our services, Network or systems;
- forge header information, email source address or other user information;
- access, monitor or use any data, systems or networks, including another person's private information, without authority or attempt to probe, scan or test the vulnerability of any data, system or network;
- compromise the security or integrity of any network or system including our Network;
- access, download, store, send or distribute any viruses or other harmful programs or material;
- send or distribute unsolicited advertising, bulk electronic messages or otherwise breach your spam obligations set out in clause 4, or overload any network or system including our Network and systems;
- use another person's name, username or password or otherwise attempt to gain access to the account of any other customer;
- tamper with, hinder the operation of or make unauthorised modifications to any network or system;
- host or assist in the hosting of a Tor relay and/or exit node; or
- authorise, aid, abet, encourage or incite any other person to do or attempt to do any of the above acts.

4. Spam

In this Policy, "Spam" includes one or more unsolicited commercial electronic messages to which the *Spam Act 2003* (Cth) ("Spam Act") applies, and derivations of the word "Spam" have corresponding meanings.

5. Codes of Practice

The Internet Industry Codes of Practice registered with the Australian Communications and Media Authority ("ACMA") set out how internet service providers, such as us, and email service providers must address the sources of Spam within their own networks. They also requires internet service providers and email service providers to give end-users information about how to deal with Spam, and informed choice about their filtering options.

6. Suspension or Termination

This Policy prohibits you from using your Internet Service to send Spam. If you breach this prohibition, we may suspend or terminate your Internet Service. The circumstances in which we may do so are set out in section 16 below.

7. Reducing Spam

You can reduce the amount of Spam you receive if you:

- do not open emails from dubious sources;
- do not reply to Spam or click on links, including 'unsubscribe' facilities, in Spam;
- do not accept Spam-advertised offers;
- block incoming mail from known Spammers;
- do not post your email address on publicly available sites or directories. If you must do so, look for options, such as tick boxes, that allow you to opt out of receiving further offers or information;
- do not disclose your personal information to any online organisation unless they agree (in their terms and conditions or privacy policy) not to pass your information on to other parties;
- use separate email addresses for different purposes, such as a personal email address for friends and family and a business email address for work;
- install a Spam filter on your computer to filter or block Spam. We strongly recommend that you install a Spam filter on your computer, even if you receive a Spam filtering service from us. Information on the availability of anti-Spam software for end-users is available at the Internet Industry Association (IIA) website.
- report any Spam you receive to us or to ACMA (see "Complaints" below); and
- visit the ACMA website (<http://www.acma.gov.au/Industry/Marketers/Anti-Spam>) for more information on ways to reduce the volume of Spam you receive, including how to:
 - reduce Spam if you operate a website; and
 - avoid becoming an accidental Spammer.

8. Your Spam Obligations

You agree that you will use your Internet Service in compliance with the Spam Act and will not engage in practices which would result in a breach of the Spam Act. In particular, you agree that you will not use, attempt to use or allow your Internet Service to be used to:

- send, allow to be sent, or assist in the sending of Spam;
- use or distribute any software designed to harvest email addresses;
- host any device or service that allows email to be sent between third parties not under your authority or control; or
- otherwise breach the Spam Act or the *Spam Regulations 2004* (Cth) (your "Spam Obligations").

You agree to use your reasonable best endeavours to secure any device or network within your control against being used in breach of your Spam Obligations by third parties, including where appropriate:

- the installation and maintenance of antivirus software;
- the installation and maintenance of firewall software; and
- the application of operating system and application software patches and updates.

We may scan any IP address ranges allocated to you for your use with your Internet Service in order to detect the presence of open or otherwise misconfigured mail and proxy servers. If we detect open or misconfigured mail or proxy servers we may suspend or terminate your Internet Service.

9. Excessive Use

You must use your Internet Service in accordance with any download or capacity limits stated in the specific plan that you subscribe to for the use of that Internet Service. We may limit, suspend or terminate your Internet Service if you unreasonably exceed such limits or excessively use the capacity or resources of our Network in a manner which may hinder or prevent us from providing services to other customers or which may pose a threat to the integrity of our Network or systems.

10. Security

You are responsible for maintaining the security of your Internet Service, including protection of account details, passwords and protection against unauthorized usage of your Internet Service by a third party. We recommend that you take appropriate security measures such as installation of a firewall and use up to date anti-virus software. You are responsible for all charges incurred by other persons who you allow to use your Internet Service, including anyone to whom you have disclosed your password and account details.

11. Copyright

It is your responsibility to ensure that you do not infringe the intellectual property rights of any person in relation to any material that you access or download from the Internet and copy, store, send or distribute using your Internet Service.

You must not use your Internet Service to copy, adapt, reproduce, distribute or otherwise make available to other persons any content or material (including but not limited to music files in any format) which is subject to copyright or do any other acts in relation to such copyright material which would infringe the exclusive rights of the copyright owner under the *Copyright Act 1968* (Cth) or any other applicable laws.

You acknowledge and agree that we have the right to immediately cease hosting and to remove from our Network or systems any content upon receiving a complaint or allegation that the material infringes copyright or any other intellectual property rights of any person.

12. Content

You are responsible for determining the content and information you choose to access on the internet when using your Internet Service.

It is your responsibility to take all steps you consider necessary (including the use of filtering programs) to prevent access to offensive or obscene content on the Internet by children or minors who you allow to use your Internet Service. You may obtain further information on content filtering products at the IIA website.

You must not use or attempt to use your Internet Service to make inappropriate contact with children or minors who are not otherwise know to you.

You are responsible for any content you store, send or distribute on or via our Network and systems including, but not limited to, content you place or post on web pages, email, chat or discussion forums, bulletin boards, instant messaging, SMS and Usenet news. You must not use such services to send or distribute any content which is prohibited, deemed obscene or offensive or otherwise unlawful under any applicable Commonwealth, State or Territory law, including to send or distribute classes of restricted content to children or minors if that is prohibited or an offence under such laws.

Your failure to comply with these requirements may lead to immediate suspension or termination of your Internet Service without notice. If we have reason to believe you have used your Internet Service to access child pornography or child abuse material, we are required by law to refer the matter to the Australian Federal Police.

13. Regulatory Authorities

You must label or clearly identify any content you generally make available using your Internet Service in accordance with the applicable classification guidelines and National Classification Code (issued pursuant to the *Classification (Publications, Films and Computer Games) Act 1995* (Cth)) or any industry code which applies to your use or distribution of that content.

Commonwealth legislation allows ACMA to direct us to remove from our Network and servers any content which is classified, or likely to be classified, as 'prohibited' content. We also co-operate fully with law enforcement and security agencies, including in relation to court orders for the interception or monitoring of our Network and systems. We may take these steps at any time without notice to you.

You must not hinder or prevent us from taking all steps necessary to comply with any direction from ACMA or any other law enforcement or security agency. You acknowledge we reserve the right to limit, suspend or terminate your Internet Service if there are reasonable grounds for suspecting that you are engaging in illegal conduct or where use of your Internet Service is subject to any investigation by law enforcement or regulatory authorities.

14. Complaints about content

If you have a complaint about content accessible using your Internet Service you may contact ACMA by filling out an online complaint form at acma.gov.au, emailing online@acma.gov.au or faxing your complaint to the ACMA Content Assessment Hotline Manager on (02) 9334 7799. Please note that all complaints to ACMA must be in writing. You may also report a complaint about content via email.

15. Complaints about Spam

All internet and email service providers are required by the Internet Industry Code of Practice to maintain an "abuse@" email address (or other email address as notified by the service provider) to allow end users to report Spam. If you think you have been sent Spam by one of our subscribers, please contact us by emailing abuse@ausinternet.net.au. If you think you have been sent Spam by a subscriber of another internet or email service provider, you may report it by emailing that service provider at their "abuse@" email address or other email address as notified by the service provider for that purpose.

You can report or make a complaint about Spam you have received by contacting ACMA by filling out an online complaint form at acma.gov.au or via the ACMA Spam Reporting System Spam Matters. You may also make complaints to other bodies about Spam where the content is in some other way offensive or contrary to law. For example, you may complain to ACMA about Spam that contains content you believe is offensive or relates to online gambling.

You can report a Spam message that contains fraudulent or misleading and deceptive content (for example, email scams) to the Australian Competition and Consumer Commission (ACCC) via the ACCC website by phoning 1300 302 502 (business hours, Monday to Friday).

The Australian Securities and Investment Commission ("ASIC") also deals with certain complaints about the contents of Spam messages, particularly with regard to fraudulent conduct by Australian businesses. The ASIC website outlines the types of complaints they deal with, and has an online complaint form: www.asic.gov.au (click on 'Complaining About Companies or People').

If you are concerned that your personal information has been misused to send you Spam, the Office of the Australian Information Commissioner ("OAIC") recommends that you complain to the organisation first, especially if you know how to contact it and have had dealings with it in the past about other goods or services. If the matter is not resolved adequately, you can visit the OAIC's website for details on how to make a complaint.

16. Suspension or Termination

We reserve the right to suspend your Internet Service if you are in breach of this Policy, provided that we will first take reasonable steps to contact you and give you the opportunity to rectify the breach within a reasonable period. What is reasonable in this context will depend on the severity of the problems being caused by the breach

(for example, if you commit a serious or continuing breach, it may be reasonable to immediately suspend your Internet Service without notice to you).

If we notify you of a breach of your Spam Obligations, we will, at your request and to the extent we are reasonably able, supply you with information as to the nature of open relays and suggested resolutions to assist you to comply with your Spam Obligations.

Our right to suspend your Internet Service applies regardless of whether the breach is committed intentionally, through misconfiguration, or by other means not authorised by you including but not limited to through a Trojan horse or virus.

If your Internet Service is suspended and the grounds upon which it was suspended are not corrected by you within seven days, we may terminate your Internet Service. In the event your Internet Service is terminated, you may apply for a pro rata refund of any pre-paid charges for your Internet Service, but we will have the right to levy a reasonable fee for any costs incurred as a result of the conduct that resulted in the suspension.

17. Changes

We may vary this Policy by updating this condition on our website or otherwise in accordance with the notice provisions of your service agreement with us. Your continued use of your Internet Service after such notice will constitute acceptance of the variation.

Fair Use Policy

This Fair Use Policy ("Policy") applies to all services provided by us.

It is important to us that all eligible customers are able to access our services. Accordingly, we have devised this Policy which applies to:

- usage of our services and plans; and
- any promotions or services which are advertised by us as subject to this Policy ("Fair Use Promotions").

We reserve the right to vary the terms of this Policy from time to time.

We may rely on this Policy where:

- your usage of our services is unreasonable; or
- your participation in a Fair Use Promotion is excessive or unreasonable, as defined below.

1. Unreasonable Use

It is unreasonable use of our services where your use of our services is reasonably considered by us to be excessive, fraudulent or to adversely affect our network or other customers' use of, or access to, one of our services or our network.

Among other things, "fraudulent use" includes resupplying one of our services without our consent so that someone else may access, or use, our data services or take advantage of a Fair Use Promotion.

2. Our Rights

Where you are in breach of this Policy, we may contact you to discuss changing your usage so that it conforms to this Policy.

If, after we have contacted you, your excessive or unreasonable use continues, we may, without further notice to you:

- suspend or limit the service (or any feature of it) for any period we think is reasonably necessary; and/or
- terminate your agreement with us.

Porting

“Porting” is defined as the transfer of a service from one carrier network to another carrier network.

1. Local Number Portability (LNP)

- The Porting of your telephone number(s) will be conducted in accordance with the “Australian Communications Industry Forum, Industry Code – Local Number Portability C540:2013” (“LNP Code”) and any bilateral arrangements. Subject to the terms and conditions of the standard agreement, you may Port your telephone number(s) from your previous supplier to us if that Telephone Number(s) is declared Portable under the Telecommunications Numbering Plan 2015 and no exemption has been granted by the ACMA.
- If you wish to Port your telephone number(s) from us to another supplier, then you must contact that other Supplier. Porting from us to another supplier will be conducted in accordance with the LNP Code and any other bilateral agreements.
- In order for us to Port your telephone number(s) you must complete and sign the relevant application forms, which also includes authority for an Emergency Return. In order for the Port to proceed, this form must be completed in accordance with the LNP Code and any other bilateral agreements.
- In accordance with the LNP Code, a request for Porting shall be rejected if:
 - the request is for the Porting of out of Area Numbers; or
 - the request is for the Porting of a Non-Portable telephone number; or
 - the LNP Code requires the request to be rejected; or
 - we cannot otherwise provide portability for that telephone number(s) in that circumstance.
- We are able to provide you with the facility to implement the Porting of your telephone number(s) outside of your normal business hours of operation, if required. Additional costs apply and are priced on application.
- We cannot Port your telephone number(s) and move the address of your telephone number on the same day.
- If your telephone number(s) is inactive at the time of the Porting by us you must notify us as soon as the phone number(s) becomes active.
- We reserve the right to charge you for the Porting of a telephone numbers.
- You acknowledge that by Porting the telephone number(s), any DSL Spectrum Sharing Service associated with that telephone number(s) is disconnected and may result in finalisation of the customer’s DSL/Spectrum Sharing account for the service.
- You acknowledge that although you have the right to Port your telephone number(s) to us, there may be costs and obligations associated with the Port which may include early termination fees and Porting Fees.
- You acknowledge that there may be fees and charges raised, in accordance with the LNP Code and agree that you are responsible for any such fees and charges. These include, but are not limited to:
 - any outstanding call charges with your current provider;
 - an early termination fee under your existing contract with your existing provider; and
 - a fee to Port your telephone number, which may be charged by either your previous provider or your new provider.

2. LNP Emergency Return

- Prior to signing our application forms, you must negotiate and agree with your previous supplier regarding the service that could be provided in the event that an LNP Emergency Return (as defined below) is required.
- If you have Ported your telephone number away from us, the terms and conditions set out in this standard agreement will apply to service in the event that an LNP Emergency Return to us is required.
- In the event of an LNP Emergency Return to your previous supplier, you may experience an extended period of outage whilst the service from your supplier is restored.

- We will endeavour to assist you in the event of an LNP Emergency Return to us, in which you may experience an extended period of outage whilst the telephone numbers from us are being restored.
- Acting in accordance with the LNP Code and any other bilateral agreements, in the event of an LNP Emergency Return to your previous supplier, we:
 - will notify your previous Supplier of the LNP Emergency Return equipment; and
 - are not liable to you or any person claiming through you, for any damage, loss, costs or expenses or other liability in contract, tort or otherwise direct or indirect, for or in relation to the LNP Emergency Return (including the negligent act or omission by us).
- In the event of an LNP Emergency Return to us; we:
 - are not responsible for any period of outage; and
 - are not liable to you or any person claiming through you for any damage, loss, costs or expenses or other liability in contract, tort or otherwise direct or indirect, for or in relation to the LNP Emergency Return (including the negligent act or omission by us).
- The following LNP Emergency Return Charge is payable:
 - Emergency Return per number: \$275.00.

3. Number Porting Responsibilities

- You must support us in booking your PABX maintainer for the port cut-over if requested, at your cost, and agree to a port-cut-over time outlined in an Implementation Schedule.
- We may request you to perform a customer site audit of the services to be Ported to us. You may be required to provide a signed, written report of the services to be Ported to us. If the information is incorrect then your port may fail or need to be rescheduled and a Port Reschedule Charge will apply.
- Where you require the Local Number Porting cut-over process to take place outside 9am-3pm on Business Days, an after-hours cut-over charge of at least \$715.00 may apply. There may also be additional charges which are priced on application.
- Once your Local Number Porting time is agreed in the Implementation Schedule, a Port Re-Scheduling Charge will apply where:
 - you or your PABX maintainer request a re-schedule with less than 10 business days' notice
 - you or your PABX maintainer do not arrive at least 60 minutes prior to the porting start time detailed in the agreed Implementation Schedule, or
 - incorrect information provided by you or your PABX maintainer in the customer site audit causes the port to be rescheduled.
- The following Port Rescheduling Charge are payable:
 - Rescheduling a port of up to (and including) 10 numbers: \$495.00.
 - Rescheduling a port of over 10 and up to (and including) 20 numbers: \$990.00.
 - Rescheduling a port of over 20 numbers: \$2200.00.

4. Authorisation

- You certify that you have the authority as lessee of the telephone numbers listed on this form, or as the authorised agent for the lessee, to request Porting of these telephone numbers to us and that you or the lessee (as the case may be), do not have a contractual obligation with another carrier or service provider, relating to these telephone numbers.
- You request that we Port the telephone numbers listed and understand that Porting will result in disconnection of these telephone numbers from your current carrier and finalisation of the current account(s) for these telephone numbers. You indemnify us against any loss or damage it may suffer as a result of any information included in this form or the above certification being incorrect.

- You authorise us to obtain from our carrier the services details to facilitate this port for services you advise.
- “LNP Emergency Return” means the establishment of an interim service by return to your original service, or if that is not possible, establishment of an alternative service. The interim service will operate during the LNP Emergency Return Request period. You will agree to and will seek agreement from your previous supplier to the terms and conditions of the supply of this service prior to the Porting. This includes agreeing to the timeframe in which it will be restored in the event that an LNP Emergency Return is required.
- You agree that if an LNP Emergency Return is required, we will request an LNP Emergency Return from your previous carrier during the LNP Emergency Return Request Period without further consultation with you. You acknowledge that you have read and agree to the terms and conditions listed on this form.
- You agree that any Telephone System Maintainer installation/cutover costs associated with this transfer/Port to us will be payable by you, and that we are not liable for this cost.

Product Terms & Conditions

1. SIP

This product refers to:

- A voice product delivered either over the internet or private access method into our SIP platform via either Engin or Vocus.
- This is a voice channel that allows connection from your PBX, ATA, IP Phone or Softphone to make and receive calls. This can also be provided as an eFax or Fax-to-Email service.

Product Details & Specifications

- A SIP Trunk consists of multiple components.
 - Channels, or number of concurrent calls;
 - Indials, or number of numbers you have;
 - Trunks, or number of unique services, with unique configuration details.
- All SIP services come with 1 telephone number for each trunk ordered. For business customers, additional numbers are available at an additional cost and will be configured as a DIDs (Direct Indials). We may provide out of area geographic numbers when you request new numbers for your SIP Service. It is important to note:
 - If you request out of area geographic numbers you may be unable to port these numbers to another carrier when you choose to leave us.
- International calling barred by default on all SIP Services. If you wish to make international calls, please contact our customer service team to have international calling activated.
- You can port your existing numbers over to us under Local Number Portability – See Porting.
- You are able to elect to have the outgoing CLI of the SIP Trunk over stamped with another number. This number must be a full national number (e.g. 02 1234 5678) and must be a number that you own and ported to your SIP Service provided by us. This number will display on your outgoing calls. If you do not elect to over stamp a number, your number will be private or display the number of the trunk or indial.

Service Activation

- You understand that it is your responsibility to check the terms of your contract with your current provider, to determine if there will be any consequences under that contract as a result of connecting a service with us (such as an early termination fee).
- We will provide the service from the date the SIP trunk is activated (we will notify you when this happens).
- You authorise us to act on your behalf to facilitate the transfer of your service from another provider.
- The date the SIP trunk is activated with us is the date the contract period of the service begins.

Service Cancellation

If you choose to cancel your service, you will need to let us know in writing.

- The early termination fee (ETF) is the total of all monthly trunk & Concurrent call charges times the number of remaining months in the contract period.
- A 30 day cancellation fee (total minimum monthly cost of service) applies from Service cancellation date (The day we accept your cancellation request).

Order Withdrawal

If you withdraw the order prior to activation a withdrawal fee of \$110.00 applies. The withdrawal request must be received in writing 2 business days before the scheduled cutover of your service otherwise standard early termination fees as detailed in “Service Cancellation” above apply.

Faults

- The service provided is a best efforts service. There are no financial rebates available for service performance, uptime or fault conditions.
- In the event you have service difficulties, you can notify our Customer Service Team.

- You will be required to assist with a reasonable level of troubleshooting to assist us in identifying the cause of the service difficulties.
- In the event a fault needs to be lodged with our upstream carrier, you agree to the possibility of an Incorrect Callout Fee being charged in the event no fault is found with our service.
- In the event the fault lies beyond the network boundary point as defined by the carrier, an Incorrect Callout Fee of \$132.00, plus \$38.50 per 15 minutes or part thereof may apply.
- You are responsible for providing appropriate, correctly configured hardware (modem, router, switches etc.) as required to use your service.

2. Data Services – NBN

This product refers to:

- A National Broadband Network (NBN) service delivered into our Next Generation Network (NGN), via a variety of access tails and/or speeds, or; “NGN nbn™”.
- A National Broadband Network (NBN) service, delivered as a resale of the AAPT IPLINE Service (previously known as Business Broadband). “Business Broadband”.
- A National Broadband Network (NBN) service, delivered as a resale of the AAPT National Wholesale Broadband Service (previously known as Consumer Broadband). “Consumer Broadband”.

Product Details & Specifications

- The NGN nbn™ service provides you with access to the government owned National Broadband Network as built by NBN Co. The aim of the nbn™ is to provide equal and ubiquitous internet access to Australian consumers and businesses.
- Please note this product is a best effort, Traffic Class 4 or TC4, consumer grade offering – and should not be used for real-time, latency sensitive business applications.
- NGN nbn™ connectivity may be provisioned using optical fibre cable, coaxial cable, copper pair usually used as a standard telephone line or fixed wireless technology depending on the technology available at the customers premises.
- NGN nbn™ is offered using shared access networks. Data transfer rates, latency, latency variation (jitter) and line attenuation are dependent upon many factors, and may vary during the day, location or other factors. NGN nbn™ may not be suited to some applications that are sensitive to such network parameters. Unless your Service specifies a static (i.e. non-changing) IPv4 address, we may provide it using dynamic IPv4 addresses, CG-NAT or equivalent service that may change periodically. The periodic changing of dynamic IPv4 addresses is normal network behaviour and not a fault.
- For Business Customers, static IPv4 addresses are available at an additional cost as per your application form. Static IPv4 addresses are not available for consumer customers.
- There are no further IPv4 addresses available to an individual service from us. IPv4 addresses supplied by us remain our property and cannot be transferred to your new provider.
- Unless specified on your account application, our nbn™ services do not include a nbn™ modem/router. You can provide your own nbn™ modem/router or purchase one from us.
- If your nbn™ service is delivered on nbn™ FTTB/N/C and is not capable of delivering the top speed for your plan, we will send you an email stating your line speed as determined by nbn™ within 3 weeks of your service being active. We will provide you with the option to downgrade to a lower plan (if possible), or cancel your plan, in each case without charge.
- Your nbn™ service will not operate in the event of a power outage unless your nbn™ service is connected using FTTP and a nbn™ battery back up unit is installed and working. nbn™ battery back up is not available through Internet-1 Pty Ltd.
- Before ordering an nbn™ service, if you have any medical or security alarm services, you should contact your current provider to check if your services are compatible with your nbn™ services and identify what alternatives are available if they are not. If you have a medical alarm, Internet-1 Pty Ltd recommends you register your medical alarm service on the NBN Medical Alarm Register at www.nbnco.com.au. If you are considering purchasing a home phone with your nbn™ service and have a serious or life-threatening medical condition, the Internet-1 Pty Ltd service is not suitable for your needs.

Service Access Types

The NGN nbn™ is delivered to customers using a mix of technology types. The type of technology that will connect your customers to the nbn™ network will depend on your location.

The access methods available for this service are as follows:

- Fibre to the Premises (FTTP)

- Fibre to the Node (FTTN)
- Fibre to the Building (FTTB)
- Fibre to the Curb (FTTC)
- Fixed Wireless (FW)
- Hybrid Fibre Coaxial (HFC)

Available nbn™ Speeds

Speed (Mbps)*	FTTP^	FTTB/N/C & HFC^	Fixed Wireless**^
Up to 12M/1M	Yes	Yes 12M/1M	Yes 12M/1M
Up to 25M/5M	Yes	Yes 25M/5M	Yes 25M/5M
Up to 25M/10M	Yes	25M/5M-10M	N/A
Up to 50M/20M	Yes	Yes 25M-50M/5M-20M	Yes 25M-50M/5M-20M
Up to 100M/40M	Yes	Yes 25M-100M/5M-40M	N/A

* The advertised speeds offer the theoretical speed options for the Service via the nbn™ UNI-D port on a Fibre to the Premise or Fixed Wireless service, and the line rate on a VDSL modem on a FTTB/N/C service. FTTB/N/C and HFC services have a speed range. For FTTB/N/C and HFC services nbn™ will only provide support for an End Users Service line rate speed that is below the bottom of the range (i.e. experiencing less than 25Mbps downstream on a 25-50/5-20 Mbps service).

** For customers with an Existing nbn™ Fixed Wireless NTD, who wish to order a 25-50/5-20 service upgrade, this will only be available if a compatible NTD is available

^ Battery Backups are not included on all nbn™ access types - FTTP, FTTB/N/C, HFC or Fixed Wireless

NBN New Development Charge

The Australian Government have released a policy regarding charges for building new telecommunications infrastructure in development areas. Previously nbn™ were responsible for meeting the cost of providing fibre to new developments, however, this new policy stipulates the cost will now be passed onto both the developers and actual households that are being connected.

As of 1st April 2016, nbn™ will implement a \$300.00 charge for all connections made in areas they have identified as within the boundary of a new development. If you are in a greenfield or new development area, as determined by nbn™, and want to get connected to the nbn™ network, then the \$300.00 fee will apply.

The new development fee will apply in the following instances:

- The first connection at a premises in a newly developed area (i.e. a suburb with no pre-existing telecommunications infrastructure).
- The first connection(s) at a premises in an established area in the rare instance that a developer has increased the number of dwellings on the same plot of land (e.g. demolished a single house and built a block of units).
- New customers signing up for Fibre to the Premises (FTTP) services where there is no connection that has been established. In most cases these would be in newly developed areas.

Service Activation & Transfer of Services

- For NBN FTTB/N/C, if there are no vacant or inactive copper lines to your premises, you can nominate a compatible phone line to be sacrificed for your nbn™ service. Once the phone line has been sacrificed, you will no longer be able to use it as a voice line and you may lose the telephone number. Otherwise a new line can be connected for your nbn™ and there will be a once-off installation charge of \$299.00.
- You understand that it is your responsibility to check the terms of your contract with your current provider, to determine if there will be any consequences under that contract as a result of connecting a service with us (such as an early termination fee).
- We will provide the service from the date the activation takes effect (we will notify you when this happens)
- You authorise us to act on your behalf to facilitate the transfer of your service from another provider. The date the service is transferred or activated with us is the date the contract period of the service begins.

Email Addresses & Outgoing Mail Server

An email address and outgoing mail (SMTP) server is not provided with this service.

Service Cancellation

If you choose to cancel your service, you will need to let us know in writing.

For NGN nbn™

- Please refer to the Critical Information Summary for the applicability of the early termination fee for this product.

For Business Broadband

- Please refer to the Critical Information Summary for the applicability of the early termination fee for this product.

For Consumer Broadband

- Please refer to the Critical Information Summary for the applicability of the early termination fee for this product.

Order Withdrawal

If you withdraw the order prior to activation a withdrawal fee applies as detailed below. The withdrawal request must be received in writing 2 business days before the scheduled cutover of your service otherwise standard early termination fees as detailed in “Service Cancellation” above apply.

For NGN nbn™

- A withdrawal fee of \$60.50 applies.

For Business Broadband

- A withdrawal fee of \$99.00 applies.

For Consumer Broadband

- A withdrawal fee of \$99.00 applies.

Service Relocation

You can relocate your service any anytime by providing a request in writing.

- Relocation may result in an increase in your monthly price if you are serviced by a different upstream carrier than currently provides your service.
- The Relocation of a service, will result in a new contract period applying from the date the new service is activated for the term selected by you.
- If we are unable to relocate your service, early termination fees (ETF) will apply. Refer to Service Cancellation.

For NGN nbn™

- A relocation fee of \$180.00 applies.

For Business Broadband

- A relocation fee of \$165.00 applies.

For Consumer Broadband

- A relocation fee of \$165.00 applies.

Faults

- The speed and performance of your connection may vary due to many different factors such as the nbn™ speed tier you are on, the length and quality of copper cabling used within the nbn™ network, in-home/business wiring, WiFi coverage within your home/business, modem configuration and location. nbn™ Fixed Wireless services are also affected by obstructions to line of sight, weather conditions and distance from transmission tower. Ensure that your WiFi modem is centrally positioned in your home/business to maximise WiFi coverage.
- The actual speed you will receive depends on a number of factors, including but not limited to, distance from the exchange, quality of the copper path, the equipment you have connected and traffic in external networks.
- The service provided is a best efforts service. There are no financial rebates available for service performance, uptime or fault conditions.
- We are unable to make guarantees to the speed you will receive on the nbn™. Any speed descriptions are port speed only, not the speeds you will necessarily receive.
- In the event you have service difficulties, you can notify our Customer Service Team.
- You will be required to assist with a reasonable level of troubleshooting to assist us in identifying the cause of the service difficulties.
- In the event a fault needs to be lodged with our upstream carrier, you agree to the possibility of an Incorrect Callout Fee being charged in the event no fault is found with our service.
- In the event the fault lies beyond the network boundary point as defined by the carrier, an Incorrect Callout Fee of \$132.00, plus \$38.50 per 15 minutes or part thereof may apply.
- You are responsible for providing appropriate, correctly configured hardware (modem, router, etc.) as required to use your service. Approved hardware is available for purchase directly from us.