

CONTRACT REQUIREMENTS FOR DIRECT SELLER

- a)** the buyer's name and address
- b)** the seller's name, business address, telephone number and where applicable, fax number
- c)** the salesperson's name where applicable
- d)** the date, and the place where the sales contract is concluded
- e)** a description of the goods or services sufficient to identify them
- f)** a statement of cancellation rights that conforms with the requirements set out in the regulations and must:
 - i. contain the words set out in either of the options shown in the Schedule,
 - ii. show the heading in not less than 12 point bold type,
 - iii. show the statement of 10-day cancellation rights in not less than 12 point type, and
 - iv. show the remainder of the information in not less than 10-point type. Where this notice is not printed directly on the face of the sales contract there is to be a notice printed directly on the face of the contract in not less than 12 points bold type, indicating where in the contract the statement is printed.
- g)** the itemized prices of the goods or services or both
- h)** the total amount of the sales contract
- i)** the terms of payment
- j)** in the case of sales contracts for future delivery of goods, future provision of services or goods together with services, the delivery date for the goods, or commencement date for the services, or both
- k)** in the case of a sales contract for the future provision of services or goods together with services, the completion date for providing the services or the goods together with the services
- l)** where credit is extended
 - a statement of any security taken for payment, and
 - the disclosure statement required under the Fair Trading Act

The disclosure statement requirements can be found in Section 8(1) or 13(1) of the Cost of Credit Disclosure Regulation. If you have questions or concerns, please contact our Licensing Department.
- m)** where goods are taken in trade, a description of and the value of the trade-in
- n)** the signatures of buyer and seller

SEE SAMPLE CONTRACT ON NEXT PAGE

