

## SCHEDULE

Sections 3, 4, 5 and 7.

## MATTERS REFERRED TO IN SECTIONS 3, 4 AND 5

*Particulars of directory or proposed directory which must be given in a note*

1. The particulars referred to in section 3(a)(i) and 4(1)(b)(i) are—
  - (a) the amount of the charge;
  - (b) the name of the directory or proposed directory;
  - (c) the name of the person producing the directory;
  - (d) the geographical address at which that person is established;
  - (e) if the directory is to be available in printed form, the proposed date of publication of the directory or of the issue in which the entry is to be included;
  - (f) if the directory or the issue in which the entry is to be included is to be put on sale, the price at which it is to be offered for sale and the minimum number of copies which are to be available for sale;
  - (g) if the directory or the issue of the directory in which the entry is to be included is to be distributed free of charge (whether or not it is also to be put on sale), the minimum numbers of copies which are to be so distributed; and
  - (h) if the directory is or is to be made available in a form other than printed form, adequate details of how it may be accessed.

*Information required in written notice*

2. The notice referred to in section 5(2)(h)(i) must specify the following information—
  - (a) the fact that the earlier contract is to be renewed or extended;
  - (b) the commencement date of the new contract;
  - (c) the cost to P of the new contract; and
  - (d) the fact that P may, within 21 days, write to the person by whom the notice is given withdrawing P's consent to the renewal or extension of the contract.

*Information to be given to P*

3. The following information must be given to P under section 5(2)(j)(ii)—
  - (a) the name of the other party to the new contract; and
  - (b) the fact that, if P enters into the new contract, the parties to the earlier contract and the new contract will be different.

*Conditions applying to invoice or similar  
document which does not assert right to payment*

4. The conditions referred to in section 6(3) are that the invoice or similar document must—

- (a) be clear, legible and comprehensible; and
- (b) contain the following statement, displayed in uppercase lettering and in a manner that makes that statement readily apparent to a reasonable person reading that invoice or similar document—

“THIS IS NOT A DEMAND FOR PAYMENT  
THERE IS NO OBLIGATION TO PAY  
THIS IS NOT A BILL”