

Ordo Systems Terms of Use and Organisation Account Agreement

One agreement for organisations and their authorised users.

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1. About these Terms

These Terms govern access to and use of Ordo Systems. They form a contract between **Shane Tharuka Sarathchandra Keeragala Dewage, ABN 83762277110**, trading as Ordo Systems (Ordo Systems, we, us), the organisation that creates, orders or controls an Ordo Systems workspace (Organisation), and each person who uses that workspace (User).

An Organisation accepts these Terms when its authorised representative creates or activates an account, accepts an Order Form, or otherwise agrees through the service. A User accepts the provisions that apply to Users when they activate or use an account. If an accepted Order Form conflicts with these Terms, the Order Form prevails only for that Organisation and only to the extent of the conflict.

2. Eligibility and authority

Ordo Systems is a business service and is not directed to children. A person accepting these Terms must have legal capacity to do so and, if acting for an Organisation, authority to bind it. Each User must be authorised by the Organisation and comply with its lawful workplace policies.

The Organisation must keep its legal name, business contact, Primary Admin and other account particulars accurate. Ordo Systems may reasonably request evidence of authority before acting on an Organisation-level instruction.

3. The Service

Ordo Systems is a web and mobile business-operations platform. Its current core products are Fuel Receipts and Trade Plates. Fuel functions may include transaction entry, receipt images, vehicle association, reconciliation, history, reports and exports. Trade Plate functions may include inventory, Borrow and Return records, outstanding plates, person and Department attribution, online secure-QR verification, history, reports and exports.

Available functions depend on the Organisation's configuration, the User's role, Department or direct allocation, the device, connectivity and enabled capabilities. Availability to an Organisation does not give every User access to every function.

Business Size	Current customer capacity description
Small	For teams of up to 15 Users.
Medium	For teams of up to 50 Users.
Large	For teams of up to 250 Users.

Business Size is a capacity classification, not a subscription plan. The current service permits up to two Organisation Administrators, including the Primary Admin. The Primary Admin, active Users, Users awaiting MFA activation and unresolved invitations may reserve seats; a suspended User may continue to reserve a seat until access is archived or deleted.

Fuel Receipts and Trade Plates are current core products for each Business Size. Future products, paid features or add-ons require separate agreement and are not promised by these Terms.

Manual report generation, history, download and expressly initiated email may be available where configured. Automated monthly Trade Plate reporting is unavailable for the current launch. Automated Fuel reporting operates only if it is separately enabled and configured for the Organisation; these Terms do not promise that it is active.

4. Organisation accounts and Administrators

The person nominated through the hosted web signup becomes the Primary Admin only after completing recipient-controlled activation, password setup and MFA. Native in-app organisation signup is not part of the current launch flow.

Primary Admins and Admins may manage authorised Users, Departments, invitations, product allocations, operational settings, reports and other functions made available to them. Primary Admin transfer is not available through the current launch service. Ordinary User access may depend on Department membership or a direct allocation; a User without an applicable allocation may have no operational access.

The Organisation is responsible for:

- choosing suitable Administrators and reviewing their authority;
- keeping Users, roles, Departments and allocations current;
- promptly removing access that is no longer required;
- ensuring invitees are authorised to handle its records; and
- activity through its accounts, except to the extent caused by Ordo Systems' breach, negligence or security failure.

5. Account security

Each User must use an individual account and must not share credentials. Users must protect passwords, devices, MFA factors, recovery codes and active sessions, and promptly report suspected compromise.

MFA is required for Primary Admin and Admin activation and may be required again for selected privileged actions. On a packaged mobile client, a supported device biometric or app passcode may locally unlock a trusted native session only after the session and User binding are validated by Ordo Systems' server. That unlock does not replace the Ordo Systems password or MFA when re-authentication is required. Ordo Systems may revoke sessions, require re-authentication or restrict an account where reasonably necessary to protect the service, an Organisation or a User.

6. Customer Data and privacy responsibilities

Customer Data means information submitted to or generated through an Organisation's use of Ordo Systems, including account, Fuel, Trade Plate, image, report and operational records. As between the parties, the Organisation retains its rights in Customer Data.

The Organisation gives Ordo Systems a limited, non-exclusive right to host, process, transmit, copy, display and otherwise handle Customer Data only as reasonably required to provide, secure, support and administer the service, comply with law, and exercise or enforce legal rights. Ordo Systems' Privacy Policy explains its handling of personal information.

The Organisation decides why its workplace and operational data is entered into Ordo Systems and is responsible for:

- having lawful authority and giving required privacy, workplace or other notices;
- ensuring data is relevant and reasonably accurate;
- obtaining permission to photograph, upload or share documents and images;
- configuring access and giving lawful retention, correction, export and deletion instructions; and
- keeping separate authoritative records required for accounting, tax, employment, fleet, insurance, safety or regulatory purposes.

7. Acceptable use

An Organisation and its Users must not:

- use Ordo Systems unlawfully, fraudulently or in a way that infringes another person's rights;
- access or attempt to access another Organisation's data or another User's account;
- bypass security, MFA, capacity, role, Department, allocation or product controls;
- probe, scan or test Ordo Systems for vulnerabilities without prior written permission;
- introduce malware, destructive code or abusive automated traffic;
- interfere with service availability, integrity or another User's access;
- copy, scrape or reverse engineer the service except to the extent applicable law does not permit that restriction;
- misrepresent identity, authority, records, QR status or report results; or
- upload unlawful content, secrets, full card numbers or data not reasonably needed for the Organisation's use of Ordo Systems.

The Organisation must take reasonable steps to ensure its Users follow this clause.

8. Reports, suggestions and secure QR

Reports, exports, reconciliation results, recognition results and any review suggestions depend on the data supplied and the functions enabled. They may contain errors or omissions. Users must review outputs before relying on them. Ordo Systems does not provide accounting, tax, legal, safety, employment or regulatory advice.

Trade Plate secure-QR verification is online-only. A successful scan reflects the server result at that time. A printed label, previous result or manual plate entry is not independent proof of current authority or status. Replacement and revocation are privileged controls; initial issuance behavior is governed by the then-current service and authorised access, not by a promise in these Terms.

9. Fees and commercial terms

At launch, Ordo Systems is provided free of charge. These Terms alone do not create a payment obligation. Any price, GST treatment, billing cycle, trial, renewal, cancellation, refund, paid add-on or payment method must be stated in an accepted Order Form or another clearly presented commercial agreement. Nothing in these Terms authorises Ordo Systems to start a paid subscription without the Organisation's agreement.

10. Intellectual property

Ordo Systems and its licensors own the service, software, branding, documentation and related intellectual property, excluding Customer Data. During the Organisation's authorised access period, Ordo Systems grants each User a limited, non-exclusive, non-transferable right to use the service for the Organisation's internal business operations in accordance with these Terms.

A User may give optional feedback. Ordo Systems may use that feedback to improve its products without payment, but will not identify the contributor publicly without permission. Nothing transfers ownership of the contributor's existing materials.

11. Confidentiality

Each party must protect the other's non-public confidential information using reasonable care and use it only for this agreement. This does not apply to information already lawfully known, independently developed, publicly available without breach, or lawfully received without restriction. A party may disclose information where legally required after giving notice where lawful and practicable.

12. Third-party services

Ordo Systems relies on third-party infrastructure, email, app-distribution and other services described in the current Third-Party Services and Overseas Processing Schedule. Their availability may affect Ordo Systems. The Organisation is responsible for its separately chosen devices, networks, email systems and third-party accounts.

13. Availability, maintenance and service changes

Ordo Systems aims to provide a reliable service but does not promise uninterrupted, error-free or continuously available operation. Connectivity, devices, app stores, hosting and other third-party services may affect availability. Unless an Order Form expressly states otherwise, no uptime, response, resolution, recovery-point or recovery-time service level applies.

Ordo Systems may maintain, repair or improve the service and may change functions for legitimate security, legal, operational or product reasons. We will give reasonable advance notice of a material adverse change where practicable. If a change materially reduces a contracted service, the Organisation may terminate before the change takes effect, subject to the Order Form and non-excludable legal rights.

14. Suspension

Ordo Systems may suspend affected access where reasonably necessary to address:

- a security threat or suspected account compromise;
- unlawful or prohibited use;
- a serious or repeated breach of these Terms;
- a legal or regulatory requirement; or
- fees validly due under an Order Form that remain unpaid after applicable notice.

Where practicable, Ordo Systems will give notice and a reasonable opportunity to address the issue. Immediate, proportionate action may be taken where delay would create material risk. Ordo Systems will restore access when the reason for suspension is resolved and restoration is reasonably safe and lawful.

15. Termination, offboarding and deletion

An authorised representative of an Organisation may request closure by contacting support@ordosystems.com.au, subject to any accepted commercial terms. Organisation closure is separate from deletion of an individual User account. Ordo Systems may terminate for a material breach that is not remedied after reasonable notice, or immediately where continued service would be unlawful or create a serious security or integrity risk.

On Organisation closure or termination, Ordo Systems may revoke sessions and invitations and disable access. The Organisation should export any information it needs before closure using the [export or report functions then available](#), which at launch may include reports manually provided up to the termination date. If no export process is offered for a record class, that limitation must be stated before closure.

A User may permanently delete their own account through the self-service deletion control in Ordo Systems, subject to required password and, where applicable, MFA re-authentication and safeguards that prevent deletion where it would leave the Organisation without required administrative authority. Deletion revokes the User's access and active sessions. Ordo Systems sends a confirmation email to the User's registered address and may display an informational in-app notification to relevant Organisation Administrators. Deleting a User account does not close the Organisation.

Deletion and archival follow the Data Retention and Deletion Policy. Deleting a User account or removing a Department may preserve a limited disabled historical attribution record where Fuel, Trade Plate, report, allocation, security or audit records require attribution; that record does not preserve active access. Ordo Systems may retain information where required or permitted by law or reasonably needed for security, a dispute or legal rights.

16. Australian Consumer Law

Nothing in these Terms excludes, restricts or modifies any consumer guarantee, right or remedy that cannot lawfully be excluded, including under the Australian Consumer Law. Business customers may have non-excludable rights. Any exclusion, limitation or remedy in these Terms is subject to those rights.

17. Disclaimers and liability

At the current launch, Ordo Systems is provided free of charge. It is a business organisation and workflow aid, not a substitute for an Organisation's statutory, accounting, tax, compliance or other authoritative records, or for professional advice. The Organisation remains responsible for its business operations and decisions; its statutory, accounting, tax, employment, fleet, insurance, safety, regulatory, compliance and record-keeping obligations; the conduct of its Administrators, staff and other Users; its vehicles, Fuel records and Trade Plates; the accuracy, completeness and lawfulness of information supplied to Ordo Systems; reviewing reports, exports, recognition results, suggestions and other Ordo Systems outputs before relying on them; and maintaining appropriate independent records.

Subject to non-excludable rights, Ordo Systems does not guarantee that the service will be uninterrupted, error-free, complete or continuously available, or that any report, export, recognition result, suggestion, third-party service or other output will always be accurate, complete or available.

To the maximum extent permitted by law, each party excludes liability to the other for indirect or consequential loss. Ordo Systems also excludes liability for business interruption or loss of profit, revenue, business, opportunity, data or goodwill to the extent the loss arises from use of or reliance on an Ordo Systems output; a third-party service or event outside Ordo Systems' reasonable control; inaccurate, incomplete or unlawful information supplied by an Organisation or User; or failure to review outputs or maintain appropriate independent records. Nothing in these Terms excludes, restricts or modifies any consumer guarantee, right, remedy or liability that cannot lawfully be excluded, restricted or modified under the Australian Consumer Law or other applicable Australian law.

18. Disputes and notices

A party should give the other written details of a dispute and a reasonable opportunity to resolve it in good faith before commencing proceedings, unless urgent relief or a statutory process is needed. This clause does not prevent an Organisation or User from exercising a non-excludable right or contacting a regulator.

Formal notices to Ordo Systems must be sent to admin@OrdoSystems.com.au and [64 Damask drive, Tarneit, VIC, 3029, Australia](#). Notices to an Organisation may be sent to its Primary Admin or the contact in its Order Form. A service or security notice may also be displayed in the service where appropriate.

19. General

Neither party is responsible for delay caused by events outside its reasonable control, except for obligations the law does not permit it to avoid. If a provision is unenforceable, it is read down or severed to the minimum extent needed and the rest continues. A failure to enforce a provision is not a waiver.

The Organisation may not transfer this agreement without Ordo Systems' consent, which will not be unreasonably withheld. Ordo Systems may transfer it as part of a genuine restructure or sale if the transfer does not materially reduce the Organisation's rights. These Terms and any accepted Order Form are the entire agreement about the service, without excluding liability for misleading conduct or another right that cannot be excluded.

These Terms are governed by the laws of [Victoria, Australia](#). The parties submit to the courts of that place, without limiting any right to use an applicable tribunal, regulator or statutory dispute process.

20. Changes to these Terms

Ordo Systems may update these Terms for legitimate legal, security, service or operational reasons. We will identify the new version and effective date and give reasonable notice of material changes. A material adverse change will include an appropriate exit right where required by law or these Terms. Changes do not apply retrospectively unless required by law or expressly agreed.

21. Contact

[Shane Tharuka Sarathchandra Keeragala Dewage](#) trading as [Ordo Systems](#)

ABN: [83762277110](#)

Address: [64 Damask drive, Tarneit, VIC, 3029, Australia](#)

Support and Privacy: support@ordosystems.com.au

Formal legal notices: admin@ordosystems.com.au