

## Use this form to:

- change the ownership of an Internode account
- change the ownership or the name of the account holder ('lessee') on your Internode NodeLine service.

## Submit your completed and signed form to Internode by:

**Post:** PO Box 284 Rundle Mall Adelaide SA 5000

**Email:** [billing@internode.com.au](mailto:billing@internode.com.au) (Please send us a scanned version with signatures included at sections 3 and 10.)

**Fax:** 1300 848 699

## 1. Current Account Holder Details

Please type in your responses, answering all relevant questions. If filling in by hand, please print neatly using the spacing provided.

\*Required fields

Account holder (individual or company name)\*

For businesses, trading name (if applicable)\*

Internode client ID\*

Your client ID starts with a letter

ABN (for businesses)\*

ABN only mandatory for businesses

Date of birth (for individuals)\*

dd / mm / yyyy

Date of birth only mandatory for individuals

Email address\*

Postal address\*

Suburb/town\*

State\*

Postcode\*

Telephone (business hours)\*

( )

Mobile

Fax

( )

## 2. Affected Services (please tick one)

Apply this change to all existing services on this Account

Apply this change to those services specified below

Specify the usernames or phone numbers of services that are to be affected by this change (you may use the Additional Notes section if required).

### 3. Current Account Holder Declaration

I hereby request to transfer all Internode services (or only those services as specified above) on my Internode Account to the new Account Holder as specified in Section 4 of this form. I acknowledge that unless the account username is changed in Section 5 of this form, my emails may be accessible to the new user.

This change is to be made effective from the following date:  (New Rollover date)

If the account is in credit please tick one of the following:

Transfer credit to the new Account Holder

Please refund

Please note: Internode does not provide pro-rata credits for part months and only full months billed in advance will be credited towards your account.

If the applicant is a company then the signee warrants that he/she is authorised to execute this agreement on behalf of the company.

Signature\*

X

Date\*

Name\*

### 4. New Account Holder Details

Please type in your responses, answering all relevant questions. If filling in by hand, please print neatly using the spacing provided. \*Required fields

Account holder (individual or company name)\*

For businesses, trading name (if applicable)\*

Internode client ID

Your client ID starts with a letter

ABN (for businesses)\*

ABN only mandatory for businesses

Date of birth (for individuals)\*

Date of birth only mandatory for individuals

Email address\*

Postal address\*

Suburb/town\*

State\*

Postcode\*

Telephone (business hours)\*

Mobile

Fax

### 5. Username Options (not applicable for NodeLine)

If you wish to retain your existing username, then please go to the next step.

First preference

Second preference

Please note: If you change your username, you may need to reconfigure your modem/router. New configuration details will be sent to you once the change of ownership is processed.

## 6. New Account Holder Billing Arrangements

I would like to have my invoices posted to my nominated postal address in Section 4

Please send invoices to this email address

All services will be billed monthly in advance.

Tax invoices and other notifications are sent to your Internode email address, unless you have supplied an alternative email address. Posting of paper invoices is available but discouraged for environmental reasons, and if requested will attract a \$1.50 surcharge per invoice.

Full details on our payment options, including direct debit, are available at [www.internode.com.au/payments](http://www.internode.com.au/payments).

## 7. Directory Listing Options (for NodeLine service only)

Name as it will appear in the White Pages®

List my name, number and address

List only my name and number (Suppressed Address – \$4 per month)

Do not list any of my details (Silent Number – \$4 per month)

This is a fax line / second line, and does not need to be listed (Unlisted Number\*)

\* Your details will still be provided to directory assistance and phone book providers, however your name, number and address will generally not be listed (it will be marked unlisted).

If you do not want your details provided to directory assistance or phone book providers, select the Silent Number option.

## 8. Acceptance Of Associated Charges (for NodeLine service only)

Tick here to confirm you agree to pay \$59 to complete this Change of Lessee

Otherwise, tick one of the following boxes (if applicable); and the \$59 charge will be waived:

Name change due to Marriage, Divorce or Deed Poll

Business has changed Trading Name (but must have retained the same ACN or ABN)

The previous Lessee has passed away

The previous Lessee cannot access the property due to legal reasons

## 9. Additional Notes

Please document any additional information here – for example additional specific services that are affected by this change, technical contact details – and any other information of relevance.

You can attach an extra sheet if more space is required.

## 10. New Account Holder Authorisation

The applicant accepts and agrees to the Internode Standard Form of Agreement; the Internode ADSL Service Specifications (if applicable) and the Internode Service Schedule documents that are relevant to the services being transferred to the applicant (all available online at [www.internode.com.au/sfoa](http://www.internode.com.au/sfoa)); and the Additional Notes on this document. By agreeing to and signing this form, you accept responsibility for any remaining contract term(s) on the service(s), and agree to pay any applicable early cancellation charge(s) if the service(s) are subsequently cancelled while under contract.

The applicant also confirms that he/she is 18 years of age or older. If the applicant is a company then the signee warrants that he/she is authorised to execute this agreement on behalf of the company.

Signature\*

X

.....

Date\*

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[Print form](#)

Name\*

## Additional Notes

- For your security and privacy, it is important that you provide all the information we request. This information will be used for the purposes of establishing and administrating your account with us. The requested information for registered businesses includes your Australian Business Number (ABN), and for individuals, your date of birth.
- A Change of Account Ownership application cannot be processed until completed in full and **signed by both parties** – the existing and the new account holder. In situations where this is not possible, further supporting documentation may be required. Please call Internode Billing on 13 NODE (13 6633) for further information.
- Once the Change of Account Ownership is complete, you may wish to go online to [www.internode.com.au/tools](http://www.internode.com.au/tools), to update email addresses, passwords or plans
- You will need to contact Internode if you are intending to relocate your service.
- Information is current as of 23 September 2011 and is subject to change without notice. All prices quoted include GST.