

## BTC Change of ownership

Both parties should fill out this form and read all terms and conditions before signing.  
Please ensure that all information supplied is correct.  
Incorrect information may cause delay in the processing of your application.

Once completed please email to [accounts@businesstc.com.au](mailto:accounts@businesstc.com.au)

### PART A – SERVICES TO BE TRANSFERRED

(Outgoing customer who is transferring their services to complete)

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Transfer date (for all services or accounts listed)	
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### PART B – OUTGOING CUSTOMER

(This is the customer who is transferring their services)

Business name			
Trading name		ABN	

I am the Authorised Representative of this account

Full Name			
Date of Birth		Contact number	
Email address			

### Agreement – outgoing customer to sign

(This is the customer who is transferring their services)

#### Important information

Where services cannot be retained on the same plan, early termination charges (ETC's) may be charged. To discuss if you will be charged an ETC as part of this transfer, please contact us on 0747595000.

- the Incoming Customer will be liable for all outstanding amounts.
- Billing, Payment and Usage history will be visible to the Incoming Customer
- existing and newly received emails will be available to the Incoming Customer.

On behalf of the Outgoing Customer, I request that Business Technology Centre transfer the legal responsibility of the services listed above to the Incoming Customer whose details are included in Part C of this form and I acknowledge that:

- I will remain liable for all debts incurred on the services listed above prior to the date of transfer, including any applicable ETCs;
- acceptance of this request by Business Technology Centre is subject to Business Technology Centre's ordinary credit approval process;
- I have read and understand all statements made in this application form; and

• the recipient of the email address(es) associated with my services will now be able to read emails intended for me. I agree to take all necessary steps to ensure my contacts are notified of my new contact details. I agree that I will not seek to recover any loss I have suffered or may suffer (either directly or indirectly) as a result of this transfer.

**I warrant that I am the Legal Lessee or am authorised to make this request on behalf of the Outgoing Customer.**

**Name**

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**Signature:**

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**Date:**

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### PART C – INCOMING CUSTOMER

(This is the customer who will be receiving the services)

Business name			
Trading name		ABN	

I am the Authorised Representative of this account

Full Name			
Date of Birth		Contact number	
Email address			

Only Authorised Representatives of an account will be able to access the account information when contacting Business Technology Centre.

Authorised Representative 1

Full Name			
Date of Birth		Contact number	
Email address			

Authorised Representative 2

Full Name			
Date of Birth		Contact number	
Email address			

**Agreement – Incoming Customer to Sign**

(This is the customer who will be receiving the services)

**Important information**

- Before agreeing to take over the ownership of the above services, you should satisfy yourself of the details of the services including pricing and plan information. You may want to contact the Outgoing Customer to discuss this.
- The services listed above will be transferred along with any additional products attached to those services. On behalf of the Incoming Customer, I request Business Technology Centre transfers the legal responsibility of the services listed above from the Outgoing Customer, whose details appear in Part B of this form to me, the Incoming Customer.

I agree:

- that if Business Technology Centre accepts this request, the above services will be provided by Business Technology Centre to me, the Incoming Customer in accordance with its standard terms and conditions;
- acceptance of this request by Business Technology Centre is subject to Business Technology Centre’s ordinary credit approval process;
- to the Terms and Conditions of Business Technology Centre’s Trading Terms.
- to fulfil all obligations imposed upon the current owner under the existing contract for the services;
- and acknowledge that I have read and understand all statements made in this application form;
- I will be taking over the services listed above including any and all applicable contracts and that the nominated services will be transferred to my account with the same structure and set up as they currently have unless the plan is no longer available, in which case I consent to Business Technology Centre transferring the service to a reasonably comparable plan on standard pricing. I will be liable for all debts incurred on the services listed above from the date of transfer, services where I will be liable for all outstanding charges on the account; and
- I will not seek to recover loss I have suffered or may suffer (either directly or indirectly) as a result of the transfer.

**I warrant that I am authorised to make this request on behalf of the Incoming Customer.**

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**Name**

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**Signature:**

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**Date:**

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