



Telstra Corporation Limited (ABN 33 051 775 556)

## Change of Customer / Lessee Application Form

Please ensure that all information is supplied as missing information may cause a delay in the processing of this application.

**Please complete the following checklist before sending for processing. If any of these have not been done, the application cannot proceed.**

### Part A Outgoing Customer

#### Outgoing Customer / Previous Customer Information

- Part A completed by Outgoing/Previous Customer
- Transfer Date provided
- Outgoing Customer signature provided

### Part B Incoming Customer

#### Incoming Customer / Previous Customer Information

- Part B completed by Incoming/New Customer
- Option A or Option B has been nominated for the Outstanding charges
- Incoming Customer signature provided

### Vendor / Dealer Details

Company Name: **BRISBANE TELEPHONE COMPANY**

Sales Representative:

Phone Number:

Fax Number:

Fixed Dealer Code: **TBS73**

Rep Id: **X1762**

Transaction #: **7777**

**LEGAL AGREEMENT** → Check box if signed copy of Application form held on premises:

When using e-mail ordering, a printed copy of the application, **including the customer signature**, must be retained on file for a period of 7 years. This is a legal requirement, and the files must be readily accessible for audit purposes, and to assist Telstra in resolving Customer disputes.

Once completed e-mail this form as an attachment to [northern.stars.dealer.support@online.telstra.com.au](mailto:northern.stars.dealer.support@online.telstra.com.au)



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# Change of Customer / Lessee Application Form

## Part A Outgoing Customer

### Outgoing Customer/Previous Customer Information

Once completed, please e-mail this form to [northern.stars.dealer.support@online.telstra.com.au](mailto:northern.stars.dealer.support@online.telstra.com.au)

Please ensure that all information is supplied and correct at the time of signing and dating as incorrect information may cause delay in the processing of your application.

### Outgoing Customer

Telstra Account Name:

ACN/ABN/ARBN:

Address:

Postcode:

Contact name:

Phone:

Fax:

Email:

Mobile:

### Final Account

*(Please insert address for sending of final account. If same as above, write "as above")*

Attention:

Address:

Postcode:

### Transfer Date

I apply for the transfer to occur on    /    /

*(The transfer date is the day transfer of ownership of the accounts/services takes place and cannot be a date before this application is provided to and accepted by Telstra.)*

### Services to be Transferred

*(Please note that Commander and PABX charges cannot be transferred by this document. Please contact Commander on 1300 138 833 or PABX group on 1800 649 882 for further information.)*

Please list *all* accounts / services to be transferred.

*(Note that unless otherwise agreed, where services cannot be retained on the same discount plan, services will be transferred to standard plans.)*

- |    |     |
|----|-----|
| 1. | 7.  |
| 2. | 8.  |
| 3. | 9.  |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

### Request for Transfer

On behalf of the Outgoing Customer, I request Telstra Corporation Limited ABN 33 051 775 556 ("Telstra") to transfer the legal responsibility of the services listed above to the Incoming Customer whose details are included in Part B. If Telstra accepts this request, I agree that Telstra may transfer responsibility of the above services to the Incoming Customer. **I acknowledge that the Outgoing Customer will remain liable for debts incurred prior to the date of transfer unless otherwise agreed between Telstra and the Incoming Customer.** I also acknowledge that acceptance of this request is subject to Telstra's credit approval.

I am authorised to make this request on behalf of the Outgoing Customer.

Name:

Position:

Date:        /    /

Signature:

Phone:

Fax:



Telstra Corporation Limited (ABN 33 051 775 556)

# Change of Customer / Lessee Application Form

## Part B Incoming Customer

### Incoming Customer/New Customer Information

Once completed, please e-mail this form to [northern.stars.dealer.support@online.telstra.com.au](mailto:northern.stars.dealer.support@online.telstra.com.au)

Please ensure that all information is supplied and correct at the time of signing and dating as incorrect information may cause delay in the processing of your application.

### Incoming Customer

If Customer is a Company

Legal Entity Name:

Trading Name (if applicable):

Address:

Type of Business:

Authorised Representative:

ACN/ABN/ARBN:

(A Trading Name is not a Legal Entity and should only be supplied in addition to your legal name for record purposes only)

Postcode:

(Manufacturing, Retail, Information Technology etc.)

**CONSULTING**

Date of Birth: / /

Phone: **0732087000**

Fax:

Email:

Mobile:

### Incoming Customer

If Customer is an Individual / Sole Trader / Partnership / Corporation:

Trading Name (if applicable):

Address:

Type of Business:

Authorised Representative:

Title: Full Name:

ABN/ARBN:

(A Trading Name is not a Legal Entity and should only be supplied in addition to your legal name for record purposes only)

Postcode:

(Manufacturing, Retail, Information Technology etc.)

Date of Birth: / /

Phone:

Fax:

Email:

Mobile:

### Billing Details

(Incoming Customer **MUST** choose Yes or No)

Consolidate transferred Services to an existing account?

**Yes**

**No**

If yes, please state existing Telstra Fixed Line Account Number:

If no, please provide billing address:

State: **Select**

Postcode:

<p><b>Services to be Transferred</b></p> <p>(Note that transfer may incur interruption to the Service and some products / services / pricing plans cannot be transferred, please contact your consultant for further information)</p>	<p>Please list <b>all</b> accounts / services to be transferred. (Note that unless otherwise agreed, where services cannot be retained on the same discount plan, services will be transferred to standard plans.)</p>			
<p><b>White Pages™</b></p>	<p>If you require White Pages™ listing, please state numbers to be listed: For additional listing information please contact White Pages™ on 1800 810 211</p>			
<p><b>Barring (optional)</b></p> <p>(Current barring arrangements (if any) will remain if section is left blank)</p>	<p><input type="checkbox"/> Full Access <b>or</b></p> <p>Please tick the services below to be barred (this means that the service below will not be accessible on transferred services):</p> <p><input type="checkbox"/> Local      <input type="checkbox"/> Trunk Operator      <input type="checkbox"/> STD      <input type="checkbox"/> IDD      <input type="checkbox"/> 190</p> <p>If certain services to be transferred are to have specific barring requirements, please give full details in body of e-mail.</p>			
<p><b>Preferred Long Distance Carrier</b></p>	<p><input type="checkbox"/> Telstra      <input type="checkbox"/> Other (please specify) (Service will default to Telstra if this section is left blank)</p>			
<p><b>Outstanding Charges on services being transferred</b></p> <p><b>(Incoming Customer MUST choose Option A or Option B)</b></p>	<p><b>NOTE: IF THIS SECTION IS NOT COMPLETED, APPLICATION WILL BE REJECTED</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><input type="checkbox"/> <b>Option A</b></p> <p>The Incoming Customer agrees to pay a connection fee of \$59.00 (GST incl.) per exchange line service or the relevant charge for non-exchange line service(s) (eg Austpac, DDS, Telecards, OnRamp, etc) and will not assume liability for any charges unpaid at the time of transfer. (Please note that some administrative fees may still apply for transfer of some services. Transfers of discount plans are subject to approval )</p> </td> <td style="width: 50%; vertical-align: top;"> <p><input type="checkbox"/> <b>Option B</b></p> <p>The Incoming Customer <b>will assume liability for any unpaid charges for the above Services at the time of transfer and not pay the connection fee associated.</b> Outstanding charges on the Services at the time of transfer are the responsibility of the Incoming Customer. (Please note that some administrative fees may still apply for transfer of some services. Transfers of discount plans are subject to approval )</p> </td> </tr> </table>		<p><input type="checkbox"/> <b>Option A</b></p> <p>The Incoming Customer agrees to pay a connection fee of \$59.00 (GST incl.) per exchange line service or the relevant charge for non-exchange line service(s) (eg Austpac, DDS, Telecards, OnRamp, etc) and will not assume liability for any charges unpaid at the time of transfer. (Please note that some administrative fees may still apply for transfer of some services. Transfers of discount plans are subject to approval )</p>	<p><input type="checkbox"/> <b>Option B</b></p> <p>The Incoming Customer <b>will assume liability for any unpaid charges for the above Services at the time of transfer and not pay the connection fee associated.</b> Outstanding charges on the Services at the time of transfer are the responsibility of the Incoming Customer. (Please note that some administrative fees may still apply for transfer of some services. Transfers of discount plans are subject to approval )</p>
<p><input type="checkbox"/> <b>Option A</b></p> <p>The Incoming Customer agrees to pay a connection fee of \$59.00 (GST incl.) per exchange line service or the relevant charge for non-exchange line service(s) (eg Austpac, DDS, Telecards, OnRamp, etc) and will not assume liability for any charges unpaid at the time of transfer. (Please note that some administrative fees may still apply for transfer of some services. Transfers of discount plans are subject to approval )</p>	<p><input type="checkbox"/> <b>Option B</b></p> <p>The Incoming Customer <b>will assume liability for any unpaid charges for the above Services at the time of transfer and not pay the connection fee associated.</b> Outstanding charges on the Services at the time of transfer are the responsibility of the Incoming Customer. (Please note that some administrative fees may still apply for transfer of some services. Transfers of discount plans are subject to approval )</p>			
<p><b>Request for Transfer</b></p> <p><b>Authorised Rep</b></p>	<p>On behalf of the Incoming Customer, I request Telstra Corporation Limited ABN 33 051 775 556 ("Telstra") to transfer the legal responsibility of the services listed above from the Outgoing Customer whose details appear in Part A to the Incoming Customer. I agree that if Telstra accepts this request, the above services will be provided by Telstra to the Incoming Customer in accordance with the terms and conditions of Telstra's Standard Form of Agreement formulated for the purposes of Part 23 of the <i>Telecommunications Act 1997 (Cth)</i> and lodged with the Australian Communications Authority which is available from Telstra or at <a href="http://www.telstra.com.au/sfoa/">http://www.telstra.com.au/sfoa/</a>. <b>If Option B above is checked, I acknowledge that the Incoming Customer will be liable for all outstanding debts on the above Services.</b></p> <p>I am authorised to make this request and agree to these requirements on behalf of the Incoming Customer.</p> <p>Name: _____</p> <p>Position: _____</p> <p>Date:            /        /</p> <p>Signature: _____</p> <p>Phone: _____ Fax: _____</p> <p><i>If this person will not be the Authorised Representative for future dealings with Telstra, please state the authorised person's name, date of birth and contact number:</i></p> <p>Name: _____ Date of Birth:        /        /</p> <p>Phone: _____</p>			