

Change of Ownership or Transfer of Lease Request Business to Consumer



On completion this form should be scanned and emailed to changeofownership@telstra.com or faxed to 03 8601 2361 or returned to your local Telstra store.

Please use this form to change the ownership of your services from a Business to a Consumer account. This includes Businesses, Sole Traders, Partnerships and Trusts.

- The **Outgoing Customer** is the customer who currently owns or leases the services.
- The **Incoming Customer** is the customer who will be receiving the services.

Generally, transfers take 7 business days from the date of submission however, depending on the complexity of your application, processing times will vary, visit telstra.com and search 'Change of Ownership' for more information.

If this Change of Ownership or Transfer of Lease request includes a mobile service only and the Incoming Customer has been a Telstra customer for less than 6 months, this form must be submitted to your local Telstra store for processing.

If you submit this request by email or fax, you'll receive a confirmation email that will contain a Telstra Reference Number.

Outgoing Customer Section

Services to be Transferred

- Services to be transferred can include but not limited to:
 - Landline services
 - Mobile services (including leased services)
 - Internet (fixed and wireless)
 - BigPond Mailboxes (provide email address).
- Services with another carrier will not be transferred.
- If there's a Mobile Device contract associated with your service, including leased devices, you'll need to hand this device over to the Incoming Customer at the time the contract is transferred.
- We suggest you provide the Incoming Customer with a copy of the Critical Information Summary provided at the time of connection or you can obtain a copy from telstra.com (search Critical Information Summary).
- Please note transferring services may affect your current pricing and Early Termination Charges (ETC) may be incurred for services still in contract. Please ensure you have checked your plan terms and conditions before proceeding.
- Please provide details of all associated services/accounts to be transferred. A full list of your services and account numbers can be found on your latest Telstra bill or you can contact Telstra Business on 13 2000.

You can list whole account numbers, individual services or both as required

- If you list service numbers, you are agreeing to transfer only those individual services to the Incoming Customer.
- If you list account numbers, you are agreeing to transfer all services on those accounts to the Incoming Customer.

Service or account numbers (please attach additional service or account numbers on a separate sheet if required)

Business specific services

Business services can only be offered to Business customers. Transfer of these services to Consumer customers may proceed but the Business contracts will be cancelled and early termination charges may apply.

If the services to be transferred are leased, the following will apply:

- a) if you transfer the service within the first 12 months of the Device Lease Contract, you will pay any remaining Monthly Lease Fees (excluding any discounts as a result of your eligible service plan) and any applicable Early Termination Charges. Title of the Leased Device will be transferred to you and you will retain the device; service numbers will be transferred to the incoming customer.
- b) if you transfer your service from month 13 of your Device Lease Contract and you can choose to, prior to the transfer taking place:
 - i) return your Leased Device, pay \$99 (if your device is in good working order) or up to \$499 if your Leased Device is damaged; or
 - ii) retain your Leased Device and pay the fair market value for the device in which case we will transfer title of the Leased Device to you. The fair market value of the device can only be determined at the point you nominate to retain your device to take into account fluctuations in price over time. You will also need to pay any applicable Early Termination Charges.

You must visit a Telstra shop prior to the transfer date to complete one of the above options.

Alternatively, to continue with Business services, you must transfer the Business services to an eligible Business account and will need to complete the Business to Business Change of Ownership or Transfer of Lease form.

Transfer date (for all services or accounts listed)

What date should the Transfer of services or accounts take effect?

The Transfer Date cannot be earlier than 7 working days from the date that this form is submitted to Telstra. You may nominate a date up to 30 days in the future.

Mobile phone(s) transfers (must be completed for any mobiles being transferred)

Number	SIM type		Make (eg Apple)	Model (eg iPhone)	Series (eg 5)
		OR			

When changing ownership or transferring lease of a mobile phone a new SIM card will be issued to the Incoming Customer for all mobile devices.

Outgoing Customer details

Company Name, Trading Name or Sole Traders Name

ACN/ABN/ABRN

Billing address

You must be the Legal Lessee / fully authorised user , as listed on your Telstra account, to sign and approve this change of ownership or transfer of lease form. Please ensure you can be contacted on the contact number and email address you provide below after the transfer has taken place.

I warrant that I am a Director, the Legal Lessee or an Authorised Representative of this account, authorised to make this request on behalf of the Outgoing Customer.

Full name

Date of birth

Contact number

Best time to contact you

Morning

Afternoon

Evening

Email address

Identification

The person authorising this transaction must provide the details of one form of Primary ID as part of this application. This is a legal requirement and must be provided for every change of ownership or transfer of lease request.

Primary ID

(eg. Australian Passport, Australian Drivers Licence, Valid Police/Defence Force ID. Valid Shooters/Firearms Licence)

Type

State of issue

Number

For more information on what ID you can provide to Telstra, including a comprehensive list of acceptable primary ID, please visit telstra.com and search 'Acceptable Identification' or call Telstra on 13 2000.

Final Bill

If you are transferring all services on your account, once the Change of Ownership or Transfer of Lease has taken effect, we will send you a Final Bill for your services.

If you would like your final bill to be issued to an address different to the one currently listed against your account, please provide this new address below:

Please note, if you are retaining services on your account, you will continue to receive your bills at your nominated address. Please contact Telstra if you wish to make any additional changes to your billing address.

Outgoing Customer Agreement

Terms and Conditions

Please ensure you read all terms and conditions before signing.

I agree / Understand that:

- Transferring my services may affect my current pricing and that I have checked my plan terms and conditions before agreeing to this transfer.
- Where services can't be retained on the same plan because those plans are no longer available or the Incoming Customer is not eligible, Early Termination Charges may be applied to my account.
- Where services in a bundle are nominated for transfer, all services within the bundle will move to the Incoming Customer.
- BigPond Mailboxes and Telstra Mail services will retain existing and newly received emails, Billing, Payment and Usage history and that these will be available to the Incoming Customer, this also means they will now be able to read emails intended for me.
- Any BigPond Mailboxes or Telstra Mail services that will remain on my account without an active internet connection, may be charged an ongoing subscription fee.
- I will lose access to all Message Banks associated with the transferred services and all stored messages will be deleted.
- I will need to cancel the White and Yellow Pages listings for the transferred services separately.
- The service will not be listed in the White Pages after transfer. Incoming Customer may choose to change this and can discuss this with Telstra before the transfer is completed.
- I will remain liable for all debts incurred on the services listed above prior to the date of transfer including any applicable ETCs;
- I have handed over all related Mobile devices associated with the contracts to be transferred.
- I have provided a copy of the contract associated with all services/accounts included in this transfer request to the Incoming Customer
- Acceptance of this request by Telstra is subject to Telstra's ordinary credit approval process;
- 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 have read and understand all statements made in this application form.

As the Director, Legal Lessee or a listed Authorised Representative of the Outgoing Customer, I am requesting that the legal responsibility of the services listed above be transferred to the Incoming Customer whose details are included in this form.

Full name

Signature

Date

Incoming Customer Section

What type of customer are you?

- Existing Telstra Customer – Please fill in Existing Telstra Customer section (Page 5) along with the Incoming Customer Agreement section (Page 8)
- New Telstra Customer – Please fill in New Telstra Customer section (Page 6 and Page 7) along with the Incoming Customer Agreement section (Page 8)

Existing Telstra Customer

Would you like the transferred services added to an existing (in the name of an existing customer) or new account number?

- Existing account number
- New Account number (in the name of an existing customer)

You must be the Legal Lessee / fully authorised user, as listed on your Telstra account, to sign and approve this change of ownership or transfer of lease form. I warrant that I am the Legal Lessee or a Full Authority authorised to make this request on behalf of the Incoming Customer.

Incoming Customer Details

Full name

Date of birth

Contact number

 ()

Email address

Best time to contact you

- Morning Afternoon Evening

Would you prefer to receive you bill via email or as a paper bill? (charges may apply for paper bills) Email Paper

Address for paper bill if different to current address

State

Postcode

Identification

The person authorising this transaction must provide the details of one form of Primary ID.

Primary ID

(eg. Australian Passport, Australian Drivers Licence, Valid Police/Defence Force ID, Valid Shooters/Firearms Licence)

Type

State of Issue

Number

If you have been with Telstra for less than 6 months and are completing this request for a mobile service, you must complete this request in store. You may be asked to provide additional Secondary ID that adds up to 100 points of identification.

For more information on what ID you can provide to Telstra, including a comprehensive list of acceptable primary ID, Secondary ID and their point values, please visit telstra.com and search 'Acceptable Identification' or call Telstra on 13 2000.

Directory listing

Your Directory Listing setting determines whether your name, address and phone number will be included in the printed and online White Pages® and Directory Assistance.

Choose your Directory Listing option

- List my details (\$0) – Your details will be published in the printed and online White Pages® and available via Directory Assistance.
- Do not list my details (\$0) – Your details will not be published in the printed and online White Pages® or available via Directory Assistance.

Caller Identification

Your Caller Identification setting determines whether your phone number is visible to people when you call from your landline.

- Caller ID On – Your Caller ID will be visible when you call others.
- Caller ID Off – Your Caller ID will not be visible when you call others.

New Telstra Customer

If this request includes a Mobile service, this form must be submitted to your local Telstra store for processing.

This application will be subject to a Telstra Credit Assessment. This form will not be processed until approval has been received.

Incoming Customer Details

You must be the Legal Lessee / fully authorised user, as listed on your Telstra account, to sign and approve this change of ownership or transfer of lease form.

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

Full name	Date of birth
<input type="text"/>	<input type="text" value="DD/MM/YYYY"/>

Contact number	Email address
(<input type="text"/>) <input type="text"/>	<input type="text"/>

Current address	Duration at current address
<input type="text"/>	<input type="text"/>

Residential status
 Rent Own Other

Previous address	Duration at previous address
<input type="text"/>	<input type="text"/>

Occupation	Employer name
<input type="text"/>	<input type="text"/>

Employer address

Employer phone number	Duration with current employer
(<input type="text"/>) <input type="text"/>	Years <input type="text"/> Months <input type="text"/>

Your Bill

Your bills will be sent to the email address provided.

Would you prefer to receive paper bills (charges may apply for paper bills)? Yes No

Address for paper bills (if different from current address listed above)	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Identification

You must provide 100 points of identification as part of this application. This can be made up of one form of Primary Identification and one form of Secondary Identification. If you do not have acceptable Secondary ID, you can provide a second form of Primary ID or an additional form of Secondary ID. This is a legal requirement and must be provided for every change of ownership or transfer of lease request.

Primary ID

(eg. Australian Passport, Australian Drivers Licence, Valid Police/Defence Force ID, Valid Shooters/Firearms Licence)

Type	State of Issue	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Secondary ID

(e.g. Medicare Card, Birth Certificate, Valid working with Children Card)

Type	State of Issue	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type	State of Issue	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

For more information on what ID you can provide to Telstra, including a comprehensive list of acceptable primary ID, Secondary ID and their point values, please visit telstra.com and search 'Acceptable Identification' or call Telstra on 13 2200.

New Telstra Customer (Continued)

Directory listing

Your Directory Listing setting determines whether your name, address and phone number will be included in the printed and online White Pages® and Directory Assistance.

Choose your Directory Listing option

- List my details (\$0) – Your details will be published in the printed and online White Pages® and available via Directory Assistance.
- Do not list my details (\$0) – Your details will not be published in the printed and online White Pages® or available via Directory Assistance.

Caller Identification

Your Caller Identification setting determines whether your phone number is visible to people when you call from your landline.

- Caller ID On – Your Caller ID will be visible when you call others.
- Caller ID Off – Your Caller ID will not be visible when you call others.

Incoming Customer Agreement

Terms and Conditions

Please ensure you read and understand all Terms and Conditions before signing.

I agree/understand that:

- I have reviewed and agree to the conditions set out in the Critical information Summary relevant to the services listed in this transfer, including, where applicable, the Telstra StayConnected Critical Information Statement
- 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 Telstra transferring the service to a reasonably comparable plan on standard pricing with no fixed term contract.
- Should you wish to have the services transferred without an associated contract, you will need to ask the Outgoing customer to cancel their contract prior to this Change of Ownership being submitted.
- Where this transfer includes a Mobile device, this device should be handed over to me, by the outgoing customer, at the time the contract is transferred.
- The services listed above will be transferred along with any additional products attached to those services.
- The service will not be listed in the White Pages after transfer. Incoming Customer may choose to change this and can discuss this with Telstra before the transfer is completed.
- BigPond Mailboxes or Telstra Mail services transferred to myaccount without an active internet connection, may be charged an ongoing subscription fee.
- If this Transfer includes a StayConnected service, I understand that if the Outgoing Customer has used both of their exchange/ replacement rights for the current 12 month period, I may not be able to exchange or replace your device until the next anniversary of the StayConnected subscription. Similarly, if the Outgoing Customer has exchanged or replaced their device once in the current period, I may only have one right remaining until the next anniversary.
- Acceptance of this request by Telstra is subject to Telstra's ordinary credit approval process;
 - to the terms and conditions of Telstra's Our Customer Terms located at telstra.com.au/customerterms/index.htm for the services being transferred to me and acknowledge either receiving, or having had the opportunity to review, a copy of Our Customer Terms;
 - to fulfil all obligations imposed upon the current owner under the existing contract for the services;
 - I will be liable for all debts incurred on the services listed above from the date of transfer;
 - I agree that I will not seek to recover loss I have suffered or may suffer (either directly or indirectly) as a result of the transfer;
 - that Telstra may, subject to the Privacy Act 1988:
 - a) verify my identifying information (such as my driver's licence or passport) with the document issuer or official record holder; and
 - b) disclose information about me and this application (including information contained in any application for additional services and information about the conduct of my account) to a credit reporting body to obtain credit reporting information about me and to another credit provider or a debt collection agent to collect overdue payments relating to credit owed by me and to notify defaults by me to a credit reporting body; and
 - c) obtain and use information about my creditworthiness (including consumer credit reporting information or a commercial credit report) from a credit reporting body or other business that reports on creditworthiness or from a credit provider to assess any application for services or to collect any overdue payments,
- I have read and understand all statements made in this application form.

As the Legal Lessee or a listed Authorised Representative of the Incoming Customer, I am requesting that the legal responsibility of the services listed above be transferred from the Outgoing Customer, to me, the Incoming Customer.

Name

Signature

Date