

Transfer Request Form

Please confirm which of the following transfer requests you wish to complete:

☐ **Novation – all services transferred**

A novation should only be completed if you wish to transfer an entire nominated Service Order From/Service Schedule to a new legal owner. This will also include any product/s, service/s and hardware on a month-to-month contractual agreement. **Please complete sections 1, 2, 4, 5 and 6 of this form.**

☐ **Partial Transfer – only some services transferred**

A Partial Transfer will allow you to nominate specific, but not all, services, products or hardware to be transferred to a new legal owner. **Please complete sections 1, 3, 4, 5 and 6 of this form.**

Please confirm the existing billing company for your agreement(s), and/or service(s):

- | | | | |
|---|---|--|--|
| ☐ Access Digital | ☐ Aussie Broadband | ☐ Comlinx | ☐ Digital Sense Hosting |
| ☐ Faktortel | ☐ NetSip | ☐ Over the Wire | ☐ Sanity Technology |
| ☐ Telarus | ☐ VPN Solutions | | |

Section 1 – Transfer Date

Please specify when you would like the Novation or Partial Transfer to take place. Please note that this transfer request form will need to be reviewed and approved by our team before the Novation or Partial Transfer can be processed.

Preferred Novation/Transfer Date	
---	--

Section 2 – Agreement for Novation

Please note: This section prompts you for details of the Agreement you wish to transfer to a new legal owner. If you wish to novate multiple Agreements, please ensure a new line is completed for each Agreement you wish to novate.

Quote Number or Contract Number <i>If applicable</i>	Service ID and Service Address Note all service/s and product/s (ie. NBN EE, VoIP, Hardware, etc) with their service ID (AVC ID, Phone Number, etc) and associated address.	Date of Signature
QUOTE # 012345	AVC000000000 100/100mbps EE Internet - 1 Fake St, Fake Town, 0000 FortiGate FG-1000 - 1 Fake St, Fake Town, 0000 03 0000 0000 VoIP Phone - 20 Fake St, Fake Town, 0000 AVC000000000 500/500mbps EE Internet - 20 Fake St, Fake Town, 0000	01/01/2024

Section 3 – Partial Transfer

Please note: Charges, including Early Termination Fee's may apply if you choose to transfer some, but not all, contracted services to a new legal owner as your existing agreement may need to be terminated. You may also be required to enter into a new agreement for any remaining product/s, service/s, or hardware which you do not wish to transfer to a new legal owner.

Quote Number or Contract Number <i>If applicable</i>	Service ID and Service Address List the nominated service/s or product/s (ie. NBN EE, VoIP, Hardware, etc) with their service ID (AVC ID, Phone Number, etc) and associated address.	Date of Signature
QUOTE # 012345	VoIP Phone 03 0000 0000 - 20 Fake St, Fake Town, 0000 AVC000000000 500/500mbps EE Internet - 20 Fake St, Fake Town, 0000	01/01/2024

Section 4 – Existing Legal Owner (Outgoing Party)

Please provide all required details of the existing legal owner of the account, agreement and/or service(s).

Customer Account Number		
Company Name		
Australian Business Number (ABN) <i>The registered ABN must match the Company Name associated with your existing account</i>		
Billing Address		
Authorised signatory <i>This person must be a primary or authorsied contact on the existing account</i>	Legal Name	
	Position at Company	
	Contact number	
	Email address	

Section 5 – New Legal Owner (Incoming Party)

Please provide all required details of the new legal owner of the account, agreement and/or service(s).
 If creating a new account further authorised contacts (e.g. On-site contact) can be added once this request has been approved and completed.

Customer Account Number <i>If new account is to be created, please note 'N/A'</i>		
Company Name		
Australian Business Number (ABN) <i>The registered ABN must match the Company Name associated with your existing account</i>		
Billing Address		
Authorised Signatory	Legal Name	
	Position at Company	
	Contact number	
	Email address	
Authorised Billing Contact – Account or Billing matters <i>If different to authorised signatory</i>	Legal Name	
	Position at Company	
	Contact number	
	Email address	
Authorised Technical Contact Technical Support <i>If different to authorised signatory</i>	Legal Name	
	Position at Company	
	Contact number	
	Email Address	

Section 6 – Terms of Request

Please read the following section carefully before confirming you acknowledge and agree to the terms of the Transfer Request. A Transfer Request form cannot proceed for review and processing if the Existing Legal Owner does not acknowledge and agree to the below terms.

I (Existing Legal Owner) understand that the details of this form will generate a request to be reviewed which, if approved, will generate a formal transfer request to be fully executed by all parties including Aussie Broadband. I (Existing Legal Owner) understand that this review of this transfer request form will initiate various checks and balances, including a credit check. Both the nominated New Legal Owner and/or Aussie Broadband reserve the right to reject a request for Novation or Partial Contract Transfer.

I (Existing Legal Owner) understand that I will remain the legal owner of the nominated agreement and/or service(s), and am therefore responsible for the usage, payment and existing obligations surrounding these agreements and service(s) until I receive formal confirmation from Aussie Broadband that the transfer request has been approved and completed.

☐ I (Existing Legal Owner) confirm I have read the above Terms of Request and understand and acknowledge all components of this agreement.

☐ I (Existing Legal Owner) understand my request will be reviewed by Aussie Broadband, and only if approved, will I receive a formal request to be fully executed between myself (Existing Legal Owner), the nominated New Legal Owner and Aussie Broadband.