

Change of Contact Details

This form is to be completed with all applicable details in the event that a Domain's Administrative Contact email address is no longer functioning, and must be changed to a new address.

Complete the attached form as per the following format including all relevant details and fax to Distribute.IT on +61 3 9602 1530.

Individuals

- 1 - Signed letter of request (Draft provided at end of this document)
- 2 - Photo ID (current drivers licence or passport)

Companies

- 1 - Signed letter of request (Draft provided at end of this document)
- 2 - Copy of Business Registration certificate for the Registrant of this domain name (e.g. ASIC Certificate of Incorporation, Business Name Registration certificate, etc)
- 3 - Photo ID for authorised signatory (e.g. current drivers licence or passport)

NOTE: This information must belong to someone with demonstrable signing authority for the organisation.

Upon receipt of your Fax, Distribute.IT will verify the documentation and make the requested updates to the domain name records. We will then send the Domain Management login details to the new email address when the changes have been completed.

Change of Contact Details

Date: _____

RE:Domain Name(s) _____

I, _____, being the CEO/Director/Owner of the company/individual owning the above domain name(s) of _____ (Company Name or Individual) request that the contact details for the above mentioned domain names be updated to the following:

Contact Name _____
Organisation _____
Address _____
City/Town _____ State _____ Post Code _____
Country _____
Telephone _____ Mobile _____
Fax _____ Email _____

I can confirm that I am authorised to make these changes on behalf of the Registrant of the above domain(s).

Signature _____
Name _____
Title _____
Company/Organisation _____

Please fax completed form & supporting documentation to: +61 3 9602 1530