

Change of Primary Contact

A Primary Contact is a person authorised to act on behalf of the business, such as an owner, director, trustee, or appointed representative. To change the Primary Contact:

1. Gather supporting documentation
2. Fill out this form. To be completed by authorised business contacts, like the business owner or directors.
3. Email the form and documents to customer_service@myob.com

SECTION 1: SUPPORTING DOCUMENTATION

You must provide a certified copy of the new **Primary Contact's government-issued photo ID**, along with proof of their authority, as outlined below.

Business type	Required documentation
Company	Australian companies <ul style="list-style-type: none">• ASIC Company Extract (showing all directors), or• ASIC Company Statement New Zealand companies NZ Companies Office Extract (showing all directors)
Charity / Not for profit	Australian companies <ul style="list-style-type: none">• Minutes showing appointment of new office holder, or• ACNC register extract New Zealand charity/Not for profit <ul style="list-style-type: none">• Minutes showing change in office holder, or• Charities Services Extract
Partnership	Signed declaration from all existing partners (confirming new primary contact)
Sole Trader	Current ABN/NZBN registration details
School or College	<ul style="list-style-type: none">• Email from Principal listed on school website, or• Meeting minutes confirming new treasurer
Other entity	Equivalent legal or governance documentation demonstrating authority



SECTION 2: BUSINESS DETAILS

Product name: _____ MYOB Customer ID: _____
Company Name: _____ ABN / NZBN: _____
Street address: _____
Postal address: _____
Business phone number: _____ Mobile number: _____
Email address: _____

SECTION 3: CURRENT PRIMARY CONTACT DETAILS

First Name: _____ Last Name: _____
Company Name: _____ Position: _____
Street address: _____
Postal address: _____
Business phone number: _____ Mobile number: _____
Email address: _____

SECTION 4: NEW PRIMARY CONTACT DETAILS

First Name: _____ Last Name: _____
Company Name: _____ Position: _____
Street address: _____
Postal address: _____
Business phone number: _____ Mobile number: _____
Email address: _____



SECTION 5: Authorisation:

This section must be signed by an authorised representative of the business (e.g. Director, Owner, Trustee, Principal).

By signing below, I confirm that the information provided is true and correct, and that I am authorised to request the change of Primary Contact for this business. I acknowledge that this change does not alter or negate the MYOB Terms of Use governing the business's account, which remain in full force and effect.

Signature: _____

Name: _____

Position: _____

Date: _____