

Change of Ownership (Australia)

If you have purchased a new business and need to pass ownership to yourself:

1. Gather supporting documentation. (To complete this form, the Purchaser must provide a Government-Issued Photographic ID and at least one of the below documents must be provided demonstrating the transfer of ownership)
2. Fill out this form.
3. Submit a [support request](#) in **My Account** (myaccount.myob.com). You'll receive an email confirming a case has been created.
4. Reply to your case email and attach this form and any supporting documentation.

SECTION 1: SUPPORTING DOCUMENTATION

Include a certified copy of:

- **Registered Business:** ASIC Extract confirming company details, including ownership and directorship details and Contract of Sale
- **Sole Trader:** ABN Details and Contract of Sale
- **Charity or Not-For-Profit:** Minutes showing appointment of new office holder, or ACNC register extract
- **Partnership:** Partnership Agreement
- **College or School:** Email from the Principal listed on the school website, or meeting minutes confirming new treasurer
- **Other Entity:** Equivalent legal or governance documentation demonstrating authority

SECTION 2: CURRENT OWNER DETAILS (THE VENDOR)

Product name: _____ MYOB Customer ID: _____

Company Name: _____ ABN / NZBN: _____

Street address: _____

Postal address: _____

Business phone number: _____ Mobile number: _____

MYOB Email address: _____

Name of Business Owner/s: _____

SECTION 3: NEW OWNERSHIP DETAILS (THE PURCHASER)

Product name: _____ MYOB Customer ID: _____

Company Name: _____

ABN / NZBN: _____

Street address: _____

Postal address: _____

Business phone number: _____ Mobile number: _____

MYOB Email address: _____

Name of primary contact: _____

SECTION 4: CHANGE OF OWNERSHIP

Date of Sale (Proposed settlement date):

Will MYOB subscription and access transfer to the Purchaser after the date of sale?

Yes No

Will the company's data file stored with MYOB be transferred to the purchaser after the date of sale?

Yes No

Will the Purchaser be responsible for paying subscription fees to MYOB after the proposed settlement date?

Yes No

If yes, you need to update your billing details in My Account (myaccount.myob.com)

SECTION 5: ACKNOWLEDGEMENT

By signing the below:

- The authorised signatories warrant they have sufficient authority to complete this form and that any information provided in this form is true and correct;
- If the MYOB subscription will be transferred to the Purchaser, the Purchaser agrees to be bound by the product terms of use, the direct debit terms and conditions and the MYOB Privacy Policy;
- The Vendor confirms that it will pay any fees owed to MYOB for the subscription on and from the date we receive the request, including unsettled amounts owing from the Vendor at the time of transfer; and
- The Vendor warrants that it has backed up copies of any data it needs about the company for the period prior

Signed on behalf of the Vendor by an authorised representative
Signature:
Name:
Position:
Date:

Signed on behalf of the Purchaser by an authorised representative
Signature:
Name:
Position:
Date: