

# Change of Details

To change the name of the registered licence holder for MYOB software or to transfer the licence to another person, the following steps must be completed.

## Have your business details changed?

- |                          |   |                 |
|--------------------------|---|-----------------|
| <input type="checkbox"/> | <b>Change of ownership</b><br>i.e. Software purchased second hand, business sold with software    | Go to Section 1 |
| <input type="checkbox"/> | <b>Change of business name only</b><br>i.e. No ownership change, only a change in registered name | Go to Section 2 |
| <input type="checkbox"/> | <b>Change of ownership</b><br>i.e. Address, phone number, email                                   | Go to Section 3 |

## SECTION 1. Change of ownership

To complete Section 1 please provide the following information:

MYOB product serial number

Original registered business name

Original owner/director name

Signature

New registered business name

Trading name

New owner/director name

Signature

If the signature of the previous owner cannot be obtained, please provide one of the following documents with this form:

- |                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Contract of sale                                   | <input type="checkbox"/> | Receipt of purchase                                  |
| <input type="checkbox"/> | Documentation confirming company is in liquidation | <input type="checkbox"/> | Partnership documents confirming change of ownership |

Or please call MYOB Customer Service if you have any questions on **0800 606 962**

Will the new registered licence holder:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Create new company files?                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Access existing company files already activated? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### Section 1 checklist

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Is the documentation required for Section 1 attached? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New contact details provided in Section 3?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Change of Details Form

### SECTION 2. Change of business name

To complete Section 2 please provide the following information:

MYOB product serial number

Original registered business name

Original owner/director name

Signature

New registered business name

Trading name

New owner/director name

Signature

At least one of the following documentation must be provided with this form:

Any 2 legal documents which show a change of company name (e.g. Bank statement)

New Zealand Certificate of Company Incorporation

#### Section 2 checklist

Is the documentation required for Section 1 attached?

Yes

No

New contact details provided in Section 3?

Yes

No

### SECTION 3. Change of contact details

To complete Section 3 please provide the following information:

MYOB product serial number

New contact name

Street address

Postal address

Email

Phone

Fax

Business type

No. of employees

Please tick if you would like to 'opt in' to receive promotional emails and special offers from MYOB.

### What to do next

**Email** [sales@myob.co.nz](mailto:sales@myob.co.nz)

**Mail** Attention MYOB Sales Team, MYOB NZ Ltd, PO Box 2864 Christchurch Please allow 5 business days for processing.

### Important Terms and Conditions

Transfer of a software licence to a new licence holder is at the discretion of MYOB. Until MYOB accepts a request for transfer, the licence will remain the property of the person or entity registered with MYOB. On transfer, the original licence holder agrees that no versions or copies of the software (including any manuals) will be retained. The new licence holder agrees to be bound by the Software Licence Agreement contained in the software user guide. If you have subscribed to an MYOB BusinessSUPPORT, support will continue for seven days after you advise MYOB of the change to your registered details. Support will then be suspended until appropriate documentation is received to update your details. If there has been a change of ownership, support will only be provided to the new Registered Licence Holder once this form has been completed. MYOB is not bound to honour software licences that have not been sold by our licensed dealers, if we deem it not in our best interest to do so. If you have a Not For Resale (NFR) product, the licence cannot be transferred. If an NFR product is sold or transferred, the recipient may not be able to register the product and the original owner may face prosecution.