

Change of MY principal details

EZYPAY®

- To be completed by the owner of the account.
- Add new Principal details under 'New Contact Details', blank fields will not be changed.
- Print the form, complete it and email it to **asia.help@ezypay.com**
- Write clearly and in black pen.
- Allow two (2) working days for changes to be processed.

Current Details

Principal Name _____ Principal ID No. _____
Date form completed _____ Date change to occur from _____
Phone Password (if applicable) _____

New Contact Details

Contact Person's Name _____
Business Address _____
City _____ State _____ Postcode _____
Postal Address _____
City _____ State _____ Postcode _____
Direct Phone _____ Fax _____
Email _____ @ _____

Distribution Account

This account must be in the business or owner/director's name'.

Name of Bank _____
Account Number _____ Swift Code _____
Bank Address _____

Credit card details (this section must be completed)

This account must be the same as the distribution account.

I / we authorise Ezypay Ltd APCA User ID Number 064323 to debit my / our accounts at the financial institution identified through the Bulk Electronic Clearing System (BECS)

Payment Type ☐ Visa ☐ MasterCard

Name of Card _____ Card Number _____
Expiry Date _____ Cardholder Signature _____

Fee Structure (tick who is to pay)

If the customer is now going to be charged for fees, you will need to give them 2 weeks' notice. If you are changing from a Principal pays to a Customer pays structure, Ezypay will automatically add the fee to the customer's debit amount.

Set up fee	Principal	<input type="checkbox"/>	Or	Customer	<input type="checkbox"/>
Transaction fee	Principal	<input type="checkbox"/>	Or	Customer	<input type="checkbox"/>

Authorisation Signature

Owner's Name _____ Signature _____

Version 1.2 Valid as of 5 September 2016