



Company Data File Cancellation Form

Company Data File Cancellation Policy

The Company Data File cancellation authorisation form must be completed, signed and returned by fax or post before we cancel any Company Data Files.

A Company Data File should only be cancelled if it is not currently in use due to having been deleted or if activation was unsuccessful during the initial setup.

You will still have access to the file; however this will be read only. Should you require a Company Data File to be reactivated, then a charge of \$140 plus GST (\$70 plus GST for businessSUPPORT clients) will apply.

There is no charge for cancelling Company Data Files.

MYOB contact details:

Postal Address: MYOB NZ Ltd
49 Sir William Pickering Drive
PO Box 2864
Christchurch
Fax: 0800 94 96 96
Email: sales@myob.co.nz

Company Data File Cancellation Authorisation

Company Name _____ Product Version _____

Contact Person _____ Phone _____

Serial Number _____ Fax _____

Email _____

Company Data File ID(s) to be cancelled. Please list eg: 1, 2, 3 _____

For information on how to find your Company Data File ID, please see page 2 of this document.

Reason for cancellation of Company Data File(s)

Signed _____

Name (please print) _____ Date _____



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Additional Information

Where do I find my Company Data File ID?

Help – About MYOB As Below:



When you have found which Company Data Files you currently have active, you will know which files need to be cancelled by a process of elimination.

Please contact the MYOB Sales and Service team on 0800 60 69 62 if you require assistance with this process.