

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?

- Change of ownership**
ie. NZBN change or business sold with software
- Change of business name only**
i.e. no ownership change, only a change in registered name

SECTION 1

To complete Section 1 please provide the following information

MYOB product serial number _____

Original registered business name _____

NZBN _____

Original Business Owner Director name

Original Business Owner or Director (please print name) _____

Signature _____

New Registered Business Name _____

NZBN _____

New Business Owner Director name

New Business Owner or Director (please print name) _____

Signature _____

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

- Contract of sale
- Receipt of purchase
- Documentation confirming company is in liquidation
- Partnership documents confirming change of ownership

SECTION 2 - ADDITIONAL DOCUMENTATION

The following documentation must be provided with this form:

- Partnership Partnership documents confirming name change
- Sole proprietor Notification of cancellation and/or registration from registration authority
- Trust name Trust documents confirming change of details

Other business structures please contact MYOB Customer Service on **0800 606 962** (Mon – Fri 9am-5pm).

SECTION 2 - ADDITIONAL DOCUMENTATION CONT.

MYOB product serial number _____

New contact name _____

Street address _____

Postal address _____ Email _____

Original registered business name _____

NZBN _____

Phone _____

Business type _____ No. of employees _____

Business URL _____

WHAT TO DO NEXT

Email the form, along with any additional documents, to

customer_service@myob.com

Please ensure all attachments are sent in pdf format only.

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 cover plan, 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.