

## **Appendix 5 – Change of Name from Company to Individual Trader**

Date \_\_\_\_\_

I, \_\_\_\_\_ with company registration number \_\_\_\_\_ and having its registered address at \_\_\_\_\_

\_\_\_\_\_ represented by \_\_\_\_\_, holder of ID/Passport number: \_\_ (M), by virtue of the attached Memorandum and Articles Association/Board Resolution (hereinafter referred to as 'the **Existing Account Holder**'). \_\_\_\_\_, hereby agrees to transfer Account No. \_\_\_\_ including all services thereon to: \_\_\_\_\_, holder of ID No. /Passport

No. \_\_\_\_\_, and residing at \_\_\_\_\_ (hereinafter referred to as 'the **New Account Holder**');

1. The Existing Account Holder acknowledges and consents that upon change of name the mymelita access will be suspended. However, the New Account Holder shall have access to any information relating to the transferred services on the above Account including where applicable usage details and any data available on myMelita and mailbox. All charges and balances on the Account including any amounts due for back billed services shall be at the sole responsibility of the New Account Holder.
2. It shall be the responsibility of the Existing Account Holder to inform Melita to cancel any automated payment methods such as direct debit.
3. The parties acknowledge and accept that the change of name shall be effective on the bill cycle following a full verification and confirmation of all documents/declarations included herein. For the purpose of processing this request, Melita is authorized to ask for additional information/documents from the parties.
4. The parties agree to indemnify and hold Melita Ltd harmless in respect of claims arising out of the change of name of the above-mentioned account and release Melita Ltd from any responsibility connected with such change of name.
5. The New Account Holder acknowledges that the service/s on the Account are subject to the Melita Standard Terms and Conditions endorsed by the Existing Account holder and other tariff specific terms and conditions. It is the New Account Holder's responsibility to request a copy of the Standard Terms and Conditions. An updated version is available at [www.melita.com](http://www.melita.com).

**A copy of ID Cards/Passports, Memorandum & Articles of Association/Board Resolution should be attached to this form.**

\_\_\_\_\_  
Signature of Existing Account Holder

\_\_\_\_\_  
Signature of New Account Holder

E-mail Address: \_\_\_\_\_