

## Change of Contact Details

This form is to be completed with all applicable details in the event that a Domain's Administrative Contact email address is no longer valid, and needs to be updated.

Please read the instructions below before filling out the form on the next page, be sure to include all relevant supporting documentation and send completed forms to

**Discount Domain Name Services Pty. Ltd. on +61 3 9815 6800**

If domain owner is an;

### Individuals

1. Signed letter of request.
2. Copy of Business or ABN certificate/correspondence that matches the registrant name and registrant ID of the domain name.
3. Photo ID – Copy of current drivers licence (back and front) or passport.

**Note:** Photo ID & copy of certificate must be legible or request will be rejected.

### Companies

1. Signed letter of request on Company Letterhead, signed by an authorised person for the Registrant.
2. Copy of ASIC, Business or ABN certificate/correspondence that matches the registrant name and registrant ID of the domain name.
3. Photo ID – Copy of current drivers licence (back and front) or passport for the person authorising this request.

**Note:** This information must belong to someone with demonstrable signing authority for the organisation. Photo ID & copy of certificate must be legible or request will be rejected.

What happens once we receive your form?

Upon receipt of your form, Discount Domain Name Services will verify the documentation and, if valid, make the requested update(s) to the domain name records. All requests will be processed within 5 business days from when it was received.

To: Discount Domain Name Services Pty. Ltd.  
PO Box 2168,  
Oakleigh, VIC, 3166

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Re: Domain Name(s)

**For Internal User Only**

Received \_\_\_\_\_

Approved By \_\_\_\_\_

Completed \_\_\_\_\_

I, \_\_\_\_\_ being the CEO / Director / Business Owner / Individual  
owning the above domain name(s) of \_\_\_\_\_  
(Company, Business Name or Individual) request that the contact details for the above domain name(s) be  
updated to the following:

**Registrant Contact**

Name \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_ Suburb \_\_\_\_\_

State \_\_\_\_ Post Code \_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**Technical Contact**

Name \_\_\_\_\_

Address \_\_\_\_\_ Suburb \_\_\_\_\_

State \_\_\_\_ Post Code \_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**IMPORTANT NOTICE:** By submitting this form for an update of domain name contacts, you confirm that you are eligible to hold the domain name, and that all information provided in this application is true, complete & correct, and is not misleading in any way. If any of the information is later found not to be true, or is incomplete, incorrect, or misleading in any way, or if you have submitted this application in bad faith, the domain name licence can be cancelled and you can permanently lose the use of the domain name

**Sign**

Title \_\_\_\_\_

Name \_\_\_\_\_

Organisation \_\_\_\_\_

Signature \_\_\_\_\_