

Change to RevNet Administrator Notification Form

This form is to be completed and forwarded to RevenueSA every time there is a change to a RevNet Administrator. When completing the form, if the space provided is insufficient, please attach a separate sheet of paper.

CONTACT DETAILS – *Please nominate a contact person*

Name of Legal Entity: RevenueSA Client No:

Contact Person: Telephone No.: E-mail:

ADDING REVNET ADMINISTRATOR/S

The person/persons you nominate as a RevNet Administrator/s must have read the RevNet Terms and Conditions and Terms of Use (included in your RevNet Application). If using the Stamp Duty, Stamp Duty Opinions and/or Certificates component they must have read the documentation supplied in your RevNet Approval Kit and completed RevNet training. Complete details of new Administrators in the table below and indicate the component/s of RevNet for which they are to be an Administrator.

Full Name	Telephone	E-mail Address	Stamp Duty	Stamp Duty Opinions	Certificates	Pay-roll Tax	Signature

The users that you have nominated to have Administrator Access to RevNet will be advised individually via e-mail of their usernames and passwords.

REMOVING REVNET ADMINISTRATORS

The person listed below has previously been nominated as a RevNet Administrator. We would like their RevNet Administrator access removed as described below:

Full Name	Reason Administrator accessed is removed	Stamp Duty	Stamp Duty Opinions	Certificates	Pay-roll Tax	Date access is to be removed

AUTHORISED BY:

Signed [by/for and on behalf of] the Approved Person Print Name Position Held Date