



Company Name Change and Employee Transfer Request Form

This form will not be accepted or processed without: 1. Company registration completed online via Damstra website first (Create Company Portal Account) 2. Costs entered and an authorisation signature.

PREVIOUS company details

Registered company name [input] A.B.N [input] Trading as [input]

NEW company details

Registered company name [input] A.B.N [input] Trading as [input]

Employee transfers and replacement cards

To avoid any unnecessary charges, please ensure that you terminate any ex employees from your company portal PRIOR to submitting the company name change request.

Number of employees to be transferred [input]

Transfer costs: 1-19 employees \$55.00 (GST inc) per employee (this will include a replacement card for each employee) 20 + employees poa (this will include a replacement card for each employee)

Total cost (GST inc) [input]

Payment details

Credit Card For credit card payment, an email will be sent to the authorised person's email address with a secured payment link where you can input the credit card information. Payment processing fees apply, 3% on all transactions.

Authorisation

By signing this form I hereby agree and accept Damstra's Terms and Conditions and acknowledge that all current employees have been notified of this name change. I have also attached a Statutory Declaration from a director of the company stating such, along with official confirmation of this name change.

Authorising person [input] Position [input] Signature [input] Date [input]

Note: Some sites* will require extra information to be provided to keep profiles active. See page 2

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D A M S T R A

Sites requiring additional documentation*

Bengalla: Letter of Competency

Hunter Water: Letter of Competency

Check List

- Ex employees terminated in company portal
- Current employees notified of the company name change
- Statutory Declaration attached (signed by Director of company)
- Official Name Change notification from ASIC attached
- Site Additional Documentation attached (as above)