

Business name: \_\_\_\_\_ Date of ownership transfer: \_\_\_\_\_  
DD - MM - YYYY

By submitting this Request for Change of Business Ownership, the Outgoing Owner identified below acknowledges and agrees that it is transferring and assigning its rights and obligations to the Incoming Owner with regards to all RMS Services, contracts, products and services associated with and billed by RMS to the Outgoing Owner, and that RMS may do the following (which are referred to in this form as the "Changes"):

- Disclose details of the RMS account, technical, fiscal or other, to the Incoming Owner.
- Assign the exclusive use of all RMS Services to the Incoming Owner on or about the date requested above.

If RMS is unable to make the changes on the date requested above for any reason caused by either the Outgoing Owner or the Incoming Owner, the Outgoing Owner instructs RMS to either:

- Disconnect or discontinue on the date requested above all products and services associated with the RMS account and issue to the Outgoing Owner final billing for the RMS account, including any applicable termination charges; or
- Continue all products and services associated with the account with the result that the Outgoing Owner will remain RMS' customer with respect to the RMS Services and will continue to be liable for all associated charges until such time as a termination notice (if any) is provided by the Outgoing Owner.

### **Outgoing Owner:**

Please confirm your acceptance to the above authorities given to RMS by:

- Completing and signing the form on page 3;
- Presenting this form to the Incoming Owner listed below and obtain authorized signature of the Incoming Owner; and
- Return the completed form to RMS prior to the date requested above.

### **Incoming Owner:**

Please confirm your acceptance of the standard RMS terms and conditions at:

- [www.rmscloud.com/commercial/saas-term-and-conditions](http://www.rmscloud.com/commercial/saas-term-and-conditions) and
- [www.rmscloud.com/commercial/online-terms-and-conditions](http://www.rmscloud.com/commercial/online-terms-and-conditions)  
(by completing and signing the form on page 2)

FAILURE to return this form properly completed to RMS prior to the "Requested Date of Change" will result in the Outgoing Owner remaining as a RMS' customer with respect to RMS Services and with continued liability for all associated charges.

## Incoming Owner:

New company trading name: \_\_\_\_\_

New company legal name: \_\_\_\_\_

Authorized company signature: \_\_\_\_\_  
(SIGNATURE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF INCOMING OWNER)

Name of signee: \_\_\_\_\_

## Contacts:

Name of new management contact: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of new accounts contact: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of other contact 1: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of other contact 2: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Physical address: \_\_\_\_\_

\_\_\_\_\_

## Billing:

I authorise RMS (Aust) Pty. Ltd. to arrange for any amount RMS (Aust) may debit or charge relating to above property be charged to the below account.

New bank details: \_\_\_\_\_

If you wish to pay by credit card, please contact RMS accounts on (03) 8399 9462 -OPT 3 or provide the card data through the secure connection available within the RMS Application Software.

BSB: \_\_\_\_\_ Account number: \_\_\_\_\_

**Outgoing Owner:**

Old company trading name: \_\_\_\_\_

Old company legal name: \_\_\_\_\_

Authorized company signature: \_\_\_\_\_  
(SIGNATURE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF OUTGOING OWNER)

Name of signee: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact RMS at (03) 8399 9462 to speak with Accounts regarding your Change of Business Ownership Request.

Please return completed form to:  
Email: [accounts@rms.com.au](mailto:accounts@rms.com.au)  
Fax: +61 (03) 9331 7323