

**Please take the time to fill out all sections of this form carefully (please use block letters).**

To complete this form, you must be the person who is listed on the account for the telephone service(s) to be switched to Telstra, or authorised to act on behalf of the business to which the service(s) are presently billed and have consent to make these changes. You should read our Privacy Statement before submitting your personal information to Telstra, which you can access at [www.telstra.com](http://www.telstra.com)

## 1 Your business details

### Companies & Organisations

Legal Name

ACN/ARBN

Trading Name

Unit Number

Street Number

Street Name

Suburb

State

Postcode

Billing Address (if different to the address above)

Telephone Contact Number

Fax Contact Number

E-mail Address

OR

### Individuals & Partnerships

If you are the account holder of the telephone service(s) to be switched to Telstra, please provide your personal details. If you are acting on behalf of the account holder, please provide the account holder's details.

Title First Name

Surname

Date of Birth (please provide)

To be used for security purposes to ensure the privacy of your account.

ABN

## 2 Your current supplier

Please list your current telephone company and account number(s). If you are unsure of the account number(s), leave this space blank.

Current Supplier's Name

Current Supplier's Account Number

Current Supplier's Account Number

## 3 Yes! Please switch me to Telstra for the following services (please 4 tick ONE box only)

I understand that by selecting the first or second option and signing this form, I will be switching my long distance calls to Telstra.

- All my fixed services** (including line rental, local, national, international and fixed to mobile calls).  
Please complete Sections 4, 5, 6 and 7.

OR

- Long distance services only** (national, international and fixed to mobile calls).  
Please complete Sections 5, 6 and 7.

OR

- Local calls and line rental only** (your national, international and fixed to mobile calls will remain with your current phone company). You will be automatically placed on Telstra BusinessLine® Part plan. Please complete Sections 4, 5 and 7.

**Business Authority Form to Switch to Telstra for:**

Business/Proprietor Name

**4 Your billing preferences**

You may be billed for charges incurred on your services up to and including the date this transfer is effective. If you do not tick a box, your signature will confirm that you wish such charges to be charged to your new account with Telstra, where applicable.

**Please 4 tick ONE box only to show where you would like these charges to be billed**

Charged to your new account with Telstra, where possible.

**OR**

Charged to you by your current supplier.

If consolidation to an existing Telstra account is required, please nominate the account below.

Telstra Account Number

**5 Your telephone and/or data service details****6 Your Business Calling Plan**

Please complete either Section 6A or 6B. If you tick any box under Section 6A, the phone number next to that box will be connected to the BusinessLine® plan selected. When completing Section 6B BusinessLine Select you will need to tick a box for each calling option for Local, STD® and Calls to Telstra Mobiles. If you do not tick any box below, all your services listed under Section 5 will be connected to BusinessLine Complete.

**6A****OR 6B BusinessLine Select**

Service Number	BusinessLine Complete	BusinessLine Select Saver 1	BusinessLine Select Saver 2	BusinessLine Select Saver 3	BusinessLine Select Saver 4	Local Calls	STD Calls	Calls to Telstra Mobiles
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frequent <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						Medium <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
						Casual <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frequent <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						Medium <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
						Casual <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frequent <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						Medium <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
						Casual <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Business Authority Form to Switch to Telstra for:**

Business/Proprietor Name

**7 Please read these Terms and Conditions and sign below**

By signing below, you agree to the following:

- You are authorised to sign this form on behalf of the business to which these service(s) are billed and the information that you have provided in this form is true and correct.
- You request Telstra to switch the telephone number(s) listed above, the telephone service(s) for those number(s) and, if applicable, the line(s) associated with these services from your current telephone company to Telstra and then connect the selected BusinessLine option, where possible. You understand that Telstra may refuse to switch your service(s) to Telstra if, on the basis of a credit assessment of you, Telstra reasonably considers that you will pose an unacceptably high credit risk. If you breach these terms, you agree to indemnify Telstra against any loss, cost and legal expense suffered as a result.
- You understand that Telstra may provide information about you at any time to a credit-reporting agency to allow Telstra to obtain a credit report about you and to allow Telstra to maintain your credit information file. This may include your identity particulars, the fact that you have applied for credit from Telstra, and any payments that are 60 days overdue.
- You authorise your current telephone company to release you from your current arrangement with them and to provide information relating to your account(s) and telephone number(s) to Telstra as required for the purposes of the transfer. You also authorise Telstra to act on your behalf with respect to the transfer of the service(s) and, if applicable, the line(s) associated with these services. You understand that if your service(s) are already connected to the Telstra network, your telephone number(s) listed on this form will be transferred with their current status (e.g. call barring).
- Your telephone number(s) will remain active with your current telephone company and you must contact them in relation to faults and service until your transfer to Telstra is effected. Some unbilled charges from your current telephone company may also appear on your Telstra bill.
- You have read, understood and agree to the terms and conditions contained on this form. You understand that these terms relate to your transfer to Telstra and not to the service(s) provided by your current telephone company. You understand that it is your responsibility to check the terms and conditions of any existing contracts with your current telephone company relevant to the service(s) being transferred to Telstra as there may be consequences arising from this transfer. For example, your current telephone company's account(s) for those service number(s) may be finalised and you may be required to pay them an early termination fee; or specific service(s) provided by your current telephone company may not be available after the transfer. You understand that if your telephone number(s) are being transferred from another network, ADSL or other services associated with your telephone number(s) may be disconnected, resulting in finalisation of your current telephone company's account for those service(s).

If you have any questions, please call FREECALL™ **1800BUSINESS (1800 287 463)\***.

Your Name

Position in Business

Daytime Telephone Number (in case we need to contact you)

Mobile Contact Number

Signature

Today's Date

**Mail to Telstra Corporation, Reply Paid 299, Ballarat VIC 3353 or fax to FREEFAX™ 1800 020 018\*.**

Please note that once your request has been received, it will take up to 21 working days to be processed. Telstra will use its best endeavours to notify you of your completed transfer within 10 working days of completion. You may alternatively contact us on **13 2000** to confirm transfer of your local calls and line rental to Telstra, or call **127 11** to confirm the transfer of your long distance calls to Telstra.

**Office use only**

Form Type

Rep ID

Dealer Code

Campaign Code

Rep Name

Rep Contact Number

Telstra Account Number

CIDN

\* A free call from most fixed phones.

™ Trade mark of Telstra Corporation Limited ABN 33 051 775 556. © Registered trade mark of Telstra Corporation Limited.

C064 5-08