

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is to be completed with all applicable details in the event that a Domain’s Administrative Contact email address is no longer valid, and needs to be updated.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 complete the attached form as per the following format including all relevant details and **fax to Cheaper Domains Pty Ltd on +61 3 9815 6800**

Individuals

1. Signed letter of request (Draft provided at end of this document)
2. Photo ID – Copy of current drivers licence (back and front) or passport.

Note: Photo ID must be legible or request will be rejected

Companies

1. Signed letter of request on Company Letterhead, signed by an authorized person for the Registrant (Draft provided at the end of this document)
2. Copy of the Business Registration certificate for the Registrant of this domain name (e.g. ASIC Certificate of Incorporation, Certificate of Registration of Business Name, etc)
3. Photo ID – Copy of current drivers licence (back and front) or passport for the person authorizing this request.

Note: This information must belong to someone with demonstratable signing authority for the organisation. Photo ID must also be legible or request will be rejected.

Upon receipt of your Fax, DDNS will verify the documentation and make the requested update(s) to the domain name records. We will then send the Domain Password to the new email address when the changes have been completed. All requests will be processed within 3 business days from when it was received.



Safe & Secure – That’s the Cheaper guarantee. - Domain Names | Website Hosting | Email Hosting | Web Services

To: Cheaper Domains Pty Ltd
PO Box 887
Hawthorn VIC 3122

Date: _____

Re: Domain name(s):

For Internal User Only:

Received: _____

Approved By: _____

Completed: _____

I, _____, being the CEO / Director / Owner of the Company / individual owning the above domain name(s),

Of _____ (Company Name or Individual) request that the contact details for the above domain name(s) be updated to the following:

Registrant Contact please fill out your contact details below

Contact Name _____
Organisation _____
Address _____
_____ **State** _____ **Post Code** _____
Phone (____) _____ **Fax** (____) _____
e-mail _____

Technical Contact please fill out your contact details below

Name _____
Address _____
_____ **State** _____ **Post Code** _____
Phone (____) _____ **Fax** (____) _____
e-mail _____

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 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.

Signature _____
Contact Name _____ **Title** _____
Company / Organisation _____