

Appointment of Authorised Representative

If you wish to appoint an Authorised Representative to deal with Hubify on your behalf, please follow the form guidelines below.

There are two types of authorised users:

Full authority

Persons with Full Authority will have the same access and rights as the account holder, including connecting a new service and disconnecting an existing service.

Limited Authority

Persons with Limited Authority have access to billing and service information. They can order add-on services but cannot approve a disconnection of the service or connect a new one.

Customised Authorisation

When you appoint an Authorised Representative you are giving the person you appoint the authority to deal with us on your behalf as your agent. This means that the Authorised Representative has the power to act and access information as if they were you. Besides the two types of authority specified above, you can also request specific limitations of your Authorised Representative's rights.

Please note that only account holders can appoint an Authorised Representative. If you wish to appoint more than one Authorised Representative, please complete one Authorised Representative Form for each person you wish to appoint. You can appoint up to three Authorised Representatives.

For security reasons we require you to submit the completed Authorised Representative Form to us as a signed original and witnessed by one of the following persons below:

- A Justice of the Peace;
- An Accountant who is a member of the Australian Institute of Chartered Accountants, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership;
- A Solicitor or Barrister;
- A Police Officer;
- An agent in charge of, or a permanent employee (with 2 or more years of continuous service) of an Australia Post outlet;
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more continuous years of service with one or more licensees;
- A Dentist;
- A Pharmacist;
- A Medical Practitioner;
- A Chiropractor or a Physiotherapist.

After the document has been certified, please return to us:

Email accounts@hubify.com.au

or post to:

Hubify Limited
Suite 3, Level 1,
6-10 Talavera Rd,
Macquarie Park NSW 2113

For any questions, please email us at accounts@hubify.com.au or call **1300 299 698** to speak our team.



Your details

Account number: (Hubify phone number)

Account holder's full name (note: you must be the account holder to appoint an Authorised Representative)

"I wish to appoint the following person as my Authorised Representative"

Your Authorised Representative's details

Authorised Representative's full name

Authorised Representative's telephone number

Authorised Representative's email address (if applicable):

Authorised Representative's physical address

Full Authority Limited Authority Customised Authority

Limitations of the Authorised Representative's rights (Please use this section as an alternative to the Full or Limited authority question above. Here, you can specify anything that your Authorised Representative should NOT be allowed to do on your behalf. If left blank, the Authorised Representative will have the power to act as if they were you)

Signature

Account holder's signature

Place and date

_____ / ____ / ____

Witness's declaration and signature

"I confirm that the person signing above (account holder) has produced evidence of their identity."

Witness's signature

Place and date

_____ / ____ / ____

Witness's full name

Witness's capacity (JP, police officer etc.) and address

