

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 an entire service or connect a new one.

Billing Authorisation

Persons with Billing Authorisation have access to billing and service information. They can order add-on services and is able to approve a disconnection an entire service. However, they cannot order or connect a new service.

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: billing@hubify.com.au

or post to:

PO Box 857
North Ryde, NSW 1670



ABN 50 166 679 894
1300 482 439
ASX : HFY

Suite 1.01, 65 Epping Road
Macquarie Park, NSW 2113



For any questions, please email us at billing@hubify.com.au or call 1300 482 439 to speak with our team.

Your details

Account number:

Account holder's full name (note: you must be the account holder to appoint an 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
- Billing Authorisation

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

