

## Individual Trader: Existing Account Holder

Existing Account Holder's full name (name, surname)	
ID/Passport number	
Address	
Customer account number	
Email address used to access mymelita	

## Company: New Account Holder

Company Name	
Company Registration Number	
Company Registered address	
Company representative's full name (name, surname)	
Representative ID/Passport number	
Email address to register to mymelita	

1. The Existing Account Holder hereby agrees to transfer this Account, including all services thereon, to the New Account Holder, represented by its company representative by virtue of the attached Memorandum and Articles of Association/Board Resolution or equivalent documentation.
2. The Existing Account Holder acknowledges and consents that upon change of ownership, mymelita access will be suspended. However, the New Account Holder shall have access to any information relating to the transferred services on the above Account, including, where applicable, usage details and any data available on mymelita and mailbox. All charges and balances on the Account, including any amounts due for back-billed services, shall be the sole responsibility of the New Account Holder.
3. It shall be the responsibility of the Existing Account Holder to inform Melita to cancel any automated payment methods, such as Direct Debit Mandate, Pre-Authorised Credit-Card, and Auto Top-ups.
4. The parties acknowledge and accept that the change of ownership shall be effective on the billing cycle following a full verification and confirmation of all documents/declarations included herein. For the purpose of processing this request, Melita is authorised to ask for additional information/documents from the parties.

5. The parties agree to indemnify and hold Melita Ltd harmless with respect to claims arising out of the change of ownership of the above-mentioned account and release Melita Ltd from any responsibility connected with such change of ownership.
  
6. The New Account Holder acknowledges that the service/s on the Account are subject to the Melita Standard Terms and Conditions endorsed by the Existing Account Holder and other tariff-specific terms and conditions. It is the New Account Holder's responsibility to request a copy of the Standard Terms and Conditions, available at [www.melita.com](http://www.melita.com).

**A copy of ID Cards/Passports, Memorandum & Articles of Association/Board Resolution should be attached to this form.**

\_\_\_\_\_  
Signature of Existing Account Holder

\_\_\_\_\_  
Signature of New Account Holder

\_\_\_\_\_  
Date of this document