

# Administrative Contact Change Form

For .com.au , .net.au, .org.au, .asn.au



**Instructions:**

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. WEBCITY AUSTRALIA WILL NOT PROCESS INCOMPLETE OR INCORRECT FORMS. THIS FORM IS TO UPDATE THE CURRENT ADMINISTRATIVE CONTACT THAT IS LISTED FOR THE DOMAIN NAME BELOW. IT IS ADVISED THAT YOU CHECK CURRENT REGISTRANT DETAILS LISTED UNDER THE DOMAIN PRIOR TO COMPLETING THIS FORM AT <http://who.is/>

1. This form must be accompanied by a cover letter on a company letter head. The letter head must clearly state the registrant name and registrant ID (eligibility Number) as listed on the domain name WhoIs records.
2. This form must be completed and signed by an authorised representative of the Registrant Business, Company or Organisation as listed on the domain name WhoIs records.
3. A separate form must be completed for each unique domain name.
4. The information submitted in this form must be true, accurate, and complete.

This form must be sent to the office:

By Fax: 02 8072 6890

or

By Post: P.O Box 514  
Broadway NSW 2007  
AUSTRALIA

**By Email: [accounts@webcity.com.au](mailto:accounts@webcity.com.au)**

**\*\* Webcity Will Not Process the request if all of the above requirements are not met \*\***

**Domain Name:**

**Current Administrative Contact Email:**

**New Administrative Contact Email:**

Registrant details (as listed on the WhoIs record AND attached cover letter)

**Registrant:**

**Registrant ID:**

(ABN, ACN, BRN, TM# or ASN used to register the domain)

*I certify that I have the authority to sign for the current registrant*

**Signature:**

**Date:**

**Name:**

**Phone:**

**Signatory's position with company/business/organisation:**

**Note:** Webcity will update the Administrative Contact Email Address and email a copy of the Domain password to the new email address. The registrant can then update all other necessary details through the domain management page available at: <https://www.webcity.com.au/secure/domains/man.cgi>

Please acknowledge the following by ticking the corresponding box:

*I have attached a cover letter on company/business/organisation stationery (letter head) signed by an authorised representative. The cover letter clearly requests the administrative contact update. The domain name, registrant name, registrant ID and representative signature are all clearly visible.*