Webcity Australia

Administrative Contact Change Form
For .com, .net, .org, .co.nz, .net.nz, .org.nz, .id.au

webcity
self-service savings since '97

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 completed and signed by the Registrant of the domain as listed on the domain's WhoIs records.
2. A separate form must be completed for each unique domain name.
3. If the current Registrant is a company, attach this form to a cover letter on company stationery/letterhead. The cover letter AND this form must be signed by an authorized representative of the Registrant company.
4. If the current Registrant is an individual, then a copy of valid government issued picture identification must be attached to the form. The copy must be legible and photo clear and distinguishable.
5. 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

** 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 (as listed on the WhoIs record)

Registrant:

I certify that I am the true Registrant,
Or, For a registrant Company that I have the authority to sign for the current registrant

Signature: **Date:**

Name: **Phone:**

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 ONE of the following statements by ticking the corresponding box:

☐ Where the domain registrant is an individual: *I have attached a valid copy of the registrants Photo ID (state issued drivers licence, passport) the copy is legible and clear*

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