

Change of Account Ownership

felix

About This Form

A change of ownership is required for companies that wish to transfer ownership of their account and services to a new or existing user. The user must be a member of the currently listed company. Once you have completed this form email it direct to **help@felix.net**.

If you wish to transfer your Felix account and services to a new company, please complete *Form HD3 Deed of Novation*.

Section 1A: Company Details

BUSINESS NAME:

LEGAL ENTITY NAME:

BUSINESS NUMBER:**COUNTRY:**

The following account details will be completed by **Felix Support** and confirmed with the requester once this form has been submitted. A final copy will be provided to the requester.

FELIX ACCOUNT TYPE:**FELIX ACCOUNT ID:**

Section 2A: Requester Details

FULL NAME:

JOB TITLE:

PHONE:**EMAIL:**

Ensure the above details are full and correct and that you can be contacted via the listed phone and email while we are processing your request.

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Section 2B: Requester Authorisation

By signing below, I warrant that:

- I am the authorised to make this request on behalf of the listed company and individual who currently retains ownership of the account.
- I am requesting the legal responsibility for the account and services listed above be transferred to the user whose details are listed on this form in Section 3C.

SIGNATURE:**DATE:**

Section 3A: Transfer Details

What is the primary reason for the change of ownership? Please select one (1).

☐ **EMPLOYEE LEFT COMPANY**☐ **INBOX NO LONGER EXISTS**☐ **EMPLOYEE ON LEAVE**☐ **EMAIL DOMAIN HAS BEEN CHANGED**☐ **EMPLOYEE MOVED ROLES**☐ **OTHER**

If "Other" please provide a brief outline of the detail below:

Should the account ownership transfer to an existing or new Felix user?

☐ **EXISTING FELIX USER**☐ **NEW FELIX USER**

If Existing proceed to Section 3B.

If New proceed to Section 3C.

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Section 3B: Existing Felix User

FULL NAME:

EMAIL:

FELIX USER ID:

Section 3C: New Felix User

FULL NAME:

JOB TITLE:

PHONE:

EMAIL:

End of Form