

Company Account Authority Request

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✉ Unitywater
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✉ data.maintenance@unitywater.com

🌐 unitywater.com

What is this form for?

- a company director or secretary to request that Unitywater record them as an authorised person on a company account
- a company director or secretary to nominate authorised employee/s to be account authorities
- a company director or secretary to remove all previous account authorities.

Account Details

Unitywater account number	<input type="text"/>		
Property address	<input type="text"/>		
Suburb	<input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Real property description	Lot <input type="text"/>	Plan <input type="text"/>	
<i>Preferred method of bill delivery:</i>			
Email	<input type="checkbox"/>	<input type="text"/>	
Postal	<input type="checkbox"/>	<input type="text"/>	

Company Information

Director/secretary name	<input type="text"/>		
Company name	<input type="text"/>		
Company ABN/ACN	<input type="text"/>		
Phone number	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

Authorisation

Authorise director/secretary

- Has a current company information extract already been provided to Unitywater to authorise you and/or other **current** directors and secretaries on this account?
 - Yes - Go to Q2
 - No - Please attach a current company information extract to this form

Authorise other employees

- Would you like to add/remove authority for other employees to access or make changes to an account?
 - Yes - Please consider Q3 and complete Authorised Employees section below
 - No - Go to Q3

Remove all previous authorities

- Would you like to remove all previously authorised employees listed on the account? This will not include employees that you nominate below.
 - Yes - Please nominate new Authorised Employees in the section below and go to Declaration
 - No - Go to Declaration

Company Account Authority Request

Authorised Employees

Authorised employee 1

Name

Position

Best contact number

Email

Authority level Full Authority Account Access Only Remove Authority

For level of authority definitions, see Terms and Conditions on page 3

Authorised employee 2

Name

Position

Best contact number

Email

Authority level Full Authority Account Access Only Remove Authority

Authorised employee 3

Name

Position

Best contact number

Email

Authority level Full Authority Account Access Only Remove Authority

Additional employees can be added on page 3

Terms and Conditions

In accordance with Unitywater's Privacy Policy, Unitywater is obligated to only share information with the property owner and parties who are legally responsible for the payment of the Unitywater account; or parties who have been granted authority to act in some capacity on behalf of the owners.

There are two levels of authority which can be provided to Unitywater:

- **Full Authority:** authority to discuss and make changes to the owner's Unitywater account, including access to My Account online at myaccount.unitywater.com
- **Account Access:** authority to discuss any information contained in the account but not to amend or change the owner's account in any way.

The company director/secretary may authorise people to access information on the account; however, the form must clearly state the name and contact details of the director/secretary.

Read the Privacy Policy here: unitywater.com/privacy

Declaration

I declare that the information I have provided is true and correct.

Director/secretary name

Signature

Date

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Additional Authorised Employees

Authorised employee 4

Name

Position

Best contact number

Email

Authority level Full Authority Account Access Only Remove Authority

Authorised employee 5

Name

Position

Best contact number

Email

Authority level Full Authority Account Access Only Remove Authority

Authorised employee 6

Name

Position

Best contact number

Email

Authority level Full Authority Account Access Only Remove Authority

Authorised employee 7

Name

Position

Best contact number

Email

Authority level Full Authority Account Access Only Remove Authority

Companies with multiple accounts

Yes - I wish to link all accounts under the company name listed in Company Information on page 1

What happens next?

- Please return this completed form via email to data.maintenance@unitywater.com or post to **PO Box 953 Caboolture QLD 4510**.
- Your request will be processed within 5 working days.