

# Changes to Enrolment or registration or 'know your customer' information

## Instructions

1. Agents/affiliates are required to notify the network agent within 7 days of any change to any of the information that has been provided in the original application for registration and/or enrolment
2. Network agent is required to check that information (amend own records) and forward onto Western Union within the next 3 days (this includes any changes to Networks' own information) with any supporting documentation
3. Any change listed in the first column below is required to be notified. Items in this column that are marked with \* must be accompanied by current documentary evidence (e.g. new search, ID)
4. In the middle column provide the NEW information
5. Use the last column to add any comments or notes
6. This form is not to be used to produce changes to locations/branches (ONLY FOR CHANGES TO NETWORK & SUB AGENTS).

<b>Network Agent Name &amp; number/NAID:</b>	AUSTRALIAN NEWSAGENTS' FEDERATION/AU348
<b>Sub Agent name &amp; account number and/or BID:</b>	

Item	Change from	Change to	Date changes take effect	Comments
Change in Legal Name*			DD/MM/YYYY	
Change in Trading Name			DD/MM/YYYY	
Any change to controlling entities/Corporate structure: (a) whether the person has become a subsidiary of another entity; (b) if the person was, when registered, a subsidiary of an entity, whether the person has become a subsidiary of a different entity; (c) whether the person is now controlled by another entity; (d) if the person was, when registered, controlled by an entity			DD/MM/YYYY	

<p>Any change in ownership* (existing owner changes name or address or any other information OR change in person) plus any changes specified below. Include changes in percentage of ownership if applies:</p> <p>(a) if the person is a company – the deregistration of the company by the Australian Securities and Investments Commission;</p> <p>(b) if the person is a trust:</p> <p>(i) information that the trust has been dissolved; or</p> <p>(ii) any change to the identity or registration details of the trustees, including any change in the number of trustees;</p> <p>(c) if the person is a partnership:</p> <p>(i) information that the partnership has been dissolved; or</p> <p>(ii) any change to the registration details of the current partners, including the number of partners;</p> <p>(d) if an individual – information that person is deceased;</p> <p>(e) if an incorporated assoc. information that it has ceased to exist;</p> <p>(f) information that two or more persons whose names and registration details as currently on the Register have merged or amalgamated, and the merged or amalgamated entity has commenced, or has continued, to provide a designated service;</p>			DD/MM/YYYY	
<p>Any change in key persons information (existing key person changes name, address or key person is added/removed)*</p>			DD/MM/YYYY	
<p>If you no longer provide designated services (that affect registration/enrolment status)</p>			DD/MM/YYYY	
<p>The business, owner or key person status in relation to good character information or police clearance has changed adversely (please provide any new information)</p>			DD/MM/YYYY	
<p>Business changes any address, phone, email or fax</p>			DD/MM/YYYY	

Business changes its trading activity in any way (class of trade, business activity)			DD/MM/YYYY	
Change to any notified number (e.g. ABN)			DD/MM/YYYY	
Any other item that has changed that is not listed above			DD/MM/YYYY	