

# Transfer of Ownership Business Application Pack

A *Telefónica* company



## YOUR GUIDE – Please fully Read

Thank you for your Transfer of Ownership application. Before completing the forms, please take time to fully read and understand the information required from you. Failure to fully complete the forms will result in your application being returned back to you.

**Section 1** - This is to be completed by the original owner of the mobile phone – please fully complete this section

**Section 2** - This is to be completed by the person/company who wants to take over the contract of the mobile phone please fully complete this section

\*If the proposed new owner already has an existing business account, please enter the account number in the field provided in section 2. (The account number must not be the same as in section 1)

**Section 3** - If you do not have an existing account in the new name as shown in section 2, then proceed to fully complete this section – all the fields in red must be completed. Please make sure the registered office is also supplied where applicable

**\*The original owner of the mobile number(s) is still the legal owner until O2 have accepted the application.**

Please Note: This application does not include the following -

\*Hardware Accounts    \*Upgrade Orders    \*New Connection – Including Temporary Numbers    \*Pay & Go

\*O2 Refresh – (Unless the handset account has been paid in full and a new Business call plan selected)    \*Business Lease Contracts

## PROOFS OF ID REQUIRED AND ACCEPTED

For trading identification, please provide two proofs of ID from the list below blanking out any irrelevant data:

The proofs must show the correct trading name and address for the account you are applying for.

- **Company Utility Bill**
- **Company Bank Statement – mandatory** ( or a letter from the bank stating a new account has just been opened for the new business, showing the company name and address)
- **Company Credit Card Statement**
- **Sole Traders (including Non Business Names) Please provide two personal proofs of ID** i.e passport or drivers licence, Bank statement Mandatory
- **Private Name Application-** passport or drivers licence, Bank statement Mandatory
- **Government Bodies/ Health Authorities/ Schools/ Colleges – please provide a signed purchase order on letter headed paper, along with the completed documents and proofs of ID**
- **Churches / Charities – Please provide a signed purchase order on letter headed paper, along with the completed documents and proofs of ID**

### **WE ARE UNABLE TO ACCEPT INVOICES AS PROOF OF IDENTIFICATION**

Limited companies must supply the limited registration number on the credit check form.

All proofs of ID must be less than 3 months old unless otherwise specified.

Please check that the names, addresses and postcodes on the proofs match exactly for the new owner.

PLEASE NOTE: WE CAN ONLY ACCEPT UK PROOFS OF ID

### Limited Business Applications Please note

If you are a limited company just changing the name of the company and not the directorship of the company, Please send a copy of the **CERTIFICATE OF INCORPORATION ON CHANGE OF NAME** certificate, this will show the new and previous company names on the same certificate. You do not need to complete section 3 for this option or send proofs of ID.

### Our Contact Details

Please use either of the following to return your fully completed documents –

EMAIL – BusinessTOO@O2.Com – (Maximum 10 MB attachment)    OR    FAX – 0870 6002402

PLEASE ALLOW AT LEAST 5 WORKING DAYS FOR US TO CONTACT YOU

# Transfer of Ownership

## Business Application Pack

A *Telefónica* company



Please take time to fully read this application form to avoid any delays. PLEASE PRINT IN CAPITALS

### 1 EXISTING CUSTOMER / OWNER DETAILS (The Current Legal Owner)

NAME .....

ADDRESS .....

POSTCODE .....

EXISTING ACCOUNT NUMBER

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Declaration: I hereby agree to transfer the following mobile phone number(s) to the Trading/Business name below.

SIGNED..... PRINT NAME ..... DATE.....

MOBILE PHONE NUMBER(S)

.....  
.....  
.....

\* Please enclose a separate list if there are more than 15 mobile numbers to transfer

### 2 NEW BUSINESS CUSTOMER / NEW BUSINESS OWNER (New Account Holder) \*Must be same on the 'Credit Check Form'

TRADING / BUSINESS NAME .....

ADDRESS .....

POSTCODE .....

CONTACT TELEPHONE NUMBER .....

If you already have a business account with O2 in the above new name,  
Please enter the account number you would like to transfer the mobile number/s to.  
(You do not need to go to section 3 for this option).

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Business Tariff Required ..... PLEASE COMPLETE (Visit our Business Web Page [www.o2.co.uk](http://www.o2.co.uk))

Optional Data Bolt On (iPhone-Smartphone-BlackBerry) ..... [1.Basic with 100Mb.](#) or [2.All Rounder with 500MB](#) or [3.The Works with 1GB](#)

Loyalty discounts and promotions will not be included in the transfer.

Direct Debit (please tick if required)

£2.50 Chargeable for each subscriber if not paying by Direct Debit

Declaration: I hereby agree to take ownership of the aforementioned mobile phone(s). I have read and agree to the standard business terms and conditions of service for the remaining term of the original contract.

SIGNED..... PRINT NAME ..... DATE.....

Terms and conditions apply Telefónica UK Limited

**PLEASE ENSURE ALL SECTIONS HAVE BEEN FULLY COMPLETED WITHOUT THIS INFORMATION WE WILL BE UNABLE TO PROCESS YOUR REQUEST**

# CREDIT CHECK FORM

**PLEASE FULLY COMPLETE - ALL FIELDS ARE MANDATORY - INCOMPLETE FORMS WILL NOT BE PROCESSED**

**3 BUSINESS APPLICATION - for Ltd and non Ltd** (Please print in capital letters) (Ltd,LLP,Co,Partnership,T/A)

**TRADING/ BUSINESS NAME** .....

**ADDRESS** .....

..... **POSTCODE** .....

**REGISTERED OFFICE ADDRESS** (if different to above) .....

..... **POSTCODE** .....

**LANDLINE CONTACT NUMBER** .....

**REGISTERED NUMBER** (Mandatory for Ltd Companies) .....

**3A Directors Details or New Customer Details** (Please print in capital letters) (Directors of any Company ,Sole Traders,T/A Private Applications)

**TITLE**..... **FIRST NAME(S)** ..... **SURNAME** .....

**DATE OF BIRTH** ...../...../..... (The new applicant must be at least 18 years of age)

**ADDRESS** .....

..... **POSTCODE** .....

**PREVIOUS ADDRESS** (If at current address for less than 3 years) .....


..... **POSTCODE** .....

**SIGNED** ..... **DATE** .....

Please ensure you have included the correct proofs of ID shown in section 3 (3A for non LTD) - O2 WILL NOT BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE OF PROOFS SENT

**Telefónica  
UK Limited**

**Direct Debit**



\*NON DIRECT DEBIT PAYMENTS WILL INCUR A MONTHLY CHARGE OF £2.50 PER SUBSCRIPTION

Instruction to your Bank/Building Society to pay by Direct Debit

Please print in capital letters and complete the whole form.

**1. Name and full postal address of your Bank/Building Society**

To ..... **Bank or Building Society**

Address .....

..... **Postcode** .....

**2. Name(s) of Bank Account Holder(s)**

NAME .....

**3. Bank/building Society Account Number**

**4. Sort Code**

-

Please pay O2 Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with O2 and, if so, details will be passed electronically to my Bank/Building Society.

**SIGNED** ..... **DATE** .....

Some Banks and Building Societies may not accept Direct Debit instructions for some types of accounts.

**How would you like to be contacted** – PLEASE SELECT ONE OF THE BELOW

By Email: (print clearly) .....

By Text Message to Mobile Number(s): .....

**PLEASE ENSURE ALL SECTIONS HAVE BEEN FULLY COMPLETED WITHOUT THIS INFORMATION WE WILL BE UNABLE TO PROCESS YOUR REQUEST**