

PLEASE FAX BOTH PAGES TO OPTUS ON 1300 300 337

**E-MAIL ADDRESS**

You will be notified when your billing information is available.

Your e-mail address: \_\_\_\_\_

Your secure billing information can be viewed from the Optus Business web site, <optusbusiness.com.au>. Access is gained by registering with 'Thumbprint' on this site. Please register before submitting this form.

Thumbprint user name: \_\_\_\_\_

**APPROVAL**

By signing this form you the customer applies for the provision of Electronic Billing Information, in accordance with these terms and conditions (a copy of which you acknowledge having read). If this application is signed by an individual on your behalf, both you and the individual warrant that the individual is authorised by you to sign. You acknowledge that you have read and understood the information on this form about Optus' handling of information about you (Personal Information). You give Optus your consent to obtain and use credit information about you, including information about your consumer credit history (eg. Household and personal financing) and if applicable, your commercial credit history (eg. As a sole trader).

In addition to receiving your itemised call details electronically at no charge, a \$30 per month charge will apply if paper bill itemised call details are requested.

Company name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Optus Account Executive name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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### Passwords

To control the access to your company information, you will use your Password. Your Password further protects the security of your information. Your Password should be kept confidential and should only be shared with select personnel ('authorised users') who agree to keep the Password confidential.

We suggest that you:

- change the Password regularly, preferably every 30 days (please note that the system will force you to change your Password every 3 months);
- make the new password significantly different from Passwords used previously (the Password must be between 8 and 15 characters and

contain both alpha and numeric characters).

- select a password that will not be obvious to others.
- keep the Password confidential.
- only share or reveal the Password to those employees who need to access the service.

You are responsible for any use of this service by an authorised user. An authorised user must also comply with these Conditions of Use.

You agree that any person who supplies us with your Password will be allowed access to the service, and to each account you have nominated to be accessed by this service.

Your Password must be kept safe. You must ensure that each authorised user does not tell or show the Password to any other person.

We must be notified immediately if a record of your Password, or an authorised user's Password, is lost or stolen or you or an authorised user is aware or suspects another person knows or has used your Password without authority. We will then cancel

the Password and arrange for you or the authorised user (as the case may be) to select a new one.

If there are more than 3 unsuccessful attempts to access the system, the Password will be revoked requiring you to contact us.

We may cancel the Password at anytime without notice if we believe it is being misused.

We will not be liable for any loss or damage, costs or expenses you suffer through any unauthorised access to your account(s) if you or an authorised user contributed to the unauthorised access because:

- The Password was disclosed to another person,
- The Password was identified by another person because a record was kept without a reasonable attempt being made to disguise it, or
- We were not notified as soon as you or an authorised user became aware that the Password could be used by another person.

## TERMS AND CONDITIONS – PRIVACY

1. Optus collects and uses Personal Information about you primarily to supply you with the products and services you order from it and its related companies. Optus also collects and uses Personal Information for related (or secondary) purposes including:

- a) billing and account management;
- b) business planning and product development; and
- c) to provide you with information about promotions, as well as the products and services of Optus companies and other organisations.

2. Optus is required by law to collect certain Personal Information about you, including your name, address, telephone service number and other public number customer details, and to provide it to the operator of the Integrated Public Number Database(IPND) for inclusion in the IPND. Information in the IPND is used to develop directories and to assist emergency service organisations. If your phone number is unlisted, your information will be marked accordingly in the IPND and its use and disclosure will be strictly controlled.

3. If you do not provide all the Personal Information Optus requests from you, Optus may be unable to supply the products or services you have requested, or Optus may be restricted in the way it supplies these products or services to you.

4. Optus may disclose Personal Information about you (for the purposes set out in clause 1) to:

- a) any of the Optus Group companies, or any other corporation related to Optus;
- b) Optus' agents, dealers, contractors and franchisees;
- c) Optus' suppliers who need access to the Personal Information to provide Optus with services,

enabling Optus companies to supply you with the products and services you have ordered; and

- d) joint venture partners of the Optus Group.

5. If you wish only to receive communications that are account-related or legally required, you may request not to receive other communications (ie you may "opt out"). If you wish to make a request to opt-out, you can do so at any time by letting Optus know of your request by contacting the Optus customer service line on 1300 300 314. If you provide Optus with an opt-out request, Optus will activate your request as soon as reasonably possible after receiving it. Optus will not charge you for processing a request to opt-out.

6. You may request access to Personal Information Optus holds about you, and Optus will grant you access unless it is required or permitted to refuse such a request. You may also request that information about you be corrected if you think that it is not accurate. You should contact 1300 300 314 if you require more information.

7. For the purpose of processing your application and ongoing credit management of your account, Optus may need to disclose to a credit reporting agency:

- a) personal identifying details, including your name, current and previous addresses, driver's licence number, date of birth and employer;
- b) the fact you have applied for an Optus service, and any credit limit on your account;
- c) the amount of any payments which are overdue for at least sixty (60) days, when steps have been taken by Optus to recover those overdue payments;
- d) where an overdue payment has been previously reported, advice that the payment is no longer overdue;
- e) cheques or credit card payments which have

been dishonoured;

- f) court judgments or bankruptcy orders made against you;

- g) that, in the opinion of Optus, you have committed a serious credit infringement; and
- h) when Optus ceases to provide products or services to you.

8. You authorise Optus to disclose the information described in clause 7 to a credit reporting agency. You also authorise Optus to seek from or give to any credit providers authorised by you or named in a credit report or to other telecommunications providers (carriers or carriage service providers), and Optus' franchisees, agents, contractors and outlets, the same information and any other information on this form and any other information on your credit worthiness, credit history or credit capacity that credit providers are allowed to give under the Privacy Act.

9. You authorise Optus to obtain and use personal credit information (eg; your existing household loans and personal credit card history) for the purpose of considering an application by you for commercial credit; (to use the Optus service and your phone as a sole trader.) You authorise Optus to obtain and use commercial information about your commercial credit worthiness or commercial history (your existing credit record as a sole trader) when considering an application for consumer credit, for example where the Service will be used for domestic purposes.

10. Optus may refuse or cancel the supply of products or services on the basis of its credit assessment of you. You are entitled to see, and to correct, any credit information which Optus holds about you.