**To transfer ownership of a 1-Grid account, we require the following:**

**Old Account Holder:**

 All balances due on the account must be paid. (allow for up to 48 hours to process)

 Complete account details and sign authorization for transfer below

**New Account Holder:**

 Copy of ID

 Proof of address

 Complete account details and sign authorization for transfer below

**Note:** No requests for transfers of balances, invoices or claims between accounts will be considered. Both parties are required to complete the document before any changes can be made.

Client ID:

Account Holder Name & Surname: Mobile Number:

Telephone Number:

Email Address:

First Name:

Last name:

Company Name (Optional): Vat Number (Optional): Primary Email Address: Secondary Email Address:

Physical Address / Postal Address:

Telephone Number: Mobile Number:

ID / Passport Number:

**Current Account Holder Signature Section:**

By signing below, I acknowledge that I am responsible for all account charges incurred prior to account ownership being officially transferred and am authorizing 1-grid to relinquish my 1-grid account to the company/individual listed in the New Account Holder section of this letter.

Signature of **Current Account Holder** Print Name of **Current Account Holder**

Date:

**New Account Holder Signature Section:**

By signing below, I agree to 1-grid terms & conditions and acknowledge that I am responsible for all account charges after completing change of ownership.

Signature of **New Account Holder** Print Name of **New Account Holder**

Date: