



## EFTPOS TERMINAL

The majority of EFTPOS Terminals are hired from providers. The lease of the terminal will need to be reassigned to the new business owners with a copy of the lease then provided to the Purchasers bank (as part of the process of issuing a new merchant number).

**VENDOR ACTION:** Contact current EFTPOS Terminal provider and notify them of the business sale and agreed Possession Date.

COMPANY NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

**PURCHASER ACTION:** Contact current EFTPOS Terminal provider and obtain required documentation to complete the Lease Transfer.

## EFTPOS/CREDIT CARD PROCESSING

Retail Banks provide a Merchant Services or Business Services group who assist in the process of arranging EFTPOS, Credit & Charge Card Services. The Merchant or Business Service group will be the main contact point for termination of current electronic card processing services and establishment of the new service. The EFTPOS system is managed by ETSL which is jointly owned by ASB, BNZ, National Bank and Westpac Trust. Your bank should interface with ETSL so I do not believe any direct contact with this company will be required. This should be confirmed with your bank.

**VENDOR ACTION:** Contact the Merchant/Business Services group of your current Trading Bank and notify them of the business sale and Possession Date. Confirm with the group actions required to terminate existing electronic processing services.

**PURCHASER ACTION:** Contact the Merchant/Business Services group of your current Trading Bank and notify them of the business purchase, Possession Date and required card processing services you desire.

## INSURANCE

Existing Insurance cover on the Land & Buildings and Chattels requires to be terminated with new coverage arranged from the possession date. Often the existing insurer is the most competitive although recommended insurers can be sourced from industry support groups such as MANZ. It is imperative full coverage is obtained from the possession date.

**VENDOR ACTION:** Contact current Insurers and notify them of the business and/or Land & Buildings sale and agreed Possession Date.

COMPANY NAME \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

**PURCHASER ACTION:** Contact desired Insurer and arrange coverage as required from Possession Date.



## TELEVISION SERVICES

SKY and SATURN are a few of the predominant television service providers. The current provider should be contacted and notified of the business ownership change by both the Vendor and Purchaser.

**VENDOR ACTION:** Contact current Television service provider and notify them of the business sale and

Possession Date.

**COMPANY NAME** \_\_\_\_\_

**CONTACT** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**PURCHASER ACTION:** Contact current Television service provider and notify them of the business purchase, Possession Date and complete any required documentation/process.

## TELEPHONE SERVICES

Telecom and Telstraclear are some of the main telephony service providers. The current provider should be contacted and notified of the business ownership change by both the Vendor and Purchaser.

**VENDOR ACTION:** Contact current Telephony service provider and notify them of the business sale and

Possession Date.

**COMPANY NAME** \_\_\_\_\_

**CONTACT** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**PURCHASER ACTION:** Contact current Telephony service provider and notify them of the business purchase, Possession Date and complete any required documentation/process.

## FIRE ALARM MONITORING

A number of companies provide fire protection system monitoring (manual or automatic systems). The current service provider should be contacted and advised of the business ownership change.

**VENDOR ACTION:** Contact current Alarm Monitoring and notify them of the business sale and Possession Date.

**COMPANY NAME** \_\_\_\_\_

**CONTACT** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**FAX** \_\_\_\_\_

**PURCHASER ACTION:** Contact current Alarm Monitoring company and notify them of the business purchase, Possession Date and complete any required documentation/process.



## LEASED/RENTED PLANT & EQUIPMENT

Providers of any plant and equipment that is leased or rented by the business should be contacted by the Vendor and Purchaser and notified of the business ownership change. Any changeover process for existing agreements can then be completed. Examples may include rented Televisions, Whiteware, Computer Systems, Fire Protection Equipment etc.

EQUIPMENT \_\_\_\_\_  
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CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_  
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## OTHER SERVICE AGREEMENTS

Providers of any other services (for which agreements have been signed) should be contacted by both the Vendor and Purchaser to notify of the business ownership change. Any changeover process can then be completed. Examples may include PC System & Application Support, Internet Booking Services, Internet Advertising & Web Hosting, Rubbish Collection Services, Ground Maintenance, Building Maintenance, Pool Cleaning etc.

SERVICE \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_  
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## RECOMMENDATIONS

Purchasers entering a new locality will have no contacts for trade services. If desired the Vendor may wish to provide a list of those companies and individuals they have used in the locality. Examples may include Electricians, Plumbers, Computer Support, Television Repair, Spa/Pool Servicing, Commercial Washer/Dryer Repair etc.

SERVICE \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_  
CONTACT \_\_\_\_\_  
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