



## STAFF REQUEST TO UNLIST A MEMBER

**Please complete all sections and fax to Head Office on 07 5437 7230**

Account Name .....

Account Number .....

Licensee Area .....

Reason for Unlisting .....

.....

.....

.....

.....

.....

.....

Please unlist temporarily from ..... to .....

(Note: a member with a debit balance in their account can not normally be unlisted)

A reminder has been set in the notes programme for the relist date: ☐ Yes ☐ No

Remove from Promotional Email Lists: General Promotions ☐

Real Estate Promotions ☐

Unless this is a temporary unlisting, any Facility on this account will be reversed while a member is unlisted unless you request otherwise:

Reason Facility is retained .....

.....

.....

An entry has been made in the Notes Programme: Yes ☐ No ☐

Staff member: .....  
(name)

### Head Office Use Only

Letter sent: ..... Facility Removed: .....  
(Date) (Amount)

Licensee Advised ☐ Membership Accounts Officer Advised ☐

Unlisted by: ..... Date .....

Follow up on relisting by: .....  
(Date) (Name)