



STAFF REQUEST TO UNLIST A MEMBER

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

Account Name

Account Number

Agency Area

Reason for Unlisting

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.....

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.....

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)

Agent Advised ☐ Membership Accounts Officer Advised ☐

Unlisted by: Date

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