

LICENSEE / EMPLOYEE ACCESS REQUEST

This form is to be completed by Licensees and forwarded to Head Office whenever intranet access is required for a new staff member or area licensee.



PERSONAL DETAILS (See Privacy Notice below)

Name			
Position Title	Licensed Area		
Staff Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Temporary <input type="checkbox"/> Contract		
Start Date	End Date (for contract staff)		
Licensed Office Address			
Licensed Office Contacts	Phone:	Fax:	Mobile:
Home Address			
Home Contacts	Phone:	Mobile:	
Driver Licence Number	Personal email address:		

INFORMATION SYSTEMS REQUIREMENTS

Intranet Access

(Access to the E Planet Trade administration site will only be authorised upon receipt of this form at Head Office)

Please Provide:

- ☐ user access to the E Planet Trade Intranet Site
- ☐ a personalised email address **Include in Group Email Lists:** ☐ Sales ☐ Customer Support ☐ Admin
(default email address is employees first name, stop, then their first initial)

Default view preferred for Administration Notes System: ☐ Customer Support ☐ Administration ☐ Real Estate

Do you wish to have Print View as you default view in the Member Edit Section ☐ Yes ☐ No

Please note that a minimum of three working days is required for this form to be processed.

Licensee Authorisation	Name	
	Signature	Date
Processed by Info Systems	Name	Date

PLEASE FORWARD TO HEAD OFFICE WITHIN A WEEK OF A NEW LICENSEE / STAFF APPOINTMENT.

Admin use only

Username: _____ Password: _____

Staff Trade Accounts

Staff Trade accounts can only be established for the deposit of wages and can only be opened when an employee is receiving Trade as part of their wage; otherwise a 6-month waiting period applies. To open a Staff Trade Account you must accompany this form with a completed Membership application form to Head Office. Staff Trade Accounts can't be opened without a completed Membership application form. Should the holder of a staff account wish to receive trade credits from any other source, a separate account is required to be opened, the membership joining fee paid, and the relevant transaction fee on the purchase of goods and services, and on real estate or contractual purchases, will apply.

Information Privacy Notice

E Planet Trade Pty Ltd is collecting the information on this form to provide adequate resources for new employees to carry out their work tasks. E Planet Trade may disclose some, or all of this information, to appropriate agencies if required including to the country's Taxation authorities. For more information, E Planet Trade's Privacy Policy is available at <http://www.eplanettrade.com/copyright.htm#priv>.