

**1.1 - User Details**

**Send completed form to:**  
Robyn Gray  
The Association  
PO Box 106 661  
Auckland City

First name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
AMP Personal Number: \_\_\_\_\_  
Email address: \_\_\_\_\_ (this will also be your user-id)  
Business Name: \_\_\_\_\_ AB Number: \_\_\_\_\_

**1.2 - Type of change:**

New user  
 Reset password  
 Change of details (including email address/user-id) \_\_\_\_\_  
\_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Remove User (specify reason: \_\_\_\_\_)

**1.3 New or changed details**

Category:  Adviser Business/Roost Franchise staff or Practice Manager  
 AMP, Advicefirst or Roost Adviser  
 AMP Adviser Business Principal  
 The Association Executive Member  
 The Association Staff

**1.4 User undertaking**

1. I agree to protect my user-id and password at all times and to keep all The Association (formerly AABA) website material confidential at all times unless authorised otherwise in writing by The Association.
2. I understand that neither The Association, nor any of its employees, contractors or agents, are qualified to give legal, financial or taxation advice and are not Financial Advisers. Independent professional advice should be obtained where the reader requires it. Whilst all reasonable care has been taken in the production of material stored on the Association website, neither The Association, nor any of its employees, contractors or agents accept any responsibility or liability, for any element of its content or the content of any attachment, nor for the consequences of any made decision based on the contents of the website or its attachments.

Signed (Applicant): \_\_\_\_\_ Date: \_\_\_\_\_

**2.1 Business Approval (required for new Staff Applications)**

I support this application. This person is employed by my Business. I agree to advise The Association should this person's details (sections 1.1 – 1.3 above) change or if they leave my Business.

Signed: \_\_\_\_\_

Business Principal name \_\_\_\_\_ Date: \_\_\_\_\_

**3.1 Association Office Use:**

Processed by: \_\_\_\_\_ (name) Date: \_\_\_\_\_