

Website User Authorisation



www.theodist.com

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PO BOX 2507, LAE
MOROBÉ PROVINCE
Phone: (675) 472 5488

HAGEN
BUILDING C, UNIT 1
SECTION 6, MT HAGEN
Phone: (675) 7528 7200

Request type: ☐ New ☐ Existing ☐ Cancel/Remove Account Manager: _____

Business Name: _____

Account Code: _____

Credit Limit: _____

A. USER INFORMATION

User 1

First Name: _____

Last Name: _____

Position: _____

User Email: _____

Phone No.: _____

Website Roles (Please tick one)

☐ Business to Business User
(Approver)

☐ Purchasing Officer

☐ Account Officer
(No ordering functionality)

User 2

First Name: _____

Last Name: _____

Position: _____

User Email: _____

Phone No.: _____

Website Roles (Please tick one)

☐ Business to Business User
(Approver)

☐ Purchasing Officer

☐ Account Officer
(No ordering functionality)

User 3

First Name: _____

Last Name: _____

Position: _____

User Email: _____

Phone No.: _____

Website Roles (Please tick one)

☐ Business to Business User
(Approver)

☐ Purchasing Officer

☐ Account Officer
(No ordering functionality)

Website Role Definitions:

Business to Business User: Approves all online orders (Director/ Proprietor/ Authorised Signatory).

Purchasing Officer: Responsible for purchasing.

Account Officer: Accounts team role. No ordering functionality.

Documentary Requirements:

- Company IDs of the signatories
- 1 Government-issued IDs of the signatories

B. GUARANTEE AGREEMENT

I/We acknowledge the terms bound by the Theodist Account Application.

I/We are liable for the use of the Theodist Online Account access and that I/We are responsible for maintaining each user profile attached to the account listed on this form.

I am liable as a user created under this agreement, and that I will be the sole user with these credentials with authorised access, I will not share credentials and will ensure that these credentials are not misused.

I/We acknowledge that a user with full approval to the account may operate as an authorised user until Theodist receives a notice of amendment or cancellation in writing sent to Onlinesupport@theodist.com.pg or Onlinesales@theodist.com.pg.

I/We warrant that I/We are duly authorised to make an application for the Theodist Online User Account.

User 1 Signature:

Full Name: _____

Date: _____

Signature: _____

User 2 Signature:

Full Name: _____

Date: _____

Signature: _____

User 3 Signature:

Full Name: _____

Date: _____

Signature: _____

Authorised by Director/ Proprietor/ Authorised Signatory :

Full Name: _____

Date: _____

Signature: _____

Position: _____

Common Seal

Theodist office use only:

Approve by: _____

Date: _____

Signature: _____