

PERSONAL AND BUSINESS DETAILS UPDATE FORM



ECOM.ASR.S.14.10.2025

! This form should be electronically completed and signed by any listed director/s on the Tyro account. Please email the signed form from a listed Director’s email with all other listed director’s copied in. The form should be returned to **cs@tyro.com**. Note, this form is valid for 3 months from the date of signing.

I WANT TO USE THIS FORM TO (TICK ALL THAT APPLY):

Update my/our business’ contact details (Complete section 1, 2 & 4)

Update personal details (Complete section 1, 3 & 4)

1

CURRENT ENTITY DETAILS

Legal Entity Name

(Ensure this matches the entity name per the ABR website)

ABN

(Please ensure this is 11 digits)

Merchant ID(s)

To find your Merchant ID on your Tyro Pro machine, follow these prompts:
Hamburger Icon on the top left of the screen > Support > MID

To find your Merchant ID on your Mobile/CounterTop machine, follow these prompts:
Menu > Merchant Information > Merchant Name, MID & TID

2

UPDATE BUSINESS DETAILS

(LEAVE BLANK IF NO UPDATE REQUIRED)

New business/trading name (will appear on EFTPOS receipts)

New business phone number

New business/trading address

Suburb

State

Postcode

Business/Goods Description (please be as specific as possible)

EFTPOS Administrator full name

EFTPOS Administrator's email address

EFTPOS Administrator's mobile number

Make this user a group super user

"The EFTPOS Administrator can view and run reports, access forms, order EFTPOS machine paper, view and edit surcharging and view and create other user profiles in relation to your EFTPOS facility. You will be responsible for all transactions and activities conducted by your EFTPOS Administrator. A super user will be given access to all MIDs within your group with Tyro."

3

UPDATE PERSONAL DETAILS

(LEAVE BLANK IF NO UPDATE REQUIRED)

Changes will take effect the business day after Tyro processes the change, or at a nominated later date.

Next business day

Nominated effective date

DD MM YYYY

Existing person 1

Full Name

Email

Mobile Phone Number

Residential Address

Suburb

State

Postcode

Country of Residence

Existing person 2

Full Name

Email

Mobile Phone Number

Residential Address

Suburb

State

Postcode

Country of Residence

4

AUTHORISATION

Who needs to authorise this form:

- Changes to business details (section 2) requires authorisation by the entity’s Authorised Signatories. You may need 1 or 2 Authorised Signatories depending on your Administration Authority.
- Where changes to personal details are required (section 3), the person whose details are being updated must sign this form.

By signing this form:

1. I/We authorise Tyro to make the above change(s) to my/our details.
2. I/We consent to the collection, use and disclosure of personal information and credit information by Tyro in accordance with Tyro’s Privacy Statement & Consent (available at www.tyro.com/privacy-statement/) and Tyro’s Privacy Policy (available at www.tyro.com/privacy-policy/).

AUTHORISED SIGNATORY 1

Full Name

Signature

Date Signed

DD

MM

YYYY

AUTHORISED SIGNATORY 2

Full Name

Signature

Date Signed

DD

MM

YYYY