



WebCell Security Administrator Nomination

This form is to be used for nominating a staff member within your organisation to take on the role of WebCell Security Administrator. The individual you nominate will have full access all areas of WebCell, including sensitive accounting information such as invoices, orders and credit limits.

The Security Administrator role is tasked with the maintenance of WebCell User logins for your organisation so is pivotal in the control of access to WebCell for your organisation.

The nominated individual should:

- Be senior enough to be able to view sensitive accounting information;
- Be available to manage your WebCell users as and when the need arises (particularly removal of non-current staff members);
- Be unlikely to leave your firm in the short or medium term; and
- Be prepared to accept responsibility for the control of WebCell access.

If you choose not to nominate a Security Administrator, access to WebCell will not be available to your organisation.

Account Details

Cellnet Account Number _____
 Registered Name _____
 Trading Name _____
 ACN/ ABRN _____
 ABN _____

Authorised Representative

Name _____
 Position _____
 Telephone _____
 Facsimile _____
 Email _____

Name _____ Date _____
 Signature _____

Nominated Security Administrator

Name _____
 Position _____
 Telephone _____
 Facsimile _____
 Email _____

Name _____ Date _____
 Signature _____



Terms and Conditions

- As the Authorised Representative, you understand and agree to be bound by the Terms and Conditions stated herein and those that apply to your Cellnet Group Limited account;
- As the Nominated Security Administrator, you understand and agree to be bound by the Terms and Conditions stated herein and those that apply to your Cellnet Group Limited account;
- By nominating a Security Administrator, you agree to indemnify Cellnet Group Limited and its agents from any losses or damages, to the extent allowable by law, arising from unauthorised WebCell access by current or non-current staff of your organisation using logins managed by your Security Administrator;
- You agree to indemnify Cellnet Group Limited from any losses or damages caused by the Nominated Security Administrator leaving your organisation or otherwise becoming unavailable to manage WebCell logins in a timely manner;
- It is the responsibility of the Nominated Security Administrator to issue and revoke Webcell logins of individuals within your organisation, including but not limited to new employees and employees that are no longer employed within your organisation;
- The Nominated Security Administrator is responsible for the administration and security of Webcell login accounts for their nominated company account;
- You accept that it is your responsibility to ensure that only those authorised representatives within your organisation are given Webcell login accounts and that Cellnet Group Limited has no way of verifying the identity or authority of an individual that has accessed Webcell with a validly issued Webcell login issued by the Nominated Security Administrator;
- It is the responsibility of the Nominated Security Administrator to ensure that all activity undertaken while logged into Webcell is in accordance with their company's policies and the Terms and Conditions that apply to your Cellnet Group Limited account;
- Orders placed via Webcell will constitute a legally binding order upon Cellnet Group Limited;
- You accept that it is the responsibility of the Authorised Representative and or the Nominated Security Administrator to immediately inform Cellnet Group Limited of any suspected fraudulent activity related to your Cellnet Group Limited account or applicable Webcell logins;
- You acknowledge that this nominated security administrator will replace any and all existing nominated security administrators created by Cellnet Group Limited.
- Up to date terms and conditions governing the usage of WebCell can be found at http://www.webcell.com.au/Policy.do?task=terms_conditions

By signing this you have read and understood the Terms & Conditions listed above

Authorised Representative

Name _____ Date _____
Signature _____

Nominated Security Administrator

Name _____ Date _____
Signature _____

Please fax both pages of this completed security nomination form to 07 3853 5633

Office Use Only

User ID Created _____ Date _____

Processed By _____