

### CHANGE OF DATA – COMPLAINT REPORT FORM<sup>1</sup>

Date of report:	
Name of customer:	
Customer code:	
No. of invoice disputed:	
Amount of invoice disputed:	

#### I. Reporting a complaint regarding form

Changed, new basic data:	
Name	
Postal address	
Address of business premises	
Tax number	
Bank account no.	
Electronic address for sending the invoice	
Electronic notification address	
Other	
Details of previously submitted request for data amendment:	
Date of forwarding	
Method of report	
Postal organisation notified	

#### II. Deleting authorisations

User name	Reason for deletion

#### III. Adding main representative

Given name and surname	
Place and date of birth	
Mother's given name and surname at birth	
User name (if already given)	
User name (if not already given)	
E-mail address at organisation	
Telephone number at organisation	

<sup>1</sup> Magyar Posta provides for the use of the Change of Data - Complaint Report Form concerned in a separate amendment to the GTC.

E-mail address used for data modification (if different than the e-mail address at organisation)	
E-mail address used in status as a natural person	
Telephone number used in status as a natural person (if already registered, the telephone number used for registration)	

IV. Adding further authorised persons in addition to the organisation's main representative

given name and surname	
place and date of birth	
mother's given name and surname at birth	
user name (if already given)	
intended user name (if not already given)	
e-mail address at organisation	
telephone number at organisation	
e-mail address used in status as a natural person	
telephone number used in status as a natural person (if already registered, the telephone number used for registration)	
specifying the extent of authorisation to act on behalf of the organisation (e.g. the agreement code of the written contract for the person concerned)	
given name and surname	
place and date of birth	
mother's given name and surname at birth	
user name (if already given)	
intended user name (if not already given)	
e-mail address at organisation	
telephone number at organisation	
e-mail address used in status as a natural person	
telephone number used in status as a natural person (if already registered, the telephone number used for registration)	
specifying the extent of authorisation to act on behalf of the organisation (e.g. the agreement code of the written contract for the person concerned)	

V. Changing the alternative account names requested by the organisation

Old name (if its change is required)	New account name

VI. Complaint regarding content

Amount accepted from the sum total of the invoice:	
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Disputed items on the invoice				
Date of posting	Amount of own calculation on given day	Amount of invoice on given day	Difference	Reasons/comments

### Guide to completing the form

- I. Complaint regarding form: Complaint regarding the customer's basic data (changes in name, address, tax no., bank account no., etc.) submitted together with the invoice.
- Changed, new basic data: Only the new data need to be completed where appropriate.
- Details of previously submitted request for data amendment: If you have previously submitted information about changed basic data to Magyar Posta (without an invoice), please state here.
- II. Deleting authorisations User name used by the authorised person to log in on posta.hu  
If a user name is given for a user that is not authorised by the company, the deletion will not be made. If the request for deletion does not come from the Main Representative's e-mail address, the deletion will not be made. Each organisation must have at least one Main Representative. Thus if the deletion of the last Main Representative is requested, the deletion will not be made.
- IV. Adding further authorised persons in addition to the organisation's main representative Filling in the field "specifying the extent of authorisation to act on behalf of the organisation (e.g. the agreement code of the written contract for the person concerned)" is optional.
- VI. Content: Complaint about data regarding invoiced services. (Quantity, unit price, type of service, amendment of payment deadline, etc.)
- Disputed items on the invoice: Items for posting in the customer's own records as well as those on the invoice must be given in a daily breakdown.