**USER REGISTRATION / DEREGISTRATION FORM**

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| --- | --- | --- |
| This form is for use by an emsTradepoint Participant to add, edit or remove a User under their company account.  Please complete and submit to the emsTradepoint Support Desk: [supportdesk@emsTradepoint.co.nz](mailto:supportdesk@emtrade.co.nz) | | |
| Date |  | |
| Company Name (**Participant**) |  | |
| *Please delete as appropriate:*  Add / Edit / Remove[[1]](#footnote-1) User | |  |
| **User’s Details** | | |
| First Name |  | |
| Last Name |  | |
| Email Address |  | |
| Phone Number | - | |
| Mobile Number | - | |
| Company Admin[[2]](#footnote-2): | Yes / No (*Please delete as appropriate)* | |
| Trader[[3]](#footnote-3): | Yes / No (*Please delete as appropriate)* | |
| FM User[[4]](#footnote-4) (gas only): | Yes / No (*Please delete as appropriate)* | |
| Receive Text Alerts: | Yes / No (*Please delete as appropriate)* | |
| **SIGNED** for the **Participant**:  ........................................................................  Signature of Authorised Representative (not User)  ........................................................................  Name | | |

1. Please be aware that **any live orders for the user, remain live** and are the responsibility of the Company Admin to remove them. [↑](#footnote-ref-1)
2. emsTradepoint advises against setting a User to be both a Company Admin and a Trader. [↑](#footnote-ref-2)
3. Please be aware that a User’s ability to trade and associated trading permissions may be modified in the system at any time by a Company Admin. [↑](#footnote-ref-3)
4. FM Users are authorised to submit Force Majeure Certificates on behalf of the company via the Exchange Platform [↑](#footnote-ref-4)