My Account – Registration Form

Registering for [www.businessportal.vistra.com](http://www.businessportal.vistra.com) gives you total control over your online ordering and gives you access to a range of useful features including a My Account area.

Please complete this form and return to registrations@vistra.com. We will contact you shortly to confirm when your online account has been set up

|  |
| --- |
| **Your Company Details** |
| Account number (if known) |  |
| Company Name (if applicable) |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Town |  |
| County |  |
| Postcode |  | Tel |  |

|  |
| --- |
| **Administrator** |
| The administrator of the account will be able to add new users to the account, maintain existing users, place orders and access order history. |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Email Address |  |
| Position |  |
| Details for registering additional My Account Users can be entered on page 2 of this form. |

|  |
| --- |
| **Business Areas of Interest** |

 Company Formations

 Business Information

 AML/ID Verification¹

¹ This is a subscription service and user access will be controlled by the administrator(s) of the account. We will contact you to discuss adding this service to your account. If you require further information, please contact us on 0117 918 1466.

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| --- |
| **Authorisation** |

I am authorised to, and hereby agree to the Vistra Terms and Conditions as available on [www.businessportal.vistra.com](http://www.businessportal.vistra.com) on behalf of the company. I also agree on behalf of the company that any user added by the administrator(s) to the account is authorised by the company to place orders on behalf of the company.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Position |  |
| Date |  |

If you have any queries, please do not hesitate to contact us at registrations@vistra.com.

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Additional Users

|  |
| --- |
| **Additional User** |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Email Address |  |
| Position |  |
| My Account Administrator² | YES / NO |

|  |
| --- |
| **Additional User** |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Email Address |  |
| Position |  |
| My Account Administrator² | YES / NO |

|  |
| --- |
| **Additional User** |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Email Address |  |
| Position |  |
| My Account Administrator² | YES / NO |

|  |
| --- |
| **Additional User** |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Email Address |  |
| Position |  |
| My Account Administrator² | YES / NO |

|  |
| --- |
| **Additional User** |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Email Address |  |
| Position |  |
| My Account Administrator² | YES / NO |

²My Account Administrators will be able to add new users to the account, maintain existing users, place orders and access order history. Only Additional Users specifically indicated as a My Account Administrator will receive administrator access.