

|                      |       |                      |                                                                                        |
|----------------------|-------|----------------------|----------------------------------------------------------------------------------------|
| Reference No:        | _____ | Date:                | _____                                                                                  |
| Client / Account ID: | _____ | Processing Priority: | <input type="checkbox"/> Standard (24-48 hrs) <input type="checkbox"/> Urgent Security |

### 1. APPLICANT DETAILS

|                                            |       |
|--------------------------------------------|-------|
| Full Legal Name                            | _____ |
| Organization / Company (if applicable)     | _____ |
| Currently Registered Email Address         | _____ |
| Currently Registered Phone / Mobile Number | _____ |
| Full Billing / Residential Address         | _____ |
| City / State / Postal Code / Country       | _____ |

### 2. UPDATE DETAILS & REASON

|                             |                                                                                                                           |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Requested Modification Type | <input type="checkbox"/> Primary Email Address <input type="checkbox"/> Mobile/Phone Number <input type="checkbox"/> Both |
| New Primary Email Address   | _____                                                                                                                     |
| New Primary Phone Number    | _____                                                                                                                     |

#### Primary Reason for Update Request:

- |                                                                                      |                                                                                     |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Permanent loss of access to primary email box               | <input type="checkbox"/> Registered mobile number lost, SIM deactivated, or changed |
| <input type="checkbox"/> Security incident, compromise, or unauthorized attempt      | <input type="checkbox"/> Corporate domain migration / company name change           |
| <input type="checkbox"/> Rectification of typographical error during initial sign-up | <input type="checkbox"/> Transfer of account administration to authorized personnel |

### 3. REQUIRED VERIFICATION DOCUMENTS

- **Government-Issued Photo Identification:** A clear, unedited scanned copy or photo of a valid government-issued ID (Passport, National ID Card, Driving Licence, Voters Identity Card, or Permanent Account Number Card).
- **Verification Selfie with Photo ID:** A clear, well-lit photograph of the applicant holding the same original photo ID adjacent to their face, ensuring both the face and ID details remain crisp and fully legible.
- **Email Confirmation Record:** Verification dispatch originating from the currently registered email address (applicable if current email access is retained).
- **Supplemental Verification Artifacts:** Any additional documentation or identity proof explicitly requested by the Wondrhost Security Team to validate ownership.

### 4. ALTERNATE DOCUMENTATION REQUIREMENTS (LOSS OF EMAIL ACCESS)

In the event that you cannot access your registered email address, you must furnish the following items to verify identity and ownership:

- ☐ **Valid Wondrhost Service Invoice:** Official tax invoice issued within the last three (3) months corresponding to active services.
- ☐ **Payment Proof / Transaction Record:** Bank account statement, credit card slip, or digital payment receipt proving payment for Wondrhost services.
- ☐ **Completed & Executed Form:** Fully filled and physically signed copy of this E-mail and Phone Update Form.
- ☐ **Authorized Authorization Letter:** Official authorization letter on company letterhead signed and sealed (for corporate accounts).

**Important Notice:** Update requests submitted without access to the registered email address will strictly be processed following multi-tier manual authentication by the Wondrhost Security & Compliance Division.

### 5. APPLICANT DECLARATION & AUTHORIZATION

I hereby solemnly declare and affirm that all statement details, attached documentation, and identity records provided in this application are accurate, truthful, complete, and legally authentic. I authorize Wondrhost and its security personnel to perform necessary verification audits to confirm my identity and account ownership rights.

I explicitly acknowledge that submitting fraudulent, forged, altered, or deceptive documentation constitutes a severe violation of the Wondrhost Terms of Service and legal standards. If any information provided herein is found to be false or misleading, Wondrhost reserves the absolute right to reject this request, freeze or permanently terminate the account and all associated hosting services without prior notice, and initiate appropriate civil or legal remedies.

**Applicant Signature & Authorization:**

\_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Designation/Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Official Verification (Wondrhost Security):**  
**Status:** ☐ Approved ☐ Pending ☐ Rejected  
**Verifier Name:** \_\_\_\_\_  
**Date Verified:** \_\_\_\_\_  
**Remarks:** \_\_\_\_\_

