



## **Authority to Copy QikKids / Xplor Office Service information to New owner**

This form is required when services are buying/taking over an existing child care service and are requesting permission from the old owner to access their QikKids Web database as a part of the migration. Since the database is hosted in the QK Technologies / Xplor data centre, the seller must grant permission for QK Technologies/ Xplor to access the data and provide a copy of the information to the new owner.

**\*\*\*\*\* Orders will not proceed until this authority is returned \*\*\*\*\***

Please complete the form below including getting sign off from the seller/licensee and respond via return email you your orders case or email to [support@qktech.com.au](mailto:support@qktech.com.au) .

**\*Please ensure you do not end your bookings before the Migration takes place.\***

### **For customers purchasing a centre with an existing QikKids Web / Xplor database**

I, \_\_\_\_\_, the current QikKids Licensee/ Xplor Licensee, and authorised representative of < Insert Name of current Licensee>

\_\_\_\_\_, hereby authorise QK Technologies/Xplor to access and extract the  
<Insert Company Name of current licensee>

data for \_\_\_\_\_ with QikKids Support ID\* or Xplor Service

Id\* \_\_\_\_\_ - \_\_\_\_\_ <Insert Centre name>

from our database and provide a copy to \_\_\_\_\_

<New client name>

on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

<Insert Date of Transfer>

I also authorize for Parent Direct Debit information to be transferred **if possible**: YES ☐ NO ☐

**\*Please note we cannot move Parent Direct Debit Information from an Xplor Service back to QK**

Signature of current QikKids/Xplor Licensee: \_\_\_\_\_

Contact Number (mobile preferred): \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Centre Address Details:

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\*To find the QikKids Support ID, log into the QikKids centre and at the top of the screen you will see the Support ID in the format of (XXXX-XX). Supplying this ID will ensure the correct centre information is extracted.

\*To find the Xplor Service Id, Log into the Service, Go to Settings, Click on Service Settings, the Number listed under Service Settings Under ID is your Service ID

\*\* If more than 1 centre is involved in the transfer, please complete multiple forms or provide a separate list of centres including Centre name, address, QikKids Support ID. The New Owner reserves the right to move the data to the Office / Xplor Platform if they choose.

