



TeX Register Change Request – Designated Contact

Please amend designated contact details on behalf of the below TeX registered company:

Company Name: _____

Remove Contact

Contact type(s):
BAU Contact
Escalation 1st Tier
Escalation 2nd Tier
Nominated Corporate Representative
Relationship Manager
Agent

Name: _____

Job title: _____

E-mail: _____

Telephone: _____

Contact to retain TeX Register access:

Add Contact

Contact type(s):
BAU Contact
Escalation 1st Tier
Escalation 2nd Tier
Nominated Corporate Representative
Relationship Manager
Agent

Name: _____

Job title: _____

E-mail: _____

Telephone: _____



The TeX relationship manager must confirm and authorise all changes to TeX register access, please ensure this form is submitted by the TeX relationship manager*.

**To request a change to the TeX relationship manager please contact tex@tisa.uk.com.*

Next Steps

Save the completed form and send as an attachment by email to tex@tisa.uk.com.

The TeX administration team will action your request within 2 business days of receipt and request an update to the TeX register (usually completed within 2 business days).