

Customer Registration Change Request Form

Data Centre Location: Please put "✓" to the appropriate box

ONE (Kwun Tong) JUMBO (Tsuen Wan) MEGA-i (Chai Wan) MEGA Two (Fotan)

Company Information

Company Name (Full Name) _____	Customer Code _____
Requested by Authorized Person Name: _____	(Must be same as HK ID Card / Passport)
English Name: _____	(If any)
Email: _____	Tel: _____

Part A - Change for Company Information

Correspondence Address _____

Billing Address _____

Company Telephone No. _____ Company Fax No. _____

Receipt of Invoice By Post Only By Email Only* Both* * Please check E-Invoice box for the email a/c

Part B - Change for Contact Information

(1) Name (same as HK ID Card / Passport) _____ English Name _____ (If any)

Email _____ Tel _____

Change Nature: Add Delete ***Contact Type : Person-in-Charge Maintenance Emergency
 3rd party authorization Billing E-Invoice Cabling

(2) Name (same as HK ID Card / Passport) _____ English Name _____ (If any)

Email _____ Tel _____

Change Nature: Add Delete ***Contact Type : Person-in-Charge Maintenance Emergency
 3rd party authorization Billing E-Invoice Cabling

(3) Name (same as HK ID Card / Passport) _____ English Name _____ (If any)

Email _____ Tel _____

Change Nature: Add Delete ***Contact Type : Person-in-Charge Maintenance Emergency
 3rd party authorization Billing E-Invoice Cabling

*** Classification of Different Types of Registered Contacts: (More than 1 contact type can be chosen for 1 registered person)

		Contract Expiry & overdue payment issue notification	Add/remove Contacts of (1) - (7)	Authorize Third-party to access datacentre	Access Datacentre & Raise Remote-hand Request	Emergency Incident Notification
1	Person-in-charge	Yes	Yes	Yes	Yes	2nd choice
2	Maintenance Contact	No	No	No	Yes	2nd choice
3	Emergency Contact	No	No	No	Yes	1st choice
4	3rd Party Authorization	No	No	Yes	No	No
5	Billing Contact	The contact to which invoices and other billing related notices will be sent. If not registered, Invoices are sent to 'Accounts Department'.				
6	E-Invoice	The contact to receive invoices by email				
7	Cabling Contact	For MEGA-iAdvantage only. The contact who can raise cabling order, and receive cabling notices, eg A-end connects to B-End.				

Please fax back or email to our Customer Service Department
 Hotline: (852) 2208 8800
 Fax No. (852) 2505 8047
 Email: cs@iadvantage.net

Updated on 2016/10/03

Authorized Signature / Company Chop: