



Request No. _____



Change Request Form

Date: _____

Company Information

Company Name	_____	Customer Code	_____
Requested by Authorized Person	Name: _____		
	Email: _____	Tel: _____	

Type of Change

Company Name (IN FULL NAME)	_____		
Correspondence Address	_____ _____		
Billing Address	_____ _____		
Company Telephone No.	_____		
Company Fax No.	_____		
Person-In-Charge (1)	Name: _____		
	Email: _____	Tel: _____	
Person-In-Charge (2)	Name: _____		
	Email: _____	Tel: _____	
Person-In-Charge (3)	Name: _____		
	Email: _____	Tel: _____	
Emergency Contact	Name: _____		
	Email: _____	Tel: _____	
Maintenance Contact (1)	Name: _____		
	Email: _____	Tel: _____	
Maintenance Contact (2)	Name: _____		
	Email: _____	Tel: _____	

Please specify the type of change by putting (X) into the box provide

<input type="checkbox"/> Additional	<input type="checkbox"/> Replacement	<input type="checkbox"/> Deletion
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Authorized Signature / Company Chop:

Remark :

- (1) Only the Person-In-Charge, Emergency Contact and Maintenance Contact are allowed to access the **Data Centre** or call the NOC helpdesk at (852) 2208 8333
- (2) Only the Person-In-Charge are authorized to submit any Forms for services request or third party authorization

Please fax back or email to our Customer Service Department
 Hotline: (852) 2208 8822 Fax No. (852) 2505 8047 Email: netcs@iadvantage.net