

Customer Information Collection & Update Form

Please check the appropriate box

* Compulsory fields

Company Name	English*			
	Chinese			
Contact Person	Name*		Title	
Telephone No.	Office*		Mobile	
Email				
Corporate website				

Note:

1. At least one Contact information for Prime, Billing, Technical, Provision and Delivery purposes should be provided with consent in data collection by checked related box(es) at the last page of this form.
2. By default, Contacts would be applied to ALL our services and Technical Contact would be used for both fault and maintenance notification.
3. If customer would like us to delete existing Contact information, please specify in Additional Information of this form.
4. For update Authorization List of Data Centres, BRC, Managed Services, Security Services or Hosting Services (such as dedicated device), please contact our Customer Service or Account Manager to get related forms.

Purpose

 New Customer Information Collection
 Existing Customer Information Update

(Please fill in the required update session in the following tables)

Effective Date: _____DDMMYY, please allow 3 working days for processing

Address and Email

Request Action*: **Add** **Update existing address / email address for invoice**

(Please fill in the required update field(s))

Registered Address			
Postal Code		City	
Billing Address			
Invoice by Email	<input type="checkbox"/> Yes (Exclude Arcstar Service) Email Address: _____ For one email address only <input type="checkbox"/> No		
Business Registration number/ Tax number			

 Remarks: *please provide a copy of the Hong Kong Business Registration Certificate and/or the Certificate of Incorporation*

Contact

Contact 1

Request Action*: Add Update details of existing contact

Type * (Can select more than one)	<input type="checkbox"/> Prime <input type="checkbox"/> Billing <input type="checkbox"/> Technical <input type="checkbox"/> Provision <input type="checkbox"/> Delivery				
First Name*:	* <input type="checkbox"/> Mr. / <input type="checkbox"/> Mrs. / <input type="checkbox"/> Ms.	Last Name*:		Title*:	
Phone (Office)*:		Mobile:		Email*:	
Remarks:					

Contact 2

Request Action*: Add Update details of existing contact

Type * (Can select more than one)	<input type="checkbox"/> Prime <input type="checkbox"/> Billing <input type="checkbox"/> Technical <input type="checkbox"/> Provision <input type="checkbox"/> Delivery				
First Name*:	* <input type="checkbox"/> Mr. / <input type="checkbox"/> Mrs. / <input type="checkbox"/> Ms.	Last Name*:		Title*:	
Phone (Office)*:		Mobile:		Email*:	
Remarks:					

Contact 3

Request Action*: Add Update details of existing contact

Type * (Can select more than one)	<input type="checkbox"/> Prime <input type="checkbox"/> Billing <input type="checkbox"/> Technical <input type="checkbox"/> Provision <input type="checkbox"/> Delivery				
First Name*:	* <input type="checkbox"/> Mr. / <input type="checkbox"/> Mrs. / <input type="checkbox"/> Ms.	Last Name*:		Title*:	
Phone (Office)*:		Mobile:		Email*:	
Remarks:					

Contact 4

Request Action*: Add Update details of existing contact

Type * (Can select more than one)	<input type="checkbox"/> Prime <input type="checkbox"/> Billing <input type="checkbox"/> Technical <input type="checkbox"/> Provision <input type="checkbox"/> Delivery				
First Name*:	* <input type="checkbox"/> Mr. / <input type="checkbox"/> Mrs. / <input type="checkbox"/> Ms.	Last Name*:		Title*:	
Phone (Office)*:		Mobile:		Email*:	
Remarks:					

CONFIDENTIAL

All information on this form will be treated as confidential


Additional Information

Dimension Data China/ Hong Kong Limited, NTT Com Asia Limited and HKNet Company Limited (collectively, "we", "us" or "our") take your privacy seriously.

Please tick the relevant boxes below:-

You agree and consent to us collecting, using and disclosing your personal information as outlined in our Privacy Policy at <https://hello.global.ntt/en-us/legal/privacy-statement>. You understand that you can withdraw your consent or ask for correction of your personal data at any time by contacting us at ntthk.info.update@global.ntt. However, if you withdraw your consent, we may no longer be able to provide our services or products to you.

You confirm that you have explained the above provisions to the above mentioned individual(s) and that the individual(s) named in this form has read and understood these provisions and consent to our collection, use and disclosure of his/her personal information.

You would want to keep hearing from us about our products and services that maybe of interest to you. You can unsubscribe our product news via ntthk.unsubscribe@global.ntt at any time.

Authorized Signature with Company Chop

Date

Please email the completed form to ntthk.info.update@global.ntt

If you have any inquiries, please contact our Customer Service or Account Manager.

Customer Support Hotline: (852) 3793 0222

Internal Use Only

Customer subscribed service from: DD NTTCA

EMS Customer ID: _____

SAP Customer ID: _____

Account Group: Sold To Bill To/ Payer Ship To Sold To#: _____

Sales Org: _____ Customer Group: _____ Vertical /Industry Key: _____

Segmentation/Customer Class: _____ Nature of Relationship/ Legal Status: _____

Incoterms: _____

Handled By: _____ Date: _____

Customer Portal NAV SDS Direct