

## Data Centre Service - Request for Equipment Move-out Form

### 設備搬出表格

**Instruction 說明**

1. Please send completed form, with two (2) business days (Exclude Saturday) prior notice to Email: ntthk.creditcontrol@global.ntt. 請將完成的表格 · 在兩個工作天(星期一至星期五)或以前電郵到 ntthk.creditcontrol@global.ntt
2. If you do not receive the approval form (1) one day before visit, please phone to +852 3793 0222 for enquiry. 若在申請搬出日期前一天還未收到批准 · 請電+852 3793 0222.
3. The request form is valid for one week from the approval date. 本搬出表格在批准後一星期內有效。
4. Please bring along the approved Request for Equipment Move-out Form when you visit the Data Center. 搬出設備當日 · 請帶著已批准的表格。

Please fill in the form in BLOCK letters 請用正楷填寫

\* Compulsory fields 必須填寫

**1. Customer Information 客戶資料**

\*Company Name

數據中心客戶名稱:

\_\_\_\_\_

\*Date 日期:

(DD-MMM-YYYY)

\_\_\_\_\_

\*Your Name 姓名:

(same as HKID/Passport)

\_\_\_\_\_

\*Contact no.

聯絡電話:

\_\_\_\_\_

\*Valid ID 有效證件號碼:

(last 4 alphanumeric)

XXXX \_\_\_\_ \_

\* Fax no. 傳真:

\_\_\_\_\_

\*Data Center 數據中心:  Kwai Chung Data Centre

(Select one only)

Tai Po Data Centre

Tseung Kwan O Data Centre

\*Expected move-out

預期搬出:

\*Date 日期:(DD-MMM-YYYY)

\_\_\_\_\_

\*Time 時間:

AM/PM

\_\_\_\_\_

**CONFIDENTIAL**

All information on this form will be treated as confidential

**2. Details of Move-out Equipment 搬出設備詳情**
 All Equipment 所有設備       Partial Equipment 部分設備

*Description 種類	Model 型號	Serial number 序號	QTY 數量
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

# Please be reminded to fulfill the payment obligation irrespective any or all equipments have been moved out for reason other than normal service termination.

X
---

Authorized Signature with Company Chop

<b>Internal Use Only</b>
--------------------------

A/C

 Move-out GRANTED

Credit check by: \_\_\_\_\_

 Move-out DENIED

Approval date: \_\_\_\_\_

**DCSM** HK2    HK4    HK5

Checking: Account / NTT / Sales

Move-out granted: Yes / No

Received by customer: \_\_\_\_\_

Full Access right person: Yes / No

ID checked: Yes / No

Move-out ticket: \_\_\_\_\_

Labels removed: Yes / No

DCSM Staff: \_\_\_\_\_

Move-out date/time: \_\_\_\_\_

This printed copy may not be the latest version. Please verify against the electronic version in SharePoint prior to use.