



BBS/DIA Change of Service General / Change Account Information Form

Service Type: Business Broadband Service Dedicated Internet Access

For existing HGC Business Broadband or Dedicated Internet Access customer only. Please complete the form in English and send it by fax with your valid Business Registration to 1221.

Please select your choice with "✓".

Customer Information		
Account No.:	Circuit No.:	
Customer Name:	Contact Person:	
Contact Tel. No.:	Fax No.:	Changes Request Date: (DD/MM/YY)

*Change of Service will be effective in 5 working days upon our verification of the completed form. Please resend if no confirmation is received.

Change of Account Information	
<input type="checkbox"/> Change of Address	
New Business Registration Address:	
New Mailing Address:	
<input type="checkbox"/> Change of Administrative Contact	
New Administrative Contact Person:	New Contact Tel. No.:
New Email Address:	New Fax No.:
<input type="checkbox"/> Change of On Site Contact	
New On Site Contact Person:	New Contact Tel. No.:
New Email Address:	New Fax No.:

Remarks: _____

Customer Endorsement	
Company Stamp:	Authorized Signature:
	Name : _____ Title : _____ Date : _____

Internal Use Only

Industry	Sales Name & ID	Sales Signature
----------	-----------------	-----------------