



## Domain Name Service Form

**Service Type:**     **Business Broadband Service**     **Dedicated Internet Access**  
 **Superhub Hosted Exchange Email Service**  
 (Domain migration will be effective before 13:00)

**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 fill the form in English and select your choice with "✓".*

<b>(I) Customer Information</b> <i>(Please fill in ALL items)</i>			
Account No.:		Circuit No.	
Customer Name:		Contact Person:	
Contact Tel. No.	Fax No.:	Change Request Date: (DD/MM/YY)	
<b>(II) Owner Information</b> <i>(For Domain Name Application, Migration &amp; Transfer only. Please fill in ALL items)</i>			
Customer Name:		Business Registration No.: <i>(Please enclose a copy of the valid Business Registration Certificate)</i>	
Administrative Contact Person:	Email Address:	Contact Tel. No.:	Fax No.:
Business Registration Address:			

**\*Change of Service will be effective in 15 working days upon our verification of the completed form. Please resend if no reply is received.**

<b>(III) Domain Application</b>					
1 <sup>st</sup> Choice: _____		2 <sup>nd</sup> Choice: _____			
		HK\$400 each [SCH: SCHDNS400] / [BBS: DN400] / [DIA: DDN400] / [EH: EDN400]			
<b>(IV) Domain Migration / Transfer</b> <i>(HK\$400 each)</i> [SCH: SCHDNS400] / [BBS: DN400] / [DIA: DDN400] / [EH: EDN400]					
<input type="checkbox"/> Domain Migration		<input type="checkbox"/> Domain Transfer			
Domain Name: _____		Domain Type: <input type="checkbox"/> .com <input type="checkbox"/> .hk/ .com.hk			
URL: _____		<i>(For .com domain migration only)</i>			
AUTH Code: _____		<i>(For .com domain transfer or .hk/ .com.hk domain migration only)</i>			
Login: _____ / Password: _____					
Dual Password: _____					
Domain Name Service Configuration: <i>(Primary Server: dnshost1.on-nets.com; Secondary Server: dnshost2.on-nets.com)</i>					
<input type="checkbox"/> Primary & Secondary DNS service for the domain <i>(Customer shall apply / migrate domain name to HGC on their own)</i>					
<input type="checkbox"/> Secondary DNS Service		DNS setting to registrar for Secondary Server: dnshost2.on-nets.com or dnshost1.on-nets.com Primary Server: _____ (IP Address: _____) Infrastructure Setting: 118.143.251.105 / 203.184.245.105 / 118.143.251.106			
<b>(V) Existing Hosting Records</b> <i>(For Domain Migration &amp; Primary Hosting Service only. Default reverse DNS lookup)</i>					
<b>Name</b> (e.g. abc.com or www.abc.com)	<b>Record Types</b> (e.g. MX10, MX20, A, CNAME ...)	<b>Hostname or IP Address</b> (e.g. mail.abc.com or 210.0.255.233)			
<b>(VI) Renew/ Delete Domain</b> <i>(HK\$400 each)</i> [SCH: SCHDNS400] / [BBS: DN400] / [DIA: DDN400] / [EH: EDN400]					
Domain Name: _____		<input type="checkbox"/> Renew <input type="checkbox"/> Delete			
<b>(VII) Email Relay Service</b>					
<b>Service Name</b>	<b>Service Detail</b>	<b>Standard Monthly Service Fee</b>	<b>Add* / Delete^</b>	<b>Quantity</b>	<b>Total Monthly Service Fee</b>
Email Relay Service <small>[MR200]</small>	100MB Storage / Domain (Keep current 6 days only)	HK\$200 / month		Domain	HK\$
Extra Storage <small>[SB]</small>	Per MB (Email Relay Service Only)	HK\$20 / month		MB	HK\$
Domain Name: _____		Relay Server Name: relay.on-nets.com * please set Secondary MX record: relay.on-nets.com ^please delete Secondary MX record: relay.on-nets.com			



### Domain Name Service Form

**Terms and Conditions for Domain Name Service:**

1. Each domain name should comprise between 2 and 64 characters, with a combination of numerals "0 – 9", alphabet "a – z" and hyphen "-".
2. All domain names of Customers applied through HGC are also hosted by HGC.
3. The domain ".on-nets.com" is owned by HGC and Customer shall cease to use the same upon service termination.
4. Arrangement on domain name registration and payment:
  - (a) Local domain name (i.e. .hk domain):
    - (i) For domain name application through HGC, HGC shall be responsible for application and registration procedures. HGC will pay the first year domain name registration fee on behalf of the Customer and Customer shall reimburse the same to HGC. From the second year onwards and thereafter, Customer shall be responsible for the renewal procedures and all relevant costs as and when necessary, and to liaise with Hong Kong Domain Name Registration Company Limited ("HKDNR") directly for all matters arising therefrom.
    - (ii) For domain name migration to HGC, HGC shall be responsible for the migration procedures and Customer shall be responsible for the renewal procedures as well as all relevant costs relating to the migration. When the validity of migrated domain name falls due, Customer shall be responsible for the renewal procedures and all relevant costs as and when necessary, and to liaise with HKDNR directly for all matters arising therefrom.
  - (b) Global domain name (e.g.: .com domain):
    - (i) For domain name application through HGC, HGC shall be responsible for application and registration procedures. HGC will pay the first year domain name registration fee on behalf of the Customer and Customer shall reimburse the same to HGC. From the second year onwards and thereafter, Customer shall be responsible for the renewal procedures and all relevant costs as and when necessary, and to liaise with relevant domain name registry directly for all matters arising therefrom.
    - (ii) For domain name migration to HGC, HGC shall responsible for the migration procedures and Customer shall be responsible for the renewal procedures as well as all relevant costs relating to the migration. When the validity of migrated domain name falls due, Customer shall be responsible for the renewal procedures and all relevant costs as and when necessary, and to liaise with relevant domain name registry directly for all matters arising therefrom.
5. The actual processing time for the domain name registration is subject to the availability of the domain name and the processing time of the HKDNR / relevant domain name registry.
6. Customer shall nominate an administrative contact person to liaise with HKDNR / relevant domain name registry on matters relating to payment of official fees for the relevant domain name (if applicable).
7. For global domain name applied through or transferred to HGC, Customer acknowledges that the domain name can only be switched from HGC to another company through domain name transfer only.
8. Provision of Domain Name Service is conditional upon subscription of the BBS. Unless otherwise specified, the terms and conditions of BBS which by their nature or otherwise should be applicable to the Domain Name Service shall also apply upon subscription of the Domain Name Service.

**Terms and Conditions for Email Relay Service:**

1. HGC cannot and does not guarantee 100% of email delivery. HGC all relayed email will storage at HGC for 3 days subject to HGC's Email Relay Service platform capacity, availability and any other reasons beyond the control of HGC. HGC will not be liable to the Customer for any damage or loss that might be incurred due to any missing email delivery.
2. Provision of Email Relay Service is conditional upon subscription of the Business Broadband Service ("BBS"). Unless otherwise specified, the terms and conditions of BBS which by their nature or otherwise should be applicable to the Email Relay Service shall also apply upon subscription of the Email Relay Service.
3. Termination of the BBS will automatically lead to termination of the Email Relay Service as well as any value-added service subscribed for whereas the Email Relay Service could be terminated on its own by giving one month's prior written notice to HGC.
4. Expiration date of the contract periods of both the BBS and Email Relay Service will be aligned irrespective of whether both services are applied on the same date unless otherwise agreed between HGC and Customer.

Remarks: \_\_\_\_\_

<b>Customer Endorsement</b>		
<b>Company Stamp:</b>   	<b>Authorized Signature:</b>   	<b>Name</b> : _____  <b>Title</b> : _____  <b>Date</b> : _____

<i>Internal Use Only</i>			
<b>Sales Name &amp; ID</b>		<b>Sales Signature</b>	
<b>Onnet Circuit ID</b>		<b>EM Circuit ID</b>	