



## Change Account Information Request Form

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### Customer Information

Customer Name*:	_____		
Contact Person*:	_____	Contact Tel No.:	_____
Business Registration Number*:	_____	Fax No.:	_____
E-mail Login ID:	_____	Account No.:	_____

Note\*: Mandatory field

### Change of Billing Address

New Installation: \_\_\_\_\_

### Change of Administrative / Technical Contact

Administrative Contact*	Technical / LAN Admin Contact (if different from the Administrative Contact)
Name* _____	Name* _____
Tel. no / Mobile no.*: _____	Tel. no / Mobile no.*: _____
Email Address*: _____ <small>(Service Acknowledgement will be sent to this email address)</small>	Email Address*: _____

### Change of Bill Media

Please select monthly statement options:

E-mail Bill - please fill in the email account for bill receive \_\_\_\_\_ @ \_\_\_\_\_

Printed Bill - by post to New Billing Address as above

Note: Change request will be effective from next monthly bill.  
Details breakdown usage of network access time and data storage is only available on the electronic bill

### Administrator Account Information (Please select as appropriate:)

**Section 1 - Change Administrator Login ID**

Existing Email Login ID: \_\_\_\_\_ **New Email Login ID:** \_\_\_\_\_  
(PCCW email login ID)

Existing Email Login ID: \_\_\_\_\_ (System will generated a new login for Non-PCCW email user)

**Section 2 - Change Administrator Password**

Existing Email Login ID: \_\_\_\_\_ (Password will be synchronized with PCCW email password)

**Section 3 - Activate and Deactivate Administrator Service**

Activate  Deactivate

Existing Email Login ID: \_\_\_\_\_

**Section 4 - Service Request Date**

Expected Service Request Date: \_\_\_\_\_ (5 Working days is required)

### Fax Numbers for Form Return

Please tick for the appropriate service required

2634 0505 Single-Access (SA)

2250 4339 Always-on Broadband (AO)

2634 0175 Multi-Access (MA)

**Dedicated Internet Access (LL)**

**Premier Multi-Access (PMA)**

**Metro Internet Access (MI)**

### Personal Information Collection Statement *(Only applicable to a Customer who is signing this Application in his/her personal capacity or for and on behalf of a sole proprietor or a partnership)*

The personal data and other information ("Data") so provided under the Contract (including this Application) is collected, used and retained by HKT, in accordance with the requirements in the Personal Data (Privacy) Ordinance and the Privacy Policy Statement (which can be viewed at <http://www.hkt.com/legal/privacy.html>) which also governs, together with the applicable terms and conditions of the services provided under this Application, how the Data is used and to whom it is disclosed. For the purpose of processing of application and provision of those services and managing the service account, the Data could be used by and/or disclosed to affiliates or related companies of the PCCW Group, third party channel providers or other business partners and debt collection agents.

Subject to the Customer's right to choose whether to receive promotional gifts, discounts, offers or materials as suggested below, the information in the Contract (including this Application), including the Customer's contact information, service number and service account number, may be used in sending to the Customer notice of gifts, discounts, privileged offers, benefits and any other promotions related either to the Service being subscribed or to other kinds of goods and services, including telecommunications network services, computer peripheral, accessories and software, and the latest offers on various kinds of products or services including travelling, banking, entertainment, transportation, household, apparel, food and beverages, insurance, education, health and wellness, social networking, media and high-end consumer products. Request for accessing or correction of personal data or any enquiry about using data for marketing activities can be made in writing to the Privacy Compliance Officer at GPO Box 9896 or [privacy@pccw.com](mailto:privacy@pccw.com).

I/We, being the Customer under this Application, do not want to receive any promotional gifts, discounts, offers or materials as suggested above.

### Customer's Agreement

We, being the Customer under this Application, have read and hereby agree to all the terms and conditions of the Contract, including this Application (including the Personal Information Collection Statement of this Application, if applicable). We confirm that our signatory(ies) of this Application has/have been duly authorised by us, and that all information provided by us under this Application is up-to-date, complete, true and correct.

For and on behalf of the Customer  
(with Company Chop)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorised Signatory(ies)

*Change Account Information Request Form ver4.0\_(Feb-18-2014)*