

CHANGE OF COMPANY INFORMATION REQUEST FORM

客戶資料更改通知表格

Change of Co Name 更改公司名稱 *
(Please fill in Section A, D)

Change of Billing Address 更改郵寄地址
(Please fill in Section A, B, D)

Change of Contact 更改聯絡資料
(Please fill in Section A, B, D)

Change of Machine Location 更改安裝地址
(Please fill in Section A, C, D)

Section A

With effect from
請由 _____

please change the information of my company in your record as follows:
起將本公司在貴公司紀錄之公司資料更改如下：

Company Name
公司名稱 _____

New Company Name
更改後名稱 _____

Section B

Billing Address
郵寄地址 _____

Contact Person
聯絡人 _____ Tel No.
電話 _____

Email Address:
電郵 _____ Fax No.
傳真 _____

Section C

If different from Billing Address, please fill in machine location
如安裝地址同上，無需填寫安裝地址部分

Machine Location
安裝地址 _____

Contact Person
聯絡人 _____ Tel No.
電話 _____

Email Address:
電郵 _____ Fax No.
傳真 _____

Section D

Model No. # 型號	(1) _____	Serial No. # 出廠編號	(1) _____
	(2) _____		(2) _____
	(3) _____		(3) _____

For customer with more than three Canon products, please provide all model(s) and serial no.(s) on a separate sheet.
如客戶擁有超過三件或以上佳能產品，請另加紙寫上其他產品的型號和出廠編號。

Authorized Signature (Customer)
授權簽署 (客戶) _____

Date
日期 _____

Please complete this form, and then return to us by fax or email. 請填妥此表格後，傳真或電郵至本公司。

Fax no. 傳真號碼：(852) 2369-3884

Email Address 電郵地址：contract-mgmt@chk.canon.com.hk

Remarks 備註:

*For the change of company name, please send together with a copy of your latest Certificate of Change of Name and Business Registration Certificate to us.
*如更改公司名稱，請連同公司最新的更改名稱證書及商業登記證一併遞交至本公司。

Use of Personal Data 個人資料的使用:

Except with the consent of the customer concerned, the information provided in this Form will be used for the purpose of updating/correcting of customer account and other directly related purposes only.

除獲有關客戶的同意外，本表格上的公司資料只可用作更新/更改客戶資料及其他與之直接有關的目的。