

CHANGE OF COMPANY INFORMATION REQUEST FORM
客戶資料更改通知表格

<input type="checkbox"/>	Change of Co Name 更改公司名稱 * (Please fill in Section A, D)	<input type="checkbox"/>	Change of Billing Address 更改郵寄地址 (Please fill in Section A, B, D)
<input type="checkbox"/>	Change of Contact 更改聯絡資料 (Please fill in Section A, B, D)	<input type="checkbox"/>	Change of Machine Location 更改安裝地址 (Please fill in Section A, C, D)
<input type="checkbox"/>	Change of Machine Ownership 更改文儀器材擁有權 ** (Please fill in Section A, D)		

Section A

With effect from _____ please change the information of my company in your record as follows:
請由 _____ 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 _____

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 & Company Chop _____ Date _____
授權簽署及公司印鑑 _____ 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) 2301-1067

Email Address 電郵地址：svc_admin@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 / 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/商業登記證一併遞交至本公司。

**For the change of machine ownership, please attach a copy of the transferee's latest Business Registration Certificate with this form for our processing. Further procedures/documentation may be needed for this change and we will inform you once we have received your form.

**如更改文儀器材擁有權，請將受讓人最新的商業登記證連同此表格一併遞交至本公司，以便本公司於收到此表格後與客戶跟進其他更改所需的手續/文件。

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。