

**HKNet Digital Business Data Centre Service
Equipment Move Out Procedures**

- 1) Official request should be given to HKNet two (2) business days (exclude Saturday, Sunday and Public Holiday) before the said move-out date. Please fill in the “Request For Equipment Move Out Form” and fax back to 2110 0238 or email to account@hknet.com.
- 2) The approval normally takes one (1) business day for processing and subject to your account credit status with HKNet. Our policy is to approve equipment move out request if there is no outstanding debt of more than 30 days.
- 3) HKNet will fax back the approved form to the stated fax number at least one (1) business day before the requested move out date. You should call our Account Department at 2110 3640 or 2110 3388 if you have not received the said form.
- 4) Please bring along the approved Equipment Move Out Form to gain access to our Digital Business Data Centre for moving out arrangements. No equipment can be moved out without the approved Equipment Move Out Form.
- 5) HKNet reserves the right to check, and retain all your bags, luggage cart, or any containers that are being brought into our Digital Business Data Centre.
- 6) The Equipment Move Out Form is valid for one week from the approved date.
- 7) For urgent move out request, please contact our Accounting Department for immediate assistance.

Date: 1st September, 2003