



NTT Com Asia



**NTT Communications Hong Kong Data Centre
Authorized Access List**

Please complete and send back this form by email at auth-access@ntt.com.hk or by fax at 2110-0087. Our Account Services Management (ASM) Team will complete the processing and acknowledge you in 2 business days (Monday to Friday, excluding public holiday) via email. If you have any inquiry, please contact your Account Manager.

Customer Name*			
Authorized Contact*		Valid ID*	XXXX ____ (___)
Email*		Title	
Telephone / Mobile		Fax	
Account Manager		Email	

<A> Authorized Access List (Name should be same as ID Card) Please check the appropriate box

Name 1*		Action Type*	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
Title		Valid ID*	XXXX ____ (___)
Access Type*	<input type="checkbox"/> Full Access <input type="checkbox"/> Move in/Out & Access Locker <input type="checkbox"/> Move in/Out <input type="checkbox"/> Visit & Remote hand <input type="checkbox"/> Visit only <input type="checkbox"/> Remote hand only		
Access Period*	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (valid from _____ to _____)		
Name 2*		Action Type*	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
Title		Valid ID*	XXXX ____ (___)
Access Type*	<input type="checkbox"/> Full Access <input type="checkbox"/> Move in/Out & Access Locker <input type="checkbox"/> Move in/Out <input type="checkbox"/> Visit & Remote hand <input type="checkbox"/> Visit only <input type="checkbox"/> Remote hand only		
Access Period*	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (valid from _____ to _____)		
Name 3*		Action Type*	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
Title		Valid ID*	XXXX ____ (___)
Access Type*	<input type="checkbox"/> Full Access <input type="checkbox"/> Move in/Out & Access Locker <input type="checkbox"/> Move in/Out <input type="checkbox"/> Visit & Remote hand <input type="checkbox"/> Visit only <input type="checkbox"/> Remote hand only		
Access Period*	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (valid from _____ to _____)		
Name 4*		Action Type*	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
Title		Valid ID*	XXXX ____ (___)
Access Type*	<input type="checkbox"/> Full Access <input type="checkbox"/> Move in/Out & Access Locker <input type="checkbox"/> Move in/Out <input type="checkbox"/> Visit & Remote hand <input type="checkbox"/> Visit only <input type="checkbox"/> Remote hand only		
Access Period*	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (valid from _____ to _____)		

Note: 1. * Compulsory fields

- Maximum 4 name records are allowed in Authorized Access List
- Valid ID can be the ID of HK ID card, passport, traveling document, Hong Kong Driving license, staff card of HKSAR government or related organizations, staff card of public utilities (e.g. electricity, gas, TV, radio, etc.) or staff card of Telco.
- Access Type
 - Full Access has the right of add/change/delete authorized contact record, equipment move-in/out, access locker, visit and remote hand
 - Move in/Out & Access Locker has the right of equipment move-in/out, access locker, visit and remote hand
 - Move in/Out has the right of equipment move-in/out, visit and remote hand
 - Visit & Remote Hand has the right to access Data Centre and request remote hand service
- The Authorized Access List applied to all racks the customer subscribed in the above data centre.

** Remark**

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*The above information collected from you will be used for the purpose of authenticates your identity to access your subscribed rack(s) inside Data Centre and for internal used only.

I hereby confirm that I have read the Company's Terms & Conditions and agreed to abide by the same

 Authorized Signature with Company Chop
 Name:
 Title:

 Date