



Data Centre Service - Request for Equipment Move-out Form 設備搬出表格

Instruction 說明

- Please send completed form, with two (2) business days (Exclude Saturday) prior notice to **Accounts Department**, at fax: +852 2110 0238 / Email: creditcontrol@ntt.com.hk. 請將完成的表格，在兩個工作天(星期一至星期五)或以前傳真或電郵到 +852 2110 0238 / creditcontrol@ntt.com.hk
- If you do not receive the approval form (1) one day before visit, please phone to +852 3793 0128 for enquiry. 若在申請搬出日期前一天還未收到批准，請電+852 3793 0128.
- The request form is valid for one week from the approval date. 本搬出表格在批准後一星期內有效。
- Please bring along the approved Request for Equipment Move-out Form when you visit the Data Center. 搬出設備當日，請帶著已批准的表格。

Please fill in the form in **BLOCK** letters 請用正楷填寫

* **Compulsory fields** 必須填寫

1. Customer Information 客戶資料

*Company Name 數據中心客戶名稱: _____ *Date 日期:(DD-MMM-YYYY) _____

*Your Name 姓名: (same as HKID/Passport) _____

*Valid ID 有效證件號碼: (initial 5 alphanumeric) XXXX _____ *Contact no. 聯絡電話: _____

*Data Center 數據中心: (Select one only) Kwai Chung Data Centre Tai Po Data Centre Fax no. 傳真: _____

*Expected move-out 預期搬出: _____ *Date 日期:(DD-MMM-YYYY) _____ *Time 時間: _____ AM/PM

2. Details of Move-out Equipment 搬出設備詳情

	*Description 種類	Model 型號	Serial number 序號	QTY 數量
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

3. Move-out reason 搬出理由 (Please tick the appropriate box 請選擇)

Service Termination 終止服務 Maintenance 保養#

Please be reminded to fulfill the payment obligation irrespective any or all equipments have been moved out for reason other than normal service termination.

X

Authorized Signature with Company Chop

Approved by Accounts Department

Internal Use Only

A/C

Move-out GRANTED
 Move-out DENIED

Credit check by: _____
Approval date: _____

LNE/GNI

HK2 HK4

Checking: Account / NTT2 / Sales

Received by customer: _____

Move-out granted: Yes / No
Full Access right person: Yes / No

Move-out ticket: _____

ID checked: Yes / No
Labels removed: Yes / No

LNE/GNI Staff: _____

Move-out date/time: _____