



**Business Resumption Centre (BRC)
Authorization List**

Please complete and submit this form by email at auth-access@ntt.com.hk.
NTT Com Asia will complete the processing and acknowledge you in 48hrs via email. If you have any inquiry, please contact your Account Manager.

Customer Support Hotline: (852) 3793 0222

Company Name*			
Authorized Contact*	Valid ID* <small>(e.g. 7123 456(7))</small>	XXXX ____ (____)	
Email*	Title		
Telephone / Mobile*	Fax		
Account Manager	Email		

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

Name 1*	Title	Action Type* <small>(Select only one)</small>	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
Email Address	Mobile	Valid ID* <small>(e.g. 7123 456(7))</small>	XXXX ____ (____)
Authorization type* <small>(Please select only one)</small>	<input type="checkbox"/> Full Access <input type="checkbox"/> Request invocation/drill <input type="checkbox"/> Check in <input type="checkbox"/> Access HDD locker		
Access Period* <small>(Please select only one)</small>	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (valid from _____ to _____)		
Name 2*	Title	Action Type* <small>(Select only one)</small>	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
Email Address	Mobile	Valid ID* <small>(e.g. 7123 456(7))</small>	XXXX ____ (____)
Authorization type* <small>(Please select only one)</small>	<input type="checkbox"/> Full Access <input type="checkbox"/> Request invocation/drill <input type="checkbox"/> Check in <input type="checkbox"/> Access HDD locker		
Access Period* <small>(Please select only one)</small>	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (valid from _____ to _____)		
Name 3*	Title	Action Type* <small>(Select only one)</small>	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete
Email Address	Mobile	Valid ID* <small>(e.g. 7123 456(7))</small>	XXXX ____ (____)
Authorization type* <small>(Please select only one)</small>	<input type="checkbox"/> Full Access <input type="checkbox"/> Request invocation/drill <input type="checkbox"/> Check in <input type="checkbox"/> Access HDD locker		
Access Period* <small>(Please select only one)</small>	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (valid from _____ to _____)		

Note: 1. * Compulsory fields

2. Maximum two (2) "Full Access" are allowed in BRC Authorization List.

3. Valid ID can be last 4 digits of HKID card (e.g. 7123 456(7)), 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.

4. Authorization type: - "Full Access" has the right of add, change or delete name records, make invocation or drill request, check in BRC and access the

HDD locker

- "Request invocation /drill" has the right to make invocation or drill request, check in BRC and access the HDD locker.

- "Check in" has the right to check in BRC and access the HDD locker.

- "Access HDD locker" has the right to access HDD locker only.

5. Period of Temporary Access is less than 3 months.

 Remark

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Please tick the relevant boxes below:-

You agree and consent to us collecting, using and disclosing your personal information as outlined in our Privacy Policy at <https://www.hk.ntt.com/tc/terms-and-conditions/terms-of-use.html>. You understand that you can withdraw your consent or ask for correction of your personal data at any time by contacting us at auth-access@ntt.com.hk. However, if you withdraw your consent, we may no longer be able to provide our services or products to you.

You confirm that you have explained the above provisions to the above mentioned individual(s) and that the individual(s) named in this form has read and understood these provisions and consent to our collection, use and disclosure of his/her personal information.

CONFIDENTIAL
All information on this form will be treated as confidential



**Business Resumption Centre (BRC)
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You hereby confirm that you and each of the above mentioned individual(s) in the Authorized Access List have read and agreed to comply with Company's BRC Customer Handbook, Special Conditions for BRC and General Terms and Conditions.

Authorized Signature with Company Chop
Name:
Title:

Date