

**CONFIDENTIAL**

All information on this form will be treated as confidential

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

1. Please send completed form, with two (2) business days (Exclude Saturday) prior notice to Email: cs@ntt.com.hk. 請將完成的表格，在兩個工作天(星期一至星期五)或以前電郵到 cs@ntt.com.hk
2. If you do not receive the approval form (1) one day before visit, please phone to +852 3793 0222 for enquiry. 若在申請搬出日期前一天還未收到批准，請電+852 3793 0222.
3. 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。
4. 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: (last 4 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  
 Tseung Kwan O 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** All Equipment 所有設備  Partial Equipment 部分設備

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

# 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

Internal Use Only			
<b>A/C</b>	<input type="checkbox"/> Move-out GRANTED <input type="checkbox"/> Move-out DENIED	Credit check by: _____	Approval date: _____
<b>DCSM</b>	<input type="checkbox"/> HK2 <input type="checkbox"/> HK4 <input type="checkbox"/> HK5  Received by customer: _____  Move-out ticket: _____  DCSM Staff: _____	Checking: Account / NTT / Sales Move-out granted: Yes / No Full Access right person: Yes / No  ID checked: Yes / No Labels removed: Yes / No  Move-out date/time: _____	