



KONICA MINOLTA
CHANGE OF COMPANY INFORMATION REQUEST FORM

更改公司資料申請表

Please fill in & fax this form to Finance Department of our Company at 2516 9177 or email to bhkcust.info@konicaminolta.com.

請填妥此表格並傳真至本公司財務部 2516 9177 或 電郵至 bhkcust.info@konicaminolta.com。

From : Current Customer Name 現有客戶名稱* : _____
Current Customer Code 現有客戶賬號* : _____

Please ✓ whichever is appropriate 請於適用之方格內填上✓

- Change of Company Name 更改公司名稱 → Please complete Part A (charge refer to remark7) 請填寫甲部 (收費請參閱備註7)
 - Please provide a copy of the Certificate of Change of Name 請夾附公司更改名稱證明書副本
- Change of Billing address 更改郵寄地址 → Please complete Part B 請填寫乙部
- Change of Machine Location 更改器材位置 → Please Complete Part C 請填寫丙部
- Transfer of Existing Agreement(s) to new customer at new address 轉讓現有合約至其他公司 → Please complete Part A, B, C & D 請填寫甲、乙、丙及丁部
 - Please provide a copy of the Business Registration Certificate of the new company and meter count report(s) of all related machine(s) 請夾附新公司之商業登記証副本及所有需轉讓器材之咪錶報告
- Change of Contact Person 更改聯絡人 → Please complete Part D 請填寫丁部
 - Please provide business card of the new contact person 請夾附新聯絡人之名片
- Additional Services 附加服務 → Please complete Part E 請填寫戊部

Part A 甲部 : Change of Company Name 更改公司名稱 / Name of new customer to whom the Existing Agreement will be transferred 將現有合約轉移至新公司之名稱

New Company Name 新公司名稱 : _____

Part B 乙部 : New Billing Address 新郵寄地址

New Billing Address : Flat/Room 室 _____ Floor 樓 _____ Block 座號 _____

新郵寄地址 Building 大廈名稱 _____ Phase 期數 _____

Street 門牌及街道 _____ District 地區 _____

Contact Person 聯絡人 : _____ Tel. No. 電話 : _____

E-mail 電郵 : _____ Fax 傳真 : _____

Part C 丙部 : New Machine Location information 新器材位置

- All machine(s) under the existing agreement will be relocated to the above new billing address (in Part B); or 所有在現有合約的器材需遷往新郵寄地址 (見乙部)
- The following machine(s) should be moved to: 以下器材需遷往 :
Machine Model / Serial No. 器材型號 / 機身編號 Machine Location 器材位置 (Full address required 詳細地址)
- (1) _____
- (2) _____
- (3) _____

****If there are more than 3 Machines, please fill in Continuation Sheet I. 如多於3台器材，請填寫 Continuation Sheet I。***

Part D 丁部 : New Contact Person 新聯絡人

New Contact Person 新聯絡人 : _____ Title 職位 : _____

Tel. No. 電話 : _____ E-mail 電郵 : _____

Effective Date 生效日期 : _____ Fax 傳真 : _____

****If there are more than 1 Contact Person, please fill in Continuation Sheet I. 如多於1位新聯絡人，請填寫 Continuation Sheet I。***

Part E 戊部 : Additional Services (remark8) 附加服務 (備註 8)

- Date of Disassemble of Machine 拆機日期 _____
- Date of Installation of Machine 裝機日期 _____
- Date of Removal of Machine by the Company 由本公司協助搬運器材日期 _____

*Required fields 必須填寫



KONICA MINOLTA

Remarks 備註:

1. KONICA MINOLTA BUSINESS SOLUTIONS (HK) LTD (the “Company”) reserves the right to decline the above application unless **this application form is duly signed by** the authorized persons of **both Current** (based on our record) & **New Customer with their respective company chops.**
除非(根據本公司記錄之)現有客戶及新客戶之授權人於此申請表格上簽署並蓋上公司印鑑，否則柯尼卡美能達商業系統(香港)有限公司(“本公司”)有權拒絕是次申請。
2. It is at the Company’s sole discretion to **decline such application** if the **required document and/or information cannot be provided** by either Current or New Customer **within 7 days from the date of application received by the Company.**
如現有客戶或新客戶未能於本公司收到本申請表日期起計七日內提供申請所須之文件/資料，本公司有權拒絕是次之申請。
3. Transfer of Existing Agreement(s) to the new customer at new address shall **only be processed until all overdue charges** of the Document Service Agreement/Rental Agreement **under this application are settled.**
客戶必須先繳清有關本申請所涉及的 Document Service Agreement / Rental Agreement 內所有逾期未繳之費用，本公司方會處理轉讓現有合約至其他公司之申請。
4. **All meter count report(s) must be printed and faxed/mailed to the Company for determining the cut-off meter. Current Customer** is liable for **all meter charge(s) up to the meter reading shown in the meter report. New customer** will be liable for **all meter charge(s) thereafter from the meter reading shown in the meter report.**
客戶必須將所有咪錶報告列印及傳真或電郵至本公司，以釐訂截錶度數。現有客戶需負責支付咪錶報告內所列截錶度數之費用，新客戶將負責此截錶度數其後的費用。
5. In relation to Transfer of existing agreement(s) to new customer, **new customer** must sign a **new** Document Service Agreement / Rental Agreement **for succession of existing agreement (including the terms and conditions thereto) signed by the current customer under this application.**
就轉讓現有合約至其他公司，新客戶必須簽訂全新的 Document Service Agreement / Rental Agreement，以繼續履行現有客戶與本公司所簽訂之 **Document Service Agreement / Rental Agreement**，並受有關之條款及規則所約束。
6. Any amount of advance payment(s) or prepaid charge(s) made to the agreement(s) under this application shall be **dealt or settled** between **Current** and **New Customer** directly prior to submitting the transfer of existing agreement(s) to new customer. **The Company shall process any refund** of such advance payment(s) or prepaid charge(s) to neither the Current Customer nor the New Customer under the agreement(s).
提交轉讓現有合約申請前，現有客戶及新客戶必須先自行處理就本合約之預繳或已繳之款項。本公司將不會向現有客戶或新客戶退還有關合約之預繳或已繳之款項。
7. An administration charge of HK\$300 will be levied for change of Company Name.
公司轉名將徵收 HK\$300 行政手續費。
8. Additional services shall be subject to charge(s) before processing.
如需附加服務，本公司將徵收附加費。

Current Customer 現有客戶		New Customer 新客戶	
Authorized Signature & Company Chop 授權簽名及公司印鑑		Authorized Signature & Company Chop 授權簽名及公司印鑑	
Name 姓名*		Name 姓名*	
Title 職位*		Title 職位*	
Date 日期*		Date 日期*	

*Required fields 必須填寫

For Official Use Only 此欄只供本公司填寫

Completed by	Completed by	Completed by	Completed by
Finance Dept.	Sales Administration Dept.	Marketing & Corp Comm. Dept.	Customer Support Centre
Date	Date	Date	Date

(New Machine Location Information Form 新器材位置表格)

Current Customer Name 現有客戶名稱*: _____

Current Customer Code 現有客戶賬號*: _____

No. 編號	Model and Serial No. 型號與序號	Machine Location / New Contact Person & Tel. No. (If applicable) 器材位置 / 新聯絡人及電話號碼 (如有)
1		
2		
3		
4		
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*Required fields 必須填寫

Authorized Signature & Company Chop 授權簽名及公司印鑑
(Current Customer 現有客戶)