

BBS Change of Service General / Change Account information Form

Account No.: _____

For existing HGC business broadband customer only. Please complete the form in English and send it by fax with your valid Business Registration to **1221**. Kindly send the original by mail to the address above.

Company Name: _____ Contact Tel. No.: _____

Contact Person Name: _____ Fax No.: _____

Changes Request Date: _____ (D/M/Y) Circuit No.: _____

*Changes of Service will be effective in 5 working days upon our verification of the completed form. Please resend if no confirmation is received.

Please select your choice with "X".

Change of Account Information

New Correspondence Address

New Billing Address (if different from the above address)

**New Administrative
Personnel Contact:**

Contact Tel. No:

New Email Address:

Fax No.:

**New Technical
Personnel Contact:**

Contact Tel. No:

New Email Address:

Fax No.:

Remarks: _____

Acknowledgment Signature and Company Chop: _____

Signatory Name:

Title: _____ **Date:** _____

Official Use Only

Salesman Name & Code

Salesman Signature & Chop