HGC
Hutchison Global Communications

Order Reference: _____
Fax Number: _____
Attention: _____

HGC Broadband Internet Services Application: Change of Service Form (SCFM-F1)

Account No.: _____ VCN: _____ Order No.: _____

For School only, Please fill the form in English and return by fax at **3167 1460 / 2123 9922**

School Information		
School Name		
Broadband Installation / Relocation Address		
School Correspondence/Billing Address(if different from above address)		
Contact Person (in English / 中文)		Title / Position
Contact No.	Fax No.	E-mail Address (necessary)

Service Request from School

A. [ ] Change Account Information: *** Upgrade Period From** _____ **to** _____

B. [ ] Add IP(s): Add _____ IP(s) Charge $: _____

C. [**X**] Upgrade Bandwidth: From _____ Mbps to 100 Mbps Charge $: Waived

D. [**X**] Downgrade Bandwidth: From 100 Mbps to _____ Mbps Charge $: Waived

E. [ ] Email Relay Service (for customer not using HGC email server) HK$ 200 per month for first 100MB storage [SCHMR] Charge $: _____
HK$ 20 per extra 1MB per month [SCHES20] ____MB Charge $: _____
School Domain Name (if administrated by HGC): _____
Customer MUST update MX record of their email server and set "relay.on-nets.com" as the secondary MX in order to enjoy the service.

F. [ ] Change Service Plan ☐ HGC efax no. _____ New Tariff Plan: ☐ PF3 ☐ PF4 ☐ PF5

G. [ ] Termination ☐ HGC efax no. _____ ☐ Others: _____

H. [**X**] Others/Remarks (Please specify) : **2 weeks Bandwidth Upgrade for Internet Debate Programme**

Authorized Signature:	School Chop:	Date:
×		

For HGC Use Only

SCFM

Faxed Date:	Requested Service Date:
Authorized Signature:	Date:

Service Reply Slip

OSUP

To Customer:

Your requested service has been acknowledged on _____ DD _____ MM _____ YY.

For Order Enquiry, Please Call : 2128 2270