



**NTT Communications Hong Kong Data Centre
Authorized Access List**

Please complete and submit this form by email at auth-access@ntt.com.hk or by fax at 2110-2291. NTT Com Asia will complete the processing and acknowledge you in 48hrs via email. If you have any inquiry, please contact your Account Manager.

<A> Requestor Information (All fields with * must be filled in)

Company Name*		Data Centre Location	Tai Po DC
Authorized Contact*		Valid ID* <small>(e.g. 7123 456(7))</small>	XXXX ____ (____)
Email*		Title	
Mobile*		Fax	
Account Manager		Email	

** Authorized Access List (Name should be same as 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 ____ (____)
Access Type* <small>(Please select only one)</small>	<input type="checkbox"/> Full Access <input type="checkbox"/> Visit & Remote hand	<input type="checkbox"/> Move in/Out & Access Locker <input type="checkbox"/> Visit only	<input type="checkbox"/> Move in/Out <input type="checkbox"/> Remote hand only		
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 ____ (____)
Access Type* <small>(Please select only one)</small>	<input type="checkbox"/> Full Access <input type="checkbox"/> Visit & Remote hand	<input type="checkbox"/> Move in/Out & Access Locker <input type="checkbox"/> Visit only	<input type="checkbox"/> Move in/Out <input type="checkbox"/> Remote hand only		
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 ____ (____)
Access Type* <small>(Please select only one)</small>	<input type="checkbox"/> Full Access <input type="checkbox"/> Visit & Remote hand	<input type="checkbox"/> Move in/Out & Access Locker <input type="checkbox"/> Visit only	<input type="checkbox"/> Move in/Out <input type="checkbox"/> Remote hand only		
Access Period* <small>(Please select only one)</small>	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (valid from _____ to _____)				
Name 4*		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 ____ (____)
Access Type* <small>(Please select only one)</small>	<input type="checkbox"/> Full Access <input type="checkbox"/> Visit & Remote hand	<input type="checkbox"/> Move in/Out & Access Locker <input type="checkbox"/> Visit only	<input type="checkbox"/> Move in/Out <input type="checkbox"/> Remote hand only		
Access Period* <small>(Please select only one)</small>	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (valid from _____ to _____)				

Note: 1. * Compulsory fields

- Maximum 4 name records are allowed in Authorized Access List
- Valid ID can be last 4 digits of HK ID 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.
- Access Type
 - Full Access has the right of add/change/delete authorized contact record, equipment move-in/out, access locker, visit and remote hand
 - Move in/Out & Access Locker has the right of equipment move-in/out, access locker, visit and remote hand
 - Move in/Out has the right of equipment move-in/out, visit and remote hand
 - Visit & Remote Hand has the right to access Data Centre and request remote hand service
- The Authorized Access List applied to all racks the customer subscribed in the above data centre.
- Period of Temporary Access is less than 3 months.

<C> Remark

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*The above information collected from you will be used for the purpose of authenticates your identity to access your subscribed rack(s) inside Data Centre and for internal used only.

I hereby confirm that I have read the Company's Terms & Conditions and agreed to abide by the same

Authorized Signature with Company Chop
Name:
Title:

Date