

Application for Transfer of Agreement(s) / Change of Company Name

轉讓合約或更改公司名稱申請書

Please fill in the form in English and email the form with all required documents to fna@ricoh.com.hk.

請以英文填寫此表格連同相關文件電郵至 fna@ricoh.com.hk。

Part A 甲部 – Please select the type of application 請選擇適當的地方

Transfer of Agreement(s) – Please attach copy of valid B.R. certificate of new owner
需轉讓合約 - 請附上新公司之商業登記證

Change of Company Name – Please provide Certificate of Change of Name (C.R.)
需更改公司名稱 - 請附上公司更改名稱證書

Part B 乙部 – Current Customer Information 現有客戶資料

Company Name 公司名稱 : _____
Customer No. 客戶編號 : _____ Contact Person 聯絡人姓名 : _____
Telephone No. 電話號碼 : _____ Fax No. 傳真號碼 : _____
Email Address 電郵地址 : _____

Part C 丙部 – New Customer Information 新客戶資料

Company Name 公司名稱 : _____
Customer No. 客戶編號 : _____ Contact Person 聯絡人姓名 : _____
Telephone No. 電話號碼 : _____ Fax No. 傳真號碼 : _____
Email Address 電郵地址 : _____

Billing Address 賬單地址

Flat/ Room 室 _____ Floor 樓 _____ Block 座號 _____
Building 大廈名稱 _____ Phase 期數 _____
Street 門牌及街道 _____
District 地區 _____ HK / KLN / NT 香港 / 九龍 / 新界

Serial No. 機身編號 _____ Machine Location 器材位置地址 _____
(No need to fill in if machine address is same as billing address 如與賬單地址一樣，不必填寫)

Part D 丁部 – Proposed Effective Month 建議生效月份

Agreement No. 合約編號 _____ Proposed Effective Month (MM/YY) 建議生效月份 (月/年) _____

Upon receipt of this application, we will contact you to confirm details and the effective month.

收到此申請後，我們會聯絡您以跟進客戶資料及確認生效日期。

*If there is not enough space on this page, please use the appendix. 如本頁空間不足，請使用附錄填寫。

Remarks 備註：

1. The liabilities and obligations of Current Customer regarding the agreement(s) under this application will be released and discharged only when:
 - a. all overdue charges related to the agreement(s) under this application are fully settled,
 - b. a new agreement is successfully entered between New Customer and Ricoh Hong Kong Limited (“RHK”) for the succession of Current Customer’s agreement(s) under this application, and
 - c. subject to the final approval of RHK.

現有客戶於本申請所涉及的合約下之責任及義務將在達成以下條件後予以解除：

- a. 現有客戶必須先繳清有關本申請所涉及的合約內所有逾期未繳之費用；
- b. 新客戶必須與理光(香港)有限公司 (“理光”) 簽訂新合約，以繼續履行現有客戶與理光所簽訂之合約；
- c. 經理光最終批准。

2. All final meter record must be provided to RHK for determining the cut-off meter reading. Current Customer is liable for all meter charge(s) up to the meter reading shown in the meter report, while New Customer will be liable for all meter charge(s) thereafter from the meter reading shown in the meter report.

現有客戶必須向理光提供所有咪錶報告，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。

3. Any advance payments or prepaid charges related to the agreement(s) under this application shall be settled directly between Current and New Customer. RHK shall not refund any advance payments or prepaid charges to neither Current Customer nor New Customer.

提交轉讓現有合約申請前，現有客戶及新客戶須自行處理就本合約之預繳或已繳之款項。理光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。

4. This application shall not be processed if it is not duly signed by the authorized persons of both Current Customer and New Customer with the respective company chops.

如現有客戶及新客戶之授權人未能於此申請表格上簽署並蓋上公司印鑑，理光有權拒絕是次申請。

5. This application shall be suspended if any required documents or information cannot be provided by either Current Customer or New Customer to RHK within 1 month.

如現有客戶或新客戶未能於一個月內提供申請所須之文件或資料，理光有權暫停是次申請。

6. An administration fee as specified in the agreement(s) under this application shall be charged for Change of Company Name. If not specified, HK\$200 per agreement will be charged.

公司轉名將徵收合約上註明之行政手續費。如合約上未有註明，本公司將收取每份合約HK\$200的行政手續費。

7. This application is subject to the final approval of RHK.

有關上述申請更改，理光保留最終決定權。

For and on behalf of
[Current Customer]

For and on behalf of
[New Customer]

Authorized Signature with Current Customer Company Chop
現有客戶授權簽名及公司印鑑

Authorized Signature with New Customer Company Chop
新客戶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

