

**Website Solution Limited**

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### Change of Contact Request Form

If you want to update the contact information, please complete the following form and return to Website Solution Limited, either by fax, or mail.

Domain Names: \_\_\_\_\_  
(If you have multiple domains, please specify all your domains for bulk contact update, e.g. abc.com , def.com.hk)

Customer Last Name: \_\_\_\_\_ Customer First Name: \_\_\_\_\_

Organization: \_\_\_\_\_

BR Number: \_\_\_\_\_ (for company) HKID: \_\_\_\_\_ (for personal)

New Address: \_\_\_\_\_  
\_\_\_\_\_

Primary Email: \_\_\_\_\_ Backup Email: \_\_\_\_\_

New Contact Number: ( ) \_\_\_\_\_ New Mobile: ( ) \_\_\_\_\_

New Fax: ( ) \_\_\_\_\_

Remark: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature and Company Chop)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_  
(DD/MM/YYYY)

**Notes:**

- When we receive the form, we will use the original contact information (either by phone or email) to verify the change.
- We will update customer information only, but not domain registration information.
- If customer change their company names, customer must fax (or mail) a formal notification letter with company letterhead, authorized signature, and company chop.