



## CHANGE OF COMPANY CONTACT INFORMATION REQUEST FORM

(Please email salesops@globaletrade.services or fax to 68877429, attention to Sales Operations)

### SECTION 1 : INFORMATION ON COMPANY AND REQUESTOR PERSONNEL

Company Name : \_\_\_\_\_ Account Id :   
Requestor's Name : \_\_\_\_\_ Contact No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_ Fax No. : \_\_\_\_\_

### SECTION 2 : INFORMATION TO BE UPDATED

Please tick (✓) the box and complete the particulars to be updated :

**Company Correspondence Address**  **Contact/Fax Number**  
New Address : \_\_\_\_\_ New Contact No. : \_\_\_\_\_  
\_\_\_\_\_ New Fax No. : \_\_\_\_\_  
\_\_\_\_\_

Postal Code:

**Contact Person**  
Current Contact Person New Contact Person  
Salutation: (Dr/Mr/Ms/Mdm) \_\_\_\_\_ Salutation: (Dr/Mr/Ms/Mdm) \_\_\_\_\_  
Name : \_\_\_\_\_ Name : \_\_\_\_\_  
(Please underline surname) (Please underline surname)  
Designation : \_\_\_\_\_ Designation : \_\_\_\_\_  
Contact No. \_\_\_\_\_ Contact No. \_\_\_\_\_  
Fax No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Decision Maker**  
Current Decision Maker New Decision Maker  
Salutation: (Dr/Mr/Ms/Mdm) \_\_\_\_\_ Salutation: (Dr/Mr/Ms/Mdm) \_\_\_\_\_  
Name : \_\_\_\_\_ Name : \_\_\_\_\_  
(Please underline surname) (Please underline surname)  
Designation : \_\_\_\_\_ Designation : \_\_\_\_\_  
Contact No. \_\_\_\_\_ Contact No. \_\_\_\_\_  
Fax No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Billing Administrator**  
Current Billing Administrator New Billing Administrator  
Salutation: (Dr/Mr/Ms/Mdm) \_\_\_\_\_ Salutation: (Dr/Mr/Ms/Mdm) \_\_\_\_\_  
Name : \_\_\_\_\_ Name : \_\_\_\_\_  
(Please underline surname) (Please underline surname)  
Designation : \_\_\_\_\_ Designation : \_\_\_\_\_  
Contact No. \_\_\_\_\_ Contact No. \_\_\_\_\_  
Fax No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

### SECTION 3 : AUTHORISATION

I certify that all the above information given are correct and true :

Signed for and on behalf  
of the Subscriber : \_\_\_\_\_ Company Stamp : \_\_\_\_\_  
Name & Title of Signatory : \_\_\_\_\_ Date : \_\_\_\_\_

### SECTION 4 : FOR OFFICIAL USE ONLY

Action By (Name, Signature, Date) : \_\_\_\_\_