

Company ID : _____ (required) Company Name : _____

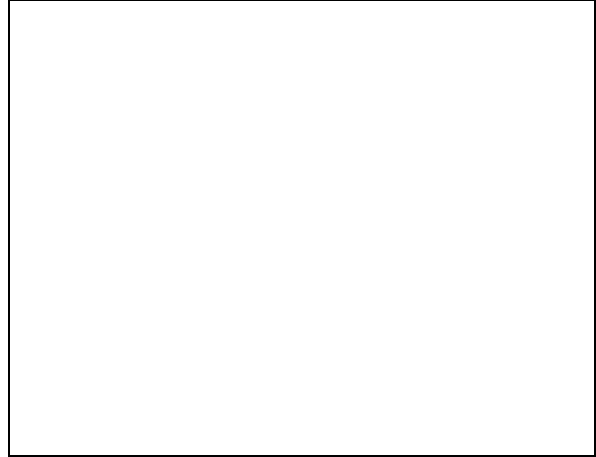
***** Fill in CHANGES only *****

Email: register@oneport.com

1. Update Company Information & System Role					
<input type="checkbox"/> Change	Company Address	(Business Registration copy required)			
<input type="checkbox"/> Change	Correspondence Address				
2. Update Contact Information					
General Contact					
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Name		Po st		Tel
	Fax		Email		
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Name		Po st		Tel
	Fax		Email		
Billing Contact (for receiving OnePort's consolidated bills)					
<input type="checkbox"/> Change	Name		Po st		Tel
	Fax		Address		
<input type="checkbox"/> Change	Email				
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Email CC List				
System administrator (for receiving login info of admin account* & user account)					
<small>* admin account allows your system administrator to add/ delete user accounts and change password</small>					
<input type="checkbox"/> Change	Name		Po st		Tel
	Fax		Email		
3. Update Email for Receiving eLOI Notifications (For Freight Forwarders only)					
4. Update Email for Receiving eRO Notifications					

5. Update Company Chop
(For Freight Forwarders, Shippers & Trusted Agents (Consignee) only)

Please clearly affix your company chop within the box given on the right. The image of your company chop will be further scanned and saved in the eRO system for preparation of eLOI in the system in future.
** Please send the original copy of this form to us by mail.*



We, hereby, confirm and submit the above changes for updating the record.

Sign & Stamp

Date