

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

Email: register@oneport.com

Company ID : _____ **(required)** **Company Name :** _____

* Please tick appropriate box

1. Update Company Information						(Business Registration copy required)	
<input type="checkbox"/>	Change	Company Address					
<input type="checkbox"/>	Change	Correspondence Address					
2. Update Contact Information							
Company in-change/decision maker contact (Business Owner,CEO,MD,GM,etc.)							
<input type="checkbox"/>	Change	Name		Post			
		Email		Tel			
Finance in-charge/decision maker contact (CFO,Finance Controller, Finance Manager,etc.)							
<input type="checkbox"/>	Change	Name		Post			
		Email		Tel			
System Service Controller							
<small>*An authorized person who is responsible and accountable for and undertaking the maintenance of user account activities and supervision, including the collection and management of user system passwords and system service usage and enrollment rights. This person should hold a managerial position in your company and be confirmed by the company's management.</small>							
<input type="checkbox"/>	Change	Name		Post			
		Email		Tel			
Who is responsible for the settlement of OnePort service charges? (e.g. Finance)							
<small>*An authorized person who is responsible for the settlement of service fee and download monthly billing statement.</small>							
<input type="checkbox"/>	Change	Name		Post		Tel	
		Email					
<input type="checkbox"/>	Add	Email					
<input type="checkbox"/>	Delete	Email					

Service Administrator - eRO service

*An authorized person who is responsible and accountable for eRO service, who will be able to receive logon information of members of user account in the services, including passwords. (limited to the eRO service member only, for other service user information, please contact " System Service Controller")

<input type="checkbox"/> Change	Name		Post	
	Email		Tel	

Service Administrator - eXport service

*An authorized person who is responsible and accountable for eXport service, who will be able to receive logon information of members of user account in the services, including passwords. (limited to the eXport service member only, for other service user information, please contact " System Service Controller")

<input type="checkbox"/> Change	Name		Post	
	Email		Tel	

3. Update Email for Receiving eLOI and eRO Notifications

<input type="checkbox"/> Add	
<input type="checkbox"/> Delete	
<input type="checkbox"/> Change	

4. 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 future.

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

Sign & Stamp

Date