ONEPORT 一路通

ONEPORT LIMITED
CHANGE REQUEST FORM

*** 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)
☐ Change	Company Address	
☐ Change	Correspondence Address	

2. Update Contact Information

Company in-change/decision maker contact (Business Owner,CEO,MD,GM,etc.)

☐ Change	Name		Post	
	Email		Tel	

Finance in-charge/decision maker contact (CFO,Finance Controller, Finance Manager,etc.)

☐ Change	Name		Post	
	Email		Tel	

System Service Controller

*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 permission and service enrollment rights. This person should hold a managerial position in your company and be confirmed by the company's management.

☐ Change	Name		Post	
	Email		Tel	

Who is responsible for the settlement of OnePort service charges? (e.g. Finance)

*An authorized person who is responsible for the settlement of service fee and download monthly billing statement.

☐ Change	Name		Post		Tel	
	Email					
☐ Add	Email					
☐ Delete	Email					

Service Administrator - eRO service				
☐ Change	Name		Post	
	Email		Tel	

Service Administrator - eXport service				
☐ Change	Name		Post	
	Email		Tel	

3. Update Email for Receiving eLOI and eRO Notifications	
☐ Add	
☐ Delete	
☐ 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.

**To present the company chop correctly, please scan this form in color.*

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

Sign & Stamp

Date