

Please complete this Application and return by sending a scanned copy email: [conference-registration@pccw.com](mailto:conference-registration@pccw.com) or by faxing to: (852) 2845 9252 with your valid Business Registration copy.

Registration hour: 9:00am – 5:30pm Hong Kong time; Monday to Friday excluding Hong Kong public holidays.

For inquiries, please call your account manager or our PCCW Conferencing Services hotline on (852) 2607 8833.

**\*Denotes required fields**

A. Customer Information (for billing purpose)	
Company Name*:	
Business Registration No.*:	Nature of Business*:
Company Address*:	
Billing Address (if different from Company Address):	
Contact Person*:	Department*:
Phone No.*:	Title*:
Fax No.:	Email Address*:
Confirmation preferred by: <input type="checkbox"/> Email <input type="checkbox"/> Fax	PAC / Cost Centre Code (if applicable):
Additional Information (please specify):	
B. Conferencing Service Required (please tick as appropriate)	
<input type="checkbox"/> Audio Conferencing	
<input type="checkbox"/> Private Plus (Customer should be aware of possible fraudulent use of the Service. Please refer to the "Guidance For Security Against Fraudulent Use Of PCCW Conferencing Service" available at <a href="http://www.conferencing.pccw.com">www.conferencing.pccw.com</a> )	
<input type="checkbox"/> Scheduled DIY <input type="checkbox"/> Scheduled Operator <input type="checkbox"/> Scheduled Host	
<input type="checkbox"/> Video Conferencing	<input type="checkbox"/> On-Line Show (Web-conferencing)
Please complete Section C if register for Private Plus Audio Conference or/and On-Line Show Services	
C. Conference Leader Information	
Leader Name:	Department:
Phone No.:	Title:
Fax No.:	Email Address:
D. Remarks	
<p>1. Service Charge: The conference leader will be billed for all Charges (including port charges, IDD/toll free charges, studio rental charges, network charges, feature charges and cancellation charges). Please refer to the corresponding price tables for details.</p> <p>2. Terms and Conditions: The Service purchased by the Customer is provided by Hong Kong Telecommunications (HKT) Limited ("HKT") to the Customer for purposes related to the Customer's trade or business only. Once the Customer's application under this Application Form has been accepted by HKT, the Customer's purchase of the Service shall constitute its agreement to be bound by all the term and conditions of (i) this Application Form; (ii) Special Conditions of PCCW Conferencing Service available at <a href="http://www.conferencing.pccw.com/eng/pdf/PCCWConf_TnC.pdf">http://www.conferencing.pccw.com/eng/pdf/PCCWConf_TnC.pdf</a> ; and (iii) Hong Kong Telecommunications (HKT) Limited General Conditions of Service (available at <a href="http://www.hkt.com/Terms+of+Use">www.hkt.com/Terms+of+Use</a>) ("<b>General Conditions</b>") (collectively, the "<b>Contract</b>"). In case of inconsistency, the inconsistency will be resolved in the descending order of preference set out aforesaid</p>	
E. Personal Information Collection Statement Under the Personal Data (Privacy) Ordinance (Only applicable to the Customer who is signing this Application Form in his/her personal capacity or for and on behalf of a sole proprietor or a partnership)	
<p>The personal data and other information (collectively, "<b>Data</b>") provided by you as a result of or in connection with the services you are subscribing under this Application ("<b>Services</b>") are collected, used and retained by Hong Kong Telecommunications (HKT) Limited in accordance with the requirements in the Personal Data (Privacy) Ordinance and the HKT Group's Privacy Statement (available at <a href="http://www.hkt.com/legal/privacy.html">www.hkt.com/legal/privacy.html</a>). The applicable terms and conditions of the Services and the Privacy Statement will apply to and govern why the Data is collected, how the Data is used and maintained and to whom it is disclosed. The Data is collected, may be used or maintained by and/or disclosed to affiliates or related companies of the HKT Group and the PCCW Group, or their respective agents (including <u>debt collection agents</u>) and business partners, and applicable regulatory or governmental authorities (at all times to the extent permissible under applicable laws, licences, rules and regulations) for the purpose in connection with the Services.</p> <p>Subject to your right indicated by ticking the box below or leaving it unticked, all Data, including your contact information, date of birth, service number and service account number (if given), and data subsequently compiled (e.g. geographical data) may be used for direct marketing purposes, including without limitation to sending notices of gifts, discounts, privileged offers, benefits, products and any other promotions related to the Services, or to other kinds of goods and services as permitted, including telecommunications network services, computer peripheral, accessories and software, secretarial services, personal assistance services, information services and the latest offers on various kinds of products or services, including gaming, sports, music, beauty products, electronics, electrical, technology, e-commerce, cloud services, mobile payment, travelling, banking, investment, entertainment, transportation, household, fashion, food and beverages, alcohol and tobacco, insurance, education, health and wellness, social networking, media and high-end consumer products and services subject to the applicable laws, licences, rules and regulations.</p>	

Request for accessing or correction or use of the Data or any enquiry about the Data can be made in writing to Privacy Compliance Officer at GPO Box 9896, Hong Kong.

I/We do not want to receive notices of any promotional gifts, discounts, products, services, benefits, offers or materials for direct marketing purposes as detailed above.

\_\_\_\_\_  
Authorized Signature with Customer Chop  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

**F. Application Acceptance (completed by HKT)**

**From: Conferencing Service Centre**

To:	Date:
Phone No.:	Fax No.:
Customer Billing No.:	Department Billing No. (if applicable):

*Please quote the Billing Number on the Service Booking Application in all your future service booking.*

**G. For Official Use Only**

Sales Channel:	Account Manager Name:	Staff Number:
AM Referral: <input type="checkbox"/> Yes <input type="checkbox"/> No	Specialist Name:	Date:
Trial: <input type="checkbox"/> Yes <input type="checkbox"/> No (CS1/CS2)		