

**Notice of Change in Panasonic Office Equipment Record**  
**更改樂聲牌文儀器材產品記錄通知書**

Customer Name 客戶名稱		
Account No. 賬戶編號	Model No. 產品型號	Serial No. 機身編號

☐ **Change of Equipment Location 更改器材位置**

New Address  
新地址

Contact Person  
聯絡人

Fax No.  
傳真號碼

Telephone No.  
電話號碼

E-mail Address  
電子郵件

☐ **Change of Billing Information 更改賬單地址**

\*\* (To be filled in if the equipment location differs from the Billing address 如產品位置與單據地址相同，則不須填寫)\*\*

Billing Address  
賬單地址

Contact Person  
聯絡人

Fax No.  
傳真號碼

Telephone No.  
電話號碼

E-mail Address  
電子郵件

☐ **Change of Company Name / Equipment Ownership (更改公司名稱 / 擁有權)**

\*\* (Please attach copy of valid B.R. Certificate 請附有效的商業登記副本)\*\*

New Customer Name  
新客戶名稱

Customer Address  
新客戶地址

Cut Off Meter Reading  
截錶讀數

Contact Person  
聯絡人

Fax No.  
傳真號碼

Meter Reading taken date  
抄錶日期

Telephone No.  
電話號碼

E-mail Address  
電子郵件

Effective Date  
生效日期

New Company Chop with Authorized Signature  
新公司簽署及蓋章

Original Company Chop with Authorized Signature 原公司簽署及蓋章	Date 日期
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For Shun Hing Use Only 只供信興填寫

Received on : Approval :	Handle by : <div><input type="checkbox"/> MS <input type="checkbox"/> AC</div>
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