

**Application Form - Virtual Email Server**

<b>Applicant information</b>	
Domain name to apply : _____	Date : _____
HK BR Certificate no. : _____ ( Must be provided to apply .com.hk/.hk domains )	
Service to apply and charge (HK\$) :	
<b>1. Service Plan (Must select one below) :</b>  1.1 <input type="checkbox"/> Standard Enterprise email - 5GB (up to 30 users) <input type="checkbox"/> one time setup charge                     \$500 <input type="checkbox"/> monthly charge                                 \$298 <input type="checkbox"/> prepay 3 months (\$298 X 3 mons)             \$894 <input type="checkbox"/> prepay 6 months (\$298 X 6 mons X 10% off)   \$1609 <input type="checkbox"/> prepay 1 year (\$298 X 12 mons X 20% off)   \$2860  1.2 <input type="checkbox"/> Advanced Enterprise email - 10GB (up to 50 users) <input type="checkbox"/> one time setup charge                     \$500 <input type="checkbox"/> monthly charge                                 \$398 <input type="checkbox"/> prepay 3 months (\$398 X 3 mons)             \$1194 <input type="checkbox"/> prepay 6 months (\$398 X 6 mons X 10% off)   \$2149 <input type="checkbox"/> prepay 1 year (\$398 X 12 mons X 20% off)   \$3820  1.3 <input type="checkbox"/> Professional Enterprise email - 20GB (up to 80 users) <input type="checkbox"/> one time setup charge                     \$500 <input type="checkbox"/> monthly charge                                 \$498 <input type="checkbox"/> prepay 3 months (\$498 X 3 mons)             \$1494 <input type="checkbox"/> prepay 6 months (\$498 X 6 mons X 10% off)   \$2689 <input type="checkbox"/> prepay 1 year (\$498 X 12 mons X 20% off)   \$4780	<b>2. Domain registration fee (HK\$/year) :</b>  <input type="checkbox"/> .com / .net / .org - \$200 <input type="checkbox"/> .com.hk / .org.hk / .edu.hk - \$200 <input type="checkbox"/> .hk - \$250 <input type="checkbox"/> other domain: _____  <input type="checkbox"/> * Existing domain <small>* For existing domain, client is required to change the DNS record of domain and pay for the required charge (generally, it is free of charge). We can provide you with technical assistance.</small>
Remarks: HK\$500 one time setup charge is needed if pay monthly	
Total charge (1+2) = \$ _____	
Contact person : Mr / Ms _____ Company : _____	
Address : _____	
Contact phone : _____ Fax : _____	
Email : _____ Invoice send to : <input type="checkbox"/> Fax <input type="checkbox"/> Email	
I/We agree with all terms and conditions applying domain.com.hk services : _____	
Chop & signature	

<b>Application Procedures:</b>	<b>Remarks:</b>
1. Please fill this application form (i). For existing domain, we will contact you for the domain transfer procedure (ii). Send along your HK Business Registration (HKBR) copy if you need to apply .com.hk/.hk domain	* We do not guarantee that the domain to apply can be registered. If domain to apply is not available when this application form is received or even application fee has been received, we will contact you for other choices.
2. Fax the filled form to 23872599 or scan the filled form and email to info@domain.com.hk	
3. An Invoice will be faxed or emailed to you. Please follow instruction on invoice to pay your charges	* All money paid cannot be refunded or transferred.
4. Time to process: (i). New .hk domain application is 3-7 working days or transfer existing domain application is 2 weeks (ii). New .com domain or transfer existing domain application is 3-5 working days	* A handling charge of HK\$250/time should be paid by customer if customer requests to cancel application.
5. We will fax or email you the login ID and password. You can start your service	