

# Registration Form

## Interoffice Voice Communication Service

### 1. Customer information

Company Name: \_\_\_\_\_

BRC No: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
( In Singapore )

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Authorised Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_  
( In Singapore )

Contact No: \_\_\_\_\_ (Office) \_\_\_\_\_ (Fax)

\_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile)

E-mail: \_\_\_\_\_

Authorised Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_  
( Overseas )

Contact No: \_\_\_\_\_ (Office) \_\_\_\_\_ (Fax)

\_\_\_\_\_

E-mail: \_\_\_\_\_

### 2. Payment information

(Please tick one with V)

CHEQUE: \_\_\_\_\_

Payment by cheque to be crossed made payable to Connecting Communication & Solutions Pte Ltd. (Pls write applicant/company name & A/c no. on reverse of cheque)

GIRO: \_\_\_\_\_

Please complete the original Direct Debit Authorisation (DDA) Form and mail to us. The customer is fully responsible for unsuccessful deduction, by settling the bill via cheque. (Subject to approval)

#### Official Use only

Registration Date: \_\_\_\_\_ Activation Date: \_\_\_\_\_

Customer A/c Code: \_\_\_\_\_ Installation Date: \_\_\_\_\_



**Connecting Communication & Solutions Pte Ltd**

361, Ubi Road 3, Armorcoat International Building, # 04-08 (S) 408664

Tel: (65) 6748 1737 Fax: (65) 6748 4812

### 3. CCS Service Terms & Conditions

- 1 Connecting Communication & Solutions Pte Ltd ( CCS ) reserves the right to approve/reject the application for an CCS account and this authorization is to remain in effect until CCS receives written notice from the Customer to cancel this authority.
- 2 Customers reserve the right to terminate the services giving 1 month notice.
- 3 A Customer who pays a bill and subsequently chooses to dispute any amount, item, entry or matter stated therein, must give CCS a written notice of such dispute not later than 14 days from the date of the bill. If CCS does not receive any notice of dispute from customer within such a period, Customer will be deemed to have accept the charges on the invoice as being accurate.
- 4 In the event that the Customer disputes any charges stated in the bill, the Customer must give CCS a written notice of such dispute, and the Customer will have to make the stipulated charges on the invoice by the due date, and CCS will settle any dispute over payment in the form of credit refund.
- 5 Charges commences immediately when the other party picks up the phone, regardless of whether it's a fax or answering machine.
- 6 It is agreed that the Customer will undertake to settle all bills promptly by the due date, failing which interest of 2% per month will be levied on the outstanding amount.
- 7 CCS reserve the right giving 2 weeks notice to terminate the service if end user has provided false or incomplete information or end user has breached any of the terms & condition in the service agreement.
- 8 CCS reserves the right to suspend or terminate service(s) provided to the customer if payment has not been received by CCS after the payment due date. The Customer can avoid the suspension or termination of service(s) provided by effecting for total or disputed portion of the invoice within the due date indicated in the suspension or termination notice.
- 9 The Customer shall be solely be responsible and liable and shall indemnify and keep indemnified CCS and/or its agents against all losses and liabilities when using CCS services.
- 10 The Customer shall use the service in accordance with the directions of CCS from time to time and CCS shall not be liable for any losses, damages, claims, liabilities, costs or expenses suffered or incurred by the Customer resulting from the failure by the Customer to do so.
- 11 Customers will notify CCS for any change of billing address.
- 12 This agreement is governed by and shall be constructed in accordance with the laws of Singapore.
- 13 The End User Service Information will keep in commercial confidential. Thus, information will only be used internally within CCS for its planning, provision, billing and technical purposes.
- 14 By completing the registration process for any service provided by CCS, the Customer is deemed to have accepted and agreed to be bound by the terms and conditions, the pricing of the required equipments and the rates plan ( refer to Appendix IVC-A ) agreed upon.
- 15 Hotel Accommodation, Air Tickets and Transporatation expenses of the appointed installer will be beared by the customer.

### 4. Authorisation

I/We hereby undertake to comply with all terms and conditions, and confirm that all information given is true and correct. By Signing below, I/We undertake to comply with all the CCS Service Terms and Conditions.

\_\_\_\_\_  
Signature of Applicant / Company representatives

\_\_\_\_\_  
Company Stamp

\_\_\_\_\_  
Date

**Sales Representative :** \_\_\_\_\_ ( Mobile No. : \_\_\_\_\_ )



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