

Company ID : \_\_\_\_\_ (required)      Company Name : \_\_\_\_\_

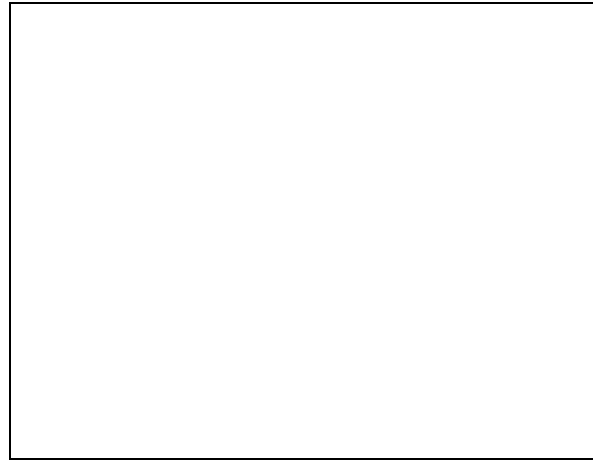
**\*\*\* Fill in CHANGES only \*\*\***

Email: [register@oneport.com](mailto:register@oneport.com)

<b>1. Update Company Information &amp; System Role</b>											
<input type="checkbox"/> Change	Company Name	(English)			(Business Registration copy required)						
		(Chinese)			(Business Registration copy required)						
<input type="checkbox"/> Change	Company Address	(Business Registration copy required)									
<input type="checkbox"/> Change	Correspondence Address										
<b>2. Update Contact Information</b>											
<b>General Contact</b>											
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Name				Po st				Tel		
	Fax			Email							
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Name				Po st				Tel		
	Fax			Email							
<b>Billing Contact (for receiving OnePort's consolidated bills)</b>											
<input type="checkbox"/> Change	Name				Po st				Tel		
	Fax			Address							
<input type="checkbox"/> Change	Email										
<input type="checkbox"/> Add <input type="checkbox"/> Delete	Email CC List										
<b>System administrator (for receiving login info of admin account* &amp; user account)</b>											
* admin account allows your system administrator to add/ delete user accounts and change password											
<input type="checkbox"/> Change	Name				Po st				Tel		
	Fax			Email							
<b>3. Update Email for Receiving eLOI Notifications (For Freight Forwarders only)</b>											
<b>4. Update Email for Receiving eRO Notifications</b>											

**5. 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 system in future.*  
*\* Please send the original copy of this form to us by mail.*



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

\_\_\_\_\_  
Sign & Stamp

\_\_\_\_\_  
Date