

REQUEST FOR DE-REGISTRATION / REMOVAL OF ACCESS

1. Please complete CrimsonLogic De-registration / Removal of Access Request Form :

Section A : De-registration of Account/User ID

For request to de-register Account and/or User IDs, please complete this section.

- a. To de-register Account and all User IDs under the Account, please tick on “**Account and User ID(s)**” .
- b. To deregister specific User ID(s) only, please tick on “**User ID(s) Only**” .

Section B : Removal of Access

For request to remove/unsubscribe certain service access from the User ID, please complete this section. Please note that only the service specified will be removed from the User ID, the User ID and the remained subscribed service(s) will remain active.

2. The form is to bear the name in print, the signatory of the authorized person and company stamp. Please fax the form to CrimsonLogic, Customer Admin at 68730837,
3. Please be informed that the de-registration/removal of access will be processed within 7 working days upon receipt of request.
4. For De-registration of Account and User ID(s), the access for billing administrator id will be extended for one month with effect from the effective de-registration date, for bill printing.
5. Kindly note that the monthly subscription fee will be charged in the month of de-registration. This amount will be deducted the following week of de-registration date. Please maintain sufficient fund in your bank account for GIRO deduction.
6. Please ensure all messages are cleared from your id/mailbox(es) before your deregistration date.
7. Upon completion of the process, a confirmation letter will be faxed to the requester.

Thank you.

DE-REGISTRATION / REMOVAL OF ACCESS REQUEST FORM

Attn: Customer Admin
Fax : 6873 0837

Company Name : _____
 Requestor's Name: : _____ Contact No. : _____
 Email Address : _____ Fax No. : _____

SECTION A : DE-REGISTRATION OF ACCOUNT/USER

De-registration request for : Account and User Id(s) User Id(s) Only

Effective Date of De-registration: _____
 (Date has to be later than the 7 working days notice required for processing)

Reason for De-registration:

- | | |
|---------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Company Winding up/Merger | <input type="checkbox"/> Staff left the company |
| <input type="checkbox"/> Dissatisfied with service/product | <input type="checkbox"/> Switching to another ASP/Vendor/Internal Solution |
| <input type="checkbox"/> No longer using the service | <input type="checkbox"/> Using our Service Bureau |
| <input type="checkbox"/> Other reason, please specify : _____ | |

Please state your Account and/or User Id(s) to be de-registered:

Account:	<input type="text"/>	
User Id(s):	<input type="text"/>	Subscribed product/service: _____
	<input type="text"/>	Subscribed product/service: _____
	<input type="text"/>	Subscribed product/service: _____
	<input type="text"/>	Subscribed product/service: _____

SECTION B : REMOVAL OF ACCESS

Effective Date of removal : _____
 (Date has to be later than the 7 working days notice required for processing)

Please state the User Id(s) and services access to be removed:

User Id(s):	<input type="text"/>	Unsubscribed product/service: _____
	<input type="text"/>	Unsubscribed product/service: _____
	<input type="text"/>	Unsubscribed product/service: _____

SECTION C : AUTHORISATION

I certify that all the above information given are correct and true :

Signed for and on behalf of the Subscriber : _____ Company Stamp : _____
 Name & Title of Signatory : _____ Date : _____

IMPORTANT NOTES:

- The deregistration/removal of access will be processed within 7 working days upon receipt of request.
- A confirmation letter of Deregistration of Account/User Id or Removal of Access will be issued. If you do not receive it by 7 working days, please contact our Customer Administration at 68877888 (press 2).**
- The monthly subscription fee will be charged in the month of deregistration. Please maintain sufficient fund in your bank account for GIRO deduction.
- Please ensure all messages are cleared from your Id/mailbox(es) before your deregistration date.

FOR OFFICIAL USE ONLY

Action By (Name, Signature, Date) : _____ User ID : _____