



# DNS/MX Record Amendment Form

## 更改DNS/MX Record 資料表

Form No: H011109

填妥後請使用以下方法提交

Please submit this form via

1. Email 電郵 : cs@webnix.com

2. FAX 傳真 : +852 2729-7751

Please complete the following in **BLOCK** letters. 請以**英文正楷**填寫本表格

If you decide to change DNS records from Webnix.com you need to print and complete this form and return signed by an authorized signatory e.g. Administrative Contact

To ensure an efficient transfer and minimize downtime, please complete the following steps in order:

1. Ensure your new ISP has prepared to setup the related services
2. Complete and return this form to facilitate Webnix.com removing the services.
3. Webnix will then remove your related services from our servers after amendment

**Important:** If you request your DNS / MX record to be changed from Webnix.com, you will have a period of downtime until the global DNS has updated the IP address with the new details. To minimize downtime, you should ensure that your new ISP has fully prepared to receive the transfer before you submit to change your services from us. If you request to change MX records or mail server IP, please download all the emails before submitting the request form. We will contact yours and arrange the time for migration.

Please fill in the following form 煩請填寫以下表格:

Domain Name 域名名稱						
Company Name 公司/組織名稱						
Contact Email 電郵地址			Contact Telephone No 聯絡電話			
Requests For 要求更改	Please fill in two rows, one for an "add" and another one for a "delete" action					
		Record Type	Preference	New IP Address	Hostname	Action
	<b>Sample</b>	A	-	202.181.230.106	www.webnix.com	Delete
	<b>Sample</b>	MX	10	202.181.230.106	mail.webnix.com	Add
	<b>Sample</b>	MX	20	202.181.230.107	mail.webnix.com	Add
	1					
	2					
	3					
	4					
	5					
	6					
7						
8						
9						
10						
Note: 注意	<ol style="list-style-type: none"> <li>1. Only apply to domain name hosted at Webnix.com</li> <li>2. After DNS/MX record is updated, we will send you the notification email.</li> </ol>					
Services Charges: 服務收費	If your hosting plan change to DNS forwarding to other hosting server, we charge HK\$250 per year per domain name.					
Effective Date 生效日期 (DD/MM/YYYY)	/ /					

### Declaration

I have reviewed the services held with Webnix.com and authorize changing of services from Webnix.com as indicated in this document. I accept that there may be downtime during any domain transfer which is outside the control of Webnix.com and clearly understand that Webnix.com accepts no liability, howsoever caused, for losses due to circumstances outside their reasonable control. I understand that cancellation / transfer will not take place if there are outstanding payments to be made for services with Webnix.com.

Authorized Signature and Company Chop

\_\_\_\_\_  
Name (Block Letter) :

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_