



Domain Authorization / Domain Transfer Away Request Form 域名授權/域名轉走申請表

Form No: H011009

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

1. Please complete the following in **BLOCK** letters. 請以**英文正楷**填寫本表格
2. Invoice and account information will be sent by email / fax. 帳戶資料將會以電子郵件方式發出

This form is for domain cancellation, transfer of domain name away or domain authorization approval request.

If you decide to transfer away DNS services 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 receive the transfer.
2. Complete and return this form to facilitate Webnix.com removing the services.
3. Instruct your new ISP to initiate the transfer with the registration body.
4. Webnix will then remove your services from our servers.

Note: If the Administrative Contact e-mail address is incorrect or inactive the transfer may fail.

Important: If you request your domain to be removed from Webnix.com before your new ISP has updated your domain with their name server details, you will have a period of downtime until the new ISP has updated the registration body 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 remove your services from us.

Please fill in the following form:

Please tick as appropriate. 請在適當方格內填上 [✓] 號

Domain Name: 帳戶內管理的域名	
Company Name: 公司/組織名稱	
Contact Person: 聯絡人姓名	
Contact Telephone No: 聯絡電話	
Requests For: 要求更改	<input type="checkbox"/> Request Domain Name Administration Login Information 現時帳戶內管理的域名登入資料 <input type="checkbox"/> Unlock Domain Name Transfer Protection 解除域名保護 <input type="checkbox"/> Change Domain Name Admin Email Address 更改域名管理員電郵地址 New Administrative Email Address 新電郵地址: _____ <input type="checkbox"/> Transfer Domain Name Away 域名轉走 <input type="checkbox"/> Cancellation of Domain Name 取消域名 <input type="checkbox"/> Request Domain Name Authorization Code 域名授權 Send these information to the email address 將資料電郵至 : _____
Effective Date 生效日期: (DD/MM/YYYY)	/ /

Declaration

I have reviewed the services held with Webnix.com and authorize removal 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.

Company Chop 公司蓋章 / Signature 簽署

Name (Block Letter) :

Date日期: _____ / _____ / _____ (DD/MM/YYYY)