**China Car Service Account Setup Form**

**Date of application:**

**1. Company Details**

Company Name:

Industry:

Company Address:

Company Tel.:

Company Email:

Company Fax:

Company Website:

If your firm is part of a larger organization, what is the name of your parent company?

**2. Account Administrator**

Who is the primary point of contact responsible for this account?

Name:

Position:

Email:

Tel.:

**3. Billing Details**

Account Payable Contact

Name:

Position:

Email:

Tel.:

Invoice Recipient Email:

Special Invoice Requirements:

Account Payment Method

Please select the default payment method for all services on this account which are not paid for by other means.

Credit Card\*:

 [ ] Visa

 [ ] MasterCard

 [ ] American Express

\*A credit card authorization form will be provided separately for service authorization by the cardholder.

Other form of payment:

 [ ]  PayPal

 [ ]  Bank Transfer\*

\*For transactions under US$1,000, bank transaction fees are to be borne by the client.

**4. Service Requirements:**

Markets most frequently visited:

China East & Southeast Asia

[ ] Beijing [ ] Hangzhou [ ] Shanghai [ ] Bangkok [ ] Manila

[ ] Chengdu [ ] Hong Kong [ ] Shenzhen [ ] Ho Chi Minh [ ]  Osaka

[ ] Chongqing [ ] Macau [ ] Taipei [ ] Jakarta [ ]  Seoul

[ ] Dalian [ ] Nanjing [ ] Tianjin [ ] Kuala Lumpur [ ]  Singapore

[ ] Guangzhou [ ] Qingdao [ ] Xiamen [ ]  Kyoto [ ] Tokyo

Other:

In addition to ground transportation, please kindly let us know what other services you may need:

[ ]  *Security Detail* – Fluent English speaking bodyguards available

[ ]  *English Speaking Assistant* – Other languages also available

[ ]  *Airport Fast Track* – Save time at the airport with this convenient service

[ ]  *Events & Roadshows* – Professional event management service

**5. Authorized Passenger List:**

Please provide the contact details of authorized passengers.

Passenger 1

Name:

Title / Position:

Primary Tel. No.:

Backup Tel. No.:

Account Email:

Backup Email:

Emergency contact:

Billing For Services: [ ]  Invoice Account [ ]  Invoice Passenger

Passenger 1

Name:

Title / Position:

Primary Tel. No.:

Backup Tel. No.:

Account Email:

Backup Email:

Emergency contact:

Billing For Services: [ ]  Invoice Account [ ]  Invoice Passenger

Passenger 1

Name:

Title / Position:

Primary Tel. No.:

Backup Tel. No.:

Account Email:

Backup Email:

Emergency contact:

Billing For Services: [ ]  Invoice Account [ ]  Invoice Passenger

Passenger 1

Name:

Title / Position:

Primary Tel. No.:

Backup Tel. No.:

Account Email:

Backup Email:

Emergency contact:

Billing For Services: [ ]  Invoice Account [ ]  Invoice Passenger

If there are more authorized passengers to add under this account, please advise your account manager.

**6. Special service needs:**

**7. Authorization:**

Signature:

**Beneficiary Details:**

China Car Service Bank Details (for payment by bank transfer):

Account Name: OTIS GROUP COMPANY LIMITED

Account Number: 41510546232

Bank Name: STANDARD CHARTERED BANK (HONG KONG) LIMITED

Currency: USD

Country: HONG KONG

Swift Code: SCBLHKHHXXX

Bank Code: 003

Bank Address: Standard Chartered Bank, 15/F, Standard Chartered Tower, 388 Kwun Tong Road, Kwun Tong, Hong Kong

Company Address: Suite 1602, Bangkok Bank Building, 18 Bonham Strand West, Sheung Wan, Hong Kong