**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