水牌制作申请/更改表

Company Nameplate Application/Alteration Form

新申请(New Application) ☐ 更改(Alteration) ☐

贵公司名牌会安排在写字楼大堂摆放。请将贵公司的中、英文名称用清晰字体填妥下表。

Nameplate of your company will be placed in the office main lobby. Please put your company name into the squares below.

公司名称：中文

Company Name in Chinese

公司名称：英文

Company Name in English

单元号：

Unit No.:

注意事项/Note：

1. 请填妥此表并签章后，连同贵公司的营业执照复印件一同交至物业管理公司客户服务部。
   After filling out this form, please submit it to Customer Service Department with attached business license copy.
2. 贵公司申请的公司名称必须与租赁合同及营业执照中的一致。
   The Company name should be the same as the company name appeared in the leasing agreement and business license.
3. 请贵司详细填写中英文公司名称，并签章确认。
   Please fill in this form carefully and stamp it with company chop.

公司签章/Company Stamp： 日 期/Date：