

香港中文大學

THE CHINESE UNIVERSITY OF HONG KONG

Addition/Cancellation of IDD Calling Card

In the event of addition or cancellation for calling card of your department, kindly complete the following table and return it to Investment and Treasury Unit, Finance Office for updating purpose.  
In case of enquiries, please contact Ms. Vivian Ng at 3943-1938 or Ms. Oasis Chan at 3943-9785.

(Note: Department/Unit should ensure the IDD calls are for business purpose only. For any personal overseas calls made, please inform Finance Office at [telephone@cuhk.edu.hk](mailto:telephone@cuhk.edu.hk) by providing the IDD calling card number, the date and the phone number of overseas calls.)

Service provider	Calling card number	Monthly IDD to be charged to cost center/project code/business area	Card holder's name	Addition/ cancellation	Effective date	In case of enquiries	
						Contact person	Contact ext. no.

Note : All IDD calling cards should bear the name of CUHK

Verified and confirmed by:

\_\_\_\_\_  
Chairman/Unit Head

Dept: \_\_\_\_\_

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