

**Central SMS Service**  
**Registration to use SMS Web Service**

(for departmental SMS system to send SMS via the CityU SMS)

Note: SMS Web Service is for sending SMS only. If receive of SMS messages from your correspondent is desired, department may consider registering for an SMS Account.

Department: \_\_\_\_\_

The department is aware that the SMS Web Service is a charged service\* and will be responsible to settle the monthly bill with the SMS vendor, 3 Hong Kong (3HK).

I nominate the following staff to have the privilege to send SMS on behalf of my department via the SMS Web Service.

Name	Phone	Email

Information of the Web Server(s) that are hosting the departmental SMS system. If the system is hosted on central web servers, e.g. [www.cityu.edu.hk](http://www.cityu.edu.hk), just write the host name and no IP is required.

Host Name	IP

Signature

Date

\_\_\_\_\_  
Head of Department

\_\_\_\_\_

\*The department will maintain and provide the SMS phone list of its SMS recipients. SMS usages in the SMS Account will be charged to the department at HK\$0.4 per local message and HK\$2 per international (non +852) message. For example, if an SMS is sent to 110 audiences of which 10 are international, the department will be charged  $HK\$0.4 \times 100 + HK\$2 \times 10 = HK\$60$ . The department can check its SMS usage in the SMS Account. (A discount will be given if local SMS is sent to 3HK intra-network.)