

Company Letterhead

(SAMPLE)

(Kindly prepare the re-wiring request & fax back to SingTel (Fax: 67374374) & Aims1 (Fax: 62990608)

Date:

**Singapore Telecommunications Ltd**

Telex Service

5 Tampines Central 6

#03-05 Telepark South Wing

Singapore 529482

Tel: 1800-235 2551 (Toll-Free)

Fax: (65) 6737 4374

Attention: Ms Irene Lim

Dear Ms Irene,

**RE: RE-WIRING OF TELEX SERVICE NO: RS xxxxx**

We hereby wish to request for the telex re-wiring to AIMS Telex Service for the above reference(s).

We accept the request to be conducted during office hours, otherwise overtime surcharge will be imposed.

Office Hours: *(Monday to Friday: 0800 to 1700 hrs; Saturday: 0800 to 1200 hrs)*

After Office Hours: *Please note Overtime Surcharge after Office Hours, Sunday and Public Holidays*

In additional, we agreed that SingTel will continue to bill us on the following:

1. Monthly telex line(s) subscription until 30 April 2009
2. Outstanding telex traffic charges prior to the switch over to AIMS
3. Telex re-wiring charges.

Any clarification to contact the undersigned at Tel: (65) xxxxxxxx

Thank you

Your sincerely  
*Company Name*

Authorised Name/Signature

Date:

cc: **AimsOne Pte Ltd** Fax: (65) 6299 0608