

**Central SMS Service
Registration to use CAP SMS**

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

My Department, _____, would like to register for sending SMS in the CityU Announcement Portal (CAP). The department is aware that the CAP SMS is a charged service* and will be responsible to settle the monthly bill with the SMS vendor, 3 Hong Kong (3HK).

I authorize the following staff to have the privilege to send CAP SMS on behalf of my department

Name	Phone	EID

Signature

Date

Head of Department

* SMS send in the CAP will be charged to the department at HK\$0.5 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 $HK\$0.5 \times 100 + HK\$2 \times 10 = HK\$70$. 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.)