Online Contact Directory
OCDA Nomination / Removal Form

Please return the completed form to the Communications and Public Relations Office via internal mail or email to www-admin@cuhk.edu.hk.

To: Communications and Public Relations Office,
    G07, University Administration Building, CUHK

Nomination / Removal of Online Contact Directory Administrator (OCDA)

☐ I hereby nominate the following staff to be the Online Contact Directory Administrator(s).

Department/Office/Unit	Staff Full Name(s)	Staff ID	Email Address	Contact Number

☐ I hereby remove the following administrator(s) from the Online Contact Directory.

Department/Office/Unit	Staff Name(s)

_____
Head

_____
Department/Unit

_____
Name in block letters

_____
Date

This form can be downloaded from www.iso.cuhk.edu.hk/english/resource/ocda-corner/ocda-duty.html.