

特快專遞及本地郵政速遞帳戶終止服務表格

Request for termination of the provision of service for Speedpost / Local Courier Post Account

請傳真此表格往 2854 9623 以作安排。

Please return the form by fax to 2854 9623 for arrangement.

為方便資料輸入，請以正楷填寫。

Please complete in BLOCK LETTERS to facilitate data entry.

公司名稱
Company name: _____

帳戶編號
Account no.: _____

聯絡人
Contact person: _____

聯絡電話 / 電郵地址
Contact tel./ E-mail address: _____

終止服務的原因
Reason of service termination: _____

終止服務的生效日期*
Effective date of service termination*: _____

請將終止服務通知書郵寄到以下地址
Please send the termination letter to the following address:

我/我們是上述帳戶的註冊用戶，現申請終止 特快專遞服務 / 本地郵政速遞標準服務 / 本地郵政速遞特快服務 (請刪去不適用者)。

I/We being the registered customer of the above account, now request termination of the provision of Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service (please delete as inappropriate).

我/我們明白須負責繳清所有在最後的帳單內未繳付之費用。

I/We understand that the outstanding balance has to be settled as indicated in the final bill.

收集個人資料聲明 Personal Information Collection Statement

香港郵政可能會使用透過本申請表所獲得的個人資料作辦理有關審批資料當事人所提出的申請的事務，為資料當事人設計郵政及有關產品或服務，作統計分析，及推廣郵政產品或服務、獎賞、顧客忠誠、優惠及會員計劃。

香港郵政可能會聘用資料處理者代我們就本聲明第一段所述的用途處理資料當事人的個人資料。除此以外，香港郵政一般的政策是，除法例規定外，不會向第三者披露任何足以辨識個別人士身分的資料。

根據個人資料(私隱)條例，你有權查閱香港郵政保存有關你的個人資料。如需查閱資料，可於香港郵政網址及各郵政局索取「查閱資料要求表格」(Pos736)，填妥後交回任何一間郵政局或寄交香港郵政保障個人資料主任。你亦可更改香港郵政保存有關你的個人資料。如需更改資料，請把資料傳真往 2869 9519 或致電 2921 2222 辦理。

我們擬使用你透過本申請表提供的個人資料（包括公司名稱、帳戶編號、聯絡人、聯絡電話、電郵地址、終止服務的原因及生效日期），及你的投寄或交易資料，以促銷於本聲明第一段所述的服務、產品或計劃，但我們在未得到你的同意之前不能如此使用你的個人資料。請在本申請表最後部份簽署表示你同意如此使用你的個人資料。如你不同意，請在以下空格加上「✓」號，然後簽署。

本人反對使用個人資料於擬作出的直接促銷。

註：如你選擇拒收直接促銷，你將不會收到我們的推廣資訊，包括不時推出的任何禮品、折扣及優惠。

The personal data provided by means of this form may be used by Hongkong Post for activities relating to the processing of data subjects' applications, designing postal services or related products for data subjects' use, statistical analysis, and marketing postal and related services and products, reward, loyalty, privileges, and membership programmes.

Hongkong Post may engage data processors to process personal data of data subjects on our behalf for purposes mentioned in paragraph 1 of this Statement. Except that, Hongkong Post's general policy is to disclose no personal identifiable information to third parties except as required by law.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to information about you held by Hongkong Post. If you wish to do so, please complete the Data Access Request Form (Pos736), and return it at any post office or send it to our Personal Data Protection Officer. The Data Access Request Form is available at Hongkong Post web site and all post offices. You may also correct information about you held by Hongkong Post. If you wish to do so, please forward your message to us by fax at 2869 9519 or call 2921 2222.

We intend to use your personal data provided by means of this form (including company name, account no., name of contact person, contact telephone number, e-mail address, reason and effective date of service termination), and your posting or transaction data for direct marketing but we cannot so use your personal data without your consent. Please sign at the end of this application form to indicate your agreement to our use of the above personal data for marketing of services, products or programmes mentioned in paragraph 1 of this Statement. Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking the box below.

I object to the proposed use of my personal data in direct marketing.

Note: If you choose to opt-out from direct marketing, you will not be able to receive any of our promotion materials, including offers, discounts and gifts given away from time to time.

代表 For and on behalf of

獲授權人簽署及公司印章（如適用）
Signature of Authorized Person and
Company Chop (if applicable)

獲授權人姓名（正楷）
Name of Authorized Person
(BLOCK LETTERS)

申請日期
Date of Application

*生效日期不得較填寫本通知書的日期為早，香港郵政保留最終決定。

Effective date must not be earlier than this notice, Hongkong Post reserved the right of final decision.