

特快專遞／本地郵政速遞更改帳戶資料表格 Request for Change of Speedpost / LocalCourier Post Account Details

請填寫本表格，連同以下指定文件，一併電郵至 cssd@hkpo.gov.hk 或傳真至 **2854 9623**，以便本署更新記錄。

更改項目	本表格*	需要遞交以下文件副本		
		新商業登記證	地址證明**	公司註冊處簽發的公司更改名稱證書
1. 公司名稱	✓	✓		✓
2. 通訊/帳單地址	✓	✓	✓	
3. 聯絡人資料 (如: 聯絡人、電話、傳真號碼、電郵)	✓			
4. 收件地址	✓			
5. 新增 / 取消服務	✓			
6. 新增 / 更改收件安排	✓			

* 表格需附有公司印鑑、獲授權人姓名及簽署

**最近三個月發出的租約／水費單／電費單／煤氣費單／電訊費單／差餉通知書／銀行結單，或最近一年發出的薪俸稅單／利得稅單，申請人須於副本上簽署。地址證明只適用於個人帳戶，或公司帳戶暫未能提供新商業登記證。

現有公司帳戶客人，需於「我的特快專遞」網上帳戶內上傳有效之商業登記證副本(即有效期最少一個月並須清楚顯示登記費及徵費已收訖)。就有關申請提供個人資料純屬自願。若你未能提供足夠及確實的資料，本署可能無法辦理你的申請。

Please email the completed form and designated documents below to cssd@hkpo.gov.hk or fax to **2854 9623**, for our update of the record.

Change Items	This Form*	Below document copy is required		
		New Business Registration Certificate	Address Proof **	Certificate of Change of Name issued by the Companies Registry
1. Company Name	✓	✓		✓
2. Correspondence / Billing Address	✓	✓	✓	
3. Contact Information (e.g. Contact Person, tel. no., fax no., email address)	✓			
4. Pick-up Address	✓			
5. New / Cancellation of Service	✓			
6. Revision of Collection Arrangement	✓			

* Form with company chop, authorised person's name and signature

** Rental agreement / water bill / electricity bill / Towngas bill / telecom bill / demand for rates / bank statement issued in the last three months, or latest salaries tax / profits tax demand note issued in the last one year. Applicant must sign on the photocopy. The address proof is applicable to personal account customer only, or company account customer unable to provide valid new Business Registration Certificate during application

Current company account customers please upload valid Business Registration Certificate in “My Speedpost” online account (with validity of at least one month, and received fee and levy clearly printed). The provision of personal data in the process of your application is voluntary. If you do not provide sufficient and genuine information, we may not be able to process your application.

特快專遞／本地郵政速遞更改帳戶資料表格
Request for Change of Speedpost / LocalCourier Post Account Details

(請以正楷填寫本表格 Please complete the form in BLOCK LETTERS)

特快專遞／本地郵政速遞帳戶號碼：
Speedpost / LocalCourier Post Account No.: _____

公司舊名稱：
Old Company Name: _____

公司新名稱：
New Company Name: _____

新電話號碼： _____ 新傳真號碼：
New Tel. No.: _____ New Fax No.: _____

新通訊／帳單地址 (請以英文填寫)：New Correspondence / Billing Address (Please complete in English):

* 恕不接納郵政信箱 P.O. Box is not accepted

新收件地址(請以英文填寫)：New Pick-up Address(Please complete in English):

* 只限部份商業地址，不適用於住宅地址。我們會與你確認新收件地址是否屬於香港郵政上門收件服務的覆蓋範圍。
Certain commercial addresses only. No pick-up service for residential addresses. We will confirm with you whether the new pick-up address is covered by our pick-up service.

新電郵地址：
New Email Address: _____

新聯絡人：
New Contact Person: _____

新增服務 / 取消服務 / 更改收件服務
Apply for New Service / Cancellation of Service / Revision of Pick-up Service

- 特快專遞服務** ^{註 1} **Speedpost Service** ^{Note 1}
- 新增服務** New Service / **取消** Cancellation of Service
- 更改收件安排** Revision of Collection Arrangement
- 收件安排 按要求收件 On-demand Collection; 或 or
- Collection Arrangement 定時收件 Scheduled Collection

(請填寫以下部份 Please complete following section)

往指定收件地址定時收件的時間如下 ^{註 2} Time interval for scheduled collection at designated pick-up address is as follows ^{Note 2:}

收件時間 Pick up Time	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
09:00 - 10:32						
11:03 - 12:30						
12:31 - 14:30						
14:31 - 15:02						
15:31 - 16:31						
16:32 - 18:10						

本地郵政速遞 (只適用於公司帳戶)^{註 1}

Local CourierPost Service (Applicable to Company Account Only)^{Note 1}

新增服務 New Service / **取消 Cancellation of Service**

更改收件安排 Revision of Collection Arrangement

收件安排

按要求收件 On-demand Collection; 或 or

Collection Arrangement

定時收件 Scheduled Collection

(請填寫以下部份 Please complete following section)

往指定收件地址定時收件的時間如下^{註 2} Time interval for scheduled collection at designated pick-up address is as follows^{Note 2}:

收件時間 Pick up Time	星期一 Monday	星期二 Tuesday	星期三 Wednesday	星期四 Thursday	星期五 Friday	星期六 Saturday
09:00 - 10:32						
10:33 - 11:02						
14:31 - 15:02						
15:03 - 15:30						

生效日期:

Effective Date: _____

- 註:**
1. 不論屬定時收件或按要求收件, 若職員到戶時並無郵件收取, 客戶仍須繳付每次最低服務收費, 詳情可參閱香港郵政網頁。
 2. 部分地址的收件時間可能因個別情況而與以上刊載的收件時間有別。
- Note:**
1. Whether it is scheduled or on-demand collection, if there is no item for collection upon arrival of our staff, a minimum service charge will be incurred for each such collection which is listed in Hongkong Post's website.
 2. Subject to individual circumstances, the collection time for some addresses may differ from the schedule listed above.

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(包括帳戶號碼、電話號碼、登入名稱、登記用戶姓名及電郵地址), 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 account number, telephone number, login name, name of registered user, and e-mail address), 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