

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

請填妥本表格，連同附有公司印鑑和授權簽署的有效商業登記證副本^{註 1}，一併傳真至 **2854 9623**，以便本署更新記錄。如需更改公司名稱，請同時提交由公司註冊處簽發的公司更改名稱證書副本，及附有舊公司印鑑和授權簽署的舊商業登記證副本。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，本處可能無法辦理你的申請。 Please fax the completed form and a **copy of your valid Business Registration Certificate with company chop and authorised signature**^{Note 1} to **2854 9623**, for our update of the record. To change Company Name, please also submit a **copy of Certificate of Change of Name issued by the Companies Registry**, and a **copy of the old Business Registration Certificate with old company chop and authorised signature**. 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.

(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/Local CourierPost Account No.: _____	
公司舊名稱 ^{註 2} ： Old Company Name ^{Note 2} : _____	
公司新名稱： New Company Name: _____	
新電話號碼： New Tel. No.: _____	新傳真號碼： New Fax No.: _____
新通訊／帳單地址： New Correspondence/Billing Address: _____ _____ _____	
新收件地址*： New Pick-up Address*: _____ _____ _____	
新電郵地址： New Email Address: _____	
新聯絡人： New Contact Person: _____	
生效日期： Effective Date: _____	

* 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。

* We will confirm with you whether the new pick-up address is covered by our pick-up service.

註： 1. 請提供顯示有效公司名稱、有效公司印鑑和授權簽署的商業登記證副本；商業登記證必須有最少一個月有效期。
2. 公司舊名稱需顯示於所提交的舊商業登記證副本上。

Note: 1. Please provide a copy of Business Registration Certificate bearing valid company name with valid company chop and authorised signature. The Business Registration Certificate must be valid for at least one month.
2. Copy of the old Business Registration Certificate submitted must bear the Old Company Name.

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、聯絡人或客戶姓名及職位、聯絡電話、傳真號碼、電郵地址及登記地址），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 company name, name and position of contact person or customer, contact telephone number, fax number, email address, and address for registration), 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（正階）
Name of Authorized Person
(BLOCK LETTERS)

申請日期
Date of Application