

「我的特快專遞」網上平台
更改管理帳戶資料表格
Request for Change of Details of
“Admin Account” on “My Speedpost” Online Platform

請填妥本表格，連同公司印鑑和授權簽署，傳真至 **2854 9623**，以便本署更新記錄。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 with company chop and authorised signature to **2854 9623**, for our update of the record. 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)

特快專遞帳戶號碼： Speedpost Account No.: _____
電話號碼(帳單)： Telephone No. (Billing): _____
「我的特快專遞管理帳戶」登入名稱： Login Name of “My Speedpost Admin Account”: _____
「我的特快專遞管理帳戶」新登記用戶姓名： New Name of Registered User of “My Speedpost Admin Account”: _____
「我的特快專遞管理帳戶」新電郵地址： New E-mail Address of “My Speedpost Admin Account”: _____

註： 更改帳戶資料需時約四個工作天。帳戶資料成功更改後，香港郵政會以電郵方式通知用戶。

Note: It takes around 4 working days to complete the process of updating the details. Hongkong Post will send a notification e-mail to the user after updating the details.

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