

重要! Important!

請參閱背頁說明
See instructions on the back

由 From	寄件人姓名及地址 Name and address of sender		寄件人的海關檔號(如適用) Sender's Customs reference (if any)	郵件編號(條碼編號(如適用)) No. of item (barcode, if any)	此郵件得由海關檢查 May be opened officially
	電話 Tel no.				
	香港 HONG KONG				
至 To	姓名 Name				
	公司 Business		進口商/收件人檔號(如適用)(稅號/增值稅號/進口商代號)(可選擇是否填寫) Importer/addressee reference (if any) (tax code/VAT no./Importer code) (optional)		
	街道 Street		電話 Tel no.		
	郵政編碼 Postcode		城市 City	進口商/收件人傳真/電郵(如適用) Importer/addressee fax/e-mail (if known)	
	國家Country				

內載品詳情(1) Detailed description of contents	數量(2) Quantity	淨重(公斤)(3) Net weight(kg)	價值(5) Value	只適用於商品 For commercial items only	
				協制編號 HS tariff number (7)	物品原產地 Country of origin of goods (8)
		總重量 Total gross weight (4)	總值 Total value (6)	郵費 Postal charges/fees (9)	

物品類別 Category of item (10)	<input type="checkbox"/> 商用樣本 Commercial sample	<input type="checkbox"/> 其他(請說明) Other (Please specify):	原寄局/投寄日期 Office of origin/Date of posting
<input type="checkbox"/> 禮物 Gift	<input type="checkbox"/> 退回貨物 Returned goods	說明 Explanation:	
<input type="checkbox"/> 文件 Documents	<input type="checkbox"/> 銷售貨物 Sale of goods		
註釋(例如: 需要檢疫、衛生檢查或其他限制的物品)(11) Comments: (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)			本人證明此報關單上所列資料屬正確, 及此郵件並不載有任何法例、郵政規例或海關條例所禁寄的危險物品。I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.

<input type="checkbox"/> 牌照 Licence 牌照編號 No(s).of licence(s) (12)	<input type="checkbox"/> 證明文件 Certificate 證明文件編號 No(s). of certificate(s) (13)	<input type="checkbox"/> 發貨單 Invoice 發貨單編號 No(s). of invoice(s) (14)	日期及寄件人簽署 Date and sender's signature (15)

填寫本表格前, 請詳閱背頁說明
READ THE INSTRUCTIONS ON BACK CAREFULLY BEFORE COMPLETING THIS FORM

說明 Instructions

本報關單及所需文件應妥地貼在郵件的表面，最好是收進一個塗膠的透明信封內。如你將本報關單夾附包裹內，請明確標示包裹內附報關單。

為方便清關，本報關單應以英語或寄達目的地接受的語文填寫。盡可能填上入口商/收件人電話號碼或電郵地址又或寄件人的電話號碼，以便清關。

寄達目的地的海關須清楚知道郵件的內載物品才可為郵件清關。因此，報關單內各項物品必須填報清楚，正確無誤，否則可能會令寄達目的地的海關在檢查郵件時造成延誤，以致對收件人構成不便。此外，如申報內容虛假、有誤導成分或不完全，則郵件可能會被海關充公或作出罰款的懲處。

投寄物品或有可能屬於禁寄物品，投寄人有責任查明有關進口及出口限制（包括禁寄物品、檢疫限制及藥物限制等）；如有需要，亦須查明寄達目的地所需的文件（例如：商業發票、產地來源證、衛生證明書、牌照或檢疫限制物品〔如植物、動物或食品等〕的認可證）。

商業物品指業務交易過程中任何出口／進口的物品，不論是作出售或交換用途。

(1) 詳細描述郵件內每類物品，例如：“男裝棉質恤衫”，切不可籠統填上物品的總稱，如“零件”、“樣本”、“食品”等。

(2) 填上每類物品的數量以及計算單位。

(3)及(4) 填上每類物品的淨重（以公斤計算）；填上郵件連包裝的總重量（以公斤計算），該重量應與計算郵費時的重量相符。

(5)及(6) 填上每類物品的價值和總值，並註明貨幣單位（如 HK\$即港幣）。

(7)及(8) 協制編號（8 位數字）必須按照由世界海關組織訂立的貨品名稱及編號協調制度填寫。“物品原產地”指物品的原產（包括生產／製作或裝嵌）國家。投寄商業物品的人士應提供上述資料，以便寄達國家的海關處理郵件。

(9) 填上已繳付郵政機關的郵費，並另外註明其他費用，例如保險費等。

(10) 在適當的方格內劃上“√”號，以說明物品類別。

(11) 提供須接受檢疫（如植物、動物、食品等）、衛生檢查或其他限制的物品的詳情。

(12)、(13)及(14) 如郵件須附牌照或證書，應在適當方格內劃上“√”號並註明編號。所有商業物品必須附上發貨單。

(15) 本報關單一經簽署及註明日期，寄件人便須為郵件負上責任。

本表格收集的個人資料，香港郵政將用作處理客戶的投寄事宜，而填報的個人資料，全屬自願性質。有關投寄資料包括個人資料或會傳送與香港郵政有業務來往的海外郵政機構及目的地海關。如寄件人不能提供這些個人資料，郵件的處理將會受影響，香港郵政則無法完成有關派遞服務。

除非所作用途為法例容許又或屬法例規定，否則未經資料當事人同意，所得的資料不會作其他用途。此外，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》，您有權要求查閱和更改你的個人資料。你的查閱權利包括獲得本表格上所填報資料的副本。如欲查閱或更改資料，請填妥《查閱資料要求表格》(Pos 736)，然後交回任何一間郵政局、電郵或寄交香港郵政保障個人資料主任。《查閱資料要求表格》可於香港郵政網頁下載或到各郵政局索取。

You should attach this customs declaration and accompanying documents securely to the outside of the item, preferably in an adhesive transparent envelope. If the declaration is not clearly visible on the outside, or if you prefer to enclose it inside the item, you must fix a label to the outside indicating the presence of a customs declaration.

To accelerate customs clearance, complete this declaration in English or in a language accepted in the destination. If available, you should fill in importer/addressee telephone number and e-mail address, and sender telephone number to accelerate customs clearance.

To clear your item, the Customs of destination need to know exactly what the contents are. You must therefore complete your declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or to seizure of the item.

Your goods may be subjected to restrictions. It is your responsibility to enquire into import and export regulations (prohibitions, restrictions such as quarantine, pharmaceutical restrictions, etc.) and to find out what documents, if any (commercial invoice, certificate of origin, health certificate, licence, authorization for goods subject to quarantine (plant, animal, food products, etc.)) are required in the destination.

Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.

(1) Give detailed description of each article in the item, e.g. "men's cotton shirts". General descriptions, (e.g. "spare parts", "samples" or "food products" are not permitted.

(2) Give the quantity of each article and the unit of measurement used.

(3) and (4) Give the net weight of each article (in kg). Give the total weight of the item (in kg) including packaging, which corresponds to the weight used to calculate the postage.

(5) and (6) Give the value of each article and the total, including the currency used (e.g. HK\$ for Hong Kong dollars).

(7) and (8) The HS tariff number (8-digit) must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organisation. "Country of origin" means the country where the goods originated, e.g. were produced/manufactured or assembled. Senders of commercial items are advised to supply this information as it will assist Customs in processing the items.

(9) Give the amount of postage paid to the Post for the item. Specify separately any other charges, e.g. insurance.

(10) Tick the box or boxes specifying the category of the item.

(11) Provide details if the contents are subject to quarantine (plant, animal, food products, etc.) or other restrictions.

(12),(13) and (14) If your item is accompanied by a licence or certificate, tick the appropriate box and state the number. You should attached an invoice for all commercial items.

(15) Your signature and the date confirm your liability for the item.

The personal data provided in this form will be used by Hongkong Post for processing the mail item. It is voluntary for customer to provide the relevant personal data. The posting details including the personal data may be transmitted to the overseas postal administrations which have a business relationship with Hongkong Post, and Destination Customs Authorities. Failure to provide the related data shall affect processing of the mail item, and Hongkong Post is unable to fulfil the required service. Hongkong Post would not use the personal data for any other purposes without customers' prior consent unless such use is permitted or required by law. 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 or correction of the data about you being held by us. Your right of access includes the right to obtain a copy of your personal data as provided on this form. If you wish to do so, please complete the "Data Access Request Form" (Pos 736) and return it to any post office or send it to our Personal Data Protection Officer by e-mail or by post. The "Data Access Request Form" is available at Hongkong Post and all post offices.