

此包裹得由海關檢查
The parcel may be opened officially

包裹編號
Parcel no.

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)

保險額 - 文字 Insured value - Words

數字 Figures

貨到付款金額 Cash-on-delivery amount - Words

數字 Figures

收件人姓名
Name of addressee

電話
Tel no.
香港 HONG KONG

電子賬號及中心
Giro account no. and Giro centre

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's fax/e-mail (if known)

國家
Country

互換局 Office of Exchange

海關印鑑 Customs stamp

內載物件數目
Number of item (s)

原寄局/投寄日期
Office of Origin/Date of Posting

(1) 證明文件及發貨單數目
Number of certificates and invoices

保險額 (SDR)
Insured value in SDR

總重量
Total gross weight 公斤 kg

(2) 費用
Charges

空郵 Air (International priority)

平郵 Surface (International Economy)

關稅
Customs duty

(3) 寄件人就包裹無法投遞時處理指示。(i) 至 (iii) 祇限選擇一項
Sender's instructions in case of non-delivery. Give one instruction only among (i) to (iii)

(i) 於幾日後退回寄件人
Return to sender after _____ days

(ii) 立即退回寄件人
Return immediately to sender

(iii) 將包裹棄掉
Treat as abandoned

退回/轉遞
Return/Rerect

平郵
by surface

空郵
by air

轉遞到下述地址 Redirect to address below

Address

收件人聲明
Declaration by addressee

本人已收妥此發遞單上所示的包裹
I have received the parcel described on this note
日期及收件人簽署
Date and addressee's signature

(需要時在此貼上專用標點 Please affix official labels here, when required)

本人證明此發遞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 despatch note are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.

(4) 日期及寄件人簽署
Date and sender's signature

退回無法投遞包裹的費用需由寄件人支付。當地郵政機關會以最合適方式(空郵或平郵)退回包裹。Senders shall pay for the charges involved for the return of undelivered parcel. The postal administration at destination shall arrange for the return of the parcel by the most appropriate means in use, either by air or by surface.

填寫本表格時, 請詳閱背面說明

READ THE INSTRUCTIONS OVERLEAF CAREFULLY BEFORE COMPLETING THIS FORM

說明

本發遞單及所需文件應穩妥地貼在郵件的表面，最好是放進一個塗膠的透明信封內。

本發遞單應以英文或寄達目的地所接受的語文填寫。

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，發遞單內各項必須填報清楚，正確無誤，否則可能會令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、受檢疫限制物品〔如植物、動物、食品等〕的認可證）。請提供進口商／收件人的電話號碼、電郵地址及寄件人電話號碼，以方便清關。

- (1) 如郵件須附連證明文件或發貨單，請註明數量。所有商業物品必須附上發貨單。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。
- (2) 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。
- (3) 寄件人須指明郵件無注投遞時的處理法。倘寄件人未作指定，這郵件會不作通知而予以退回。寄件人須負責退回郵件所需的費用。
- (4) 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》，你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。

Instructions

You should attach this despatch note and accompanying documents securely to the outside of the item, preferably in an adhesive transparent envelope.

This despatch note should be completed in English or in a language acceptable in the destination.

To clear your item, the Customs in the destination needs 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 subject 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, authorisation for goods subject to quarantine [plant, animal, food products, etc.]) are required in the destination. If available, you should fill importer/addressee telephone number and e-mail address, and sender telephone number to accelerate customs clearance.

- (1) If your item accompanied by a certificate or an invoice, please state the number. You should attached an invoice for all commercial items. The Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.
- (2) Give the amount of postage paid to the Post for the item. Specify separately any other charges, e.g. insurance.
- (3) You must indicate the manner in which the item is to be treated in case of non-delivery. The item may be returned without advice. If the sender has not given any instruction. The sender is obliged to pay the charges for the return of the item.
- (4) 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.

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 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.