

附屬帳戶申請表 Sub-Account Application Form

為方便輸入資料，請以正楷填寫。 *Please complete this form in BLOCK LETTERS to facilitate data entry.*

主帳戶資料 Information of Main Account	
主帳戶名稱 Name of Main Account _____	主帳戶編號 Main Account No. _____
商業登記證號碼 Business Registration Certificate No. _____	電話號碼 Tel. No. _____

本人現代表本公司申請開設附屬帳戶，詳情如下：

I wish to apply for opening a sub-account on behalf of our company as detailed below:

附屬帳戶名稱 Name of Sub-Account _____	
登記地址 Address for Registration _____ _____	
聯絡人姓名 Contract Person _____	電話號碼 Tel. No. _____
聯絡人職位 Position of Contract Person _____	傳真號碼 Fax No. _____
電郵地址 Email Address _____	
(如與上述登記資料不同，請填寫以下部份) (Please complete following section, if different from the above information for Registration)	
收件地址 Pick-up Address _____ _____	
* 只限部份商業地址，不適用於住宅地址。 <i>Certain commercial addresses only. No pick-up service for residential addresses.</i>	
聯絡人姓名 Contract Person _____	電話號碼 Tel. No. _____
聯絡人職位 Position of Contract Person _____	傳真號碼 Fax No. _____
電郵地址 Email Address _____	
收件安排 Collection Arrangement	
特快專遞 Speedpost(參閱註 ¹):	
<input type="checkbox"/> 按要求收件 On-demand Collection; 或 or	本地郵政速遞 Local CourierPost (參閱註 ¹):
<input type="checkbox"/> 定時收件 Scheduled Collection	<input type="checkbox"/> 按要求收件 On-demand Collection; 或 or
(請填寫以下部份 Please complete following section)	<input type="checkbox"/> 定時收件 Scheduled Collection
	(請填寫以下部份 Please complete following section)
註¹ NOTE1 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。 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.	

特快專遞 - 往指定收件地址定時收件的時間如下：

Speedpost - Time interval for scheduled collection at designated pick-up address is as follows:

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 - 往指定收件地址定時收件的時間如下：

Local CourierPost - Time interval for scheduled collection at designated pick-up address is as follows:

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						

* 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。Subject to individual circumstances, the collection time for some addresses may differ from the schedule listed above.

就有關申請提供個人資料純屬自願。若你未能提供足夠資料，本署可能無法辦理你的申請。

The provision of personal data in the process of your application is voluntary. If you do not provide sufficient information, we may not be able to process your application.

所需文件 Documents Required (參閱註¹ See NOTE¹ below)

分行登記證副本或主帳戶的商業登記證副本 (有效期最少一個月並須清楚顯示登記費及徵費已收訖)

Copy of Branch Registration Certificate or copy of Business Registration Certificate of the main account (with validity of at least one month, and received fee and levy clearly printed).

註¹: 香港郵政可能按個別情況要求申請人遞交其他證明文件，以便處理有關申請。如申請人未能提供所要求的文件，香港郵政或無法繼續處理有關申請。如證明文件含有香港身分證副本，該副本會於完成辦理有關審批資料當事人所提出的申請的事務後立即銷毀。

NOTE¹: Other supporting document(s) may be required by Hongkong Post in individual cases for processing of application. Hongkong Post may not be able to process the application further if the applicant fails to provide the document(s) required. Should photocopy of a HKID card is included in the supporting document(s), such copy will be destroyed after completing activities relating to the processing of data subjects' applications.

本人已細閱並同意夾附於本表格的《特快專遞服務／本地郵政速遞服務條款》的中文譯本。以及有關開設附屬帳戶的下述條款及細則：

- (1) 本人須承擔與香港郵政所開設附屬帳戶有關而招致的一切費用；
- (2) 本人的現有帳戶（即主帳戶）的信用額不會因開設本附屬帳戶而有所變更，即主帳戶與本附屬帳戶共用同一信用額；
- (3) 附屬帳戶的所有交易將誌入主帳戶的帳單內。香港郵政會發出同時載列主帳戶和附屬帳戶的交易的綜合帳單 [如有需要，可向香港郵政申請附屬帳戶獨立帳單（只適用於特快專遞服務）]；及
- (4) 與附屬帳戶有關而招致的特快專遞／本地郵政速遞上門收件費用將誌入主帳戶內。

I have read and agree to the Conditions of Service for the Provision of Speedpost Service/Local CourierPost Service attached to this Form, and the terms and conditions pertaining to the opening of sub-account as stated below:-

- (1) I shall be responsible for all charges incurred in connection with the sub-account with Hongkong Post;
- (2) The credit limit on the existing account (i.e. the main account) will not be changed as a result of the opening of the sub-account, i.e. one credit limit shared by both the main account and the sub-account;
- (3) All transactions for the sub-account will be shown on the main account statement, i.e. a combined statement showing the transactions for both the main account and the sub-account will be issued. [A separate statement for the sub-account will be available upon request (applicable to Speedpost service only).]; and
- (4) Pick-up fees for Speedpost / Local CourierPost incurred in connection with the sub-account will be billed to the main account.

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.

本人明白此項申請構成對香港郵政有關使用特快專遞服務／本地郵政速遞服務的要約, 惟香港郵政不一定接受此項申請。本人聲明以上提供的資料在各方面均屬真實及準確。

I understand that this application constitutes an offer to Hongkong Post in relation to the use of Speedpost Service/Local CourierPost Service, but Hongkong Post is not bound to accept such application. I declare that the information given above is true and accurate in every respect.

代表 For and on behalf of

獲授權人簽署及公司印章
Signature of Authorised Person and Company Chop

獲授權人姓名 (正楷)
Name of Authorised Person
(BLOCK LETTERS)

申請日期
Date of Application

請填妥本表格, 附以獲授權人簽署及公司印章, 連同所需文件, 透過下列途徑交回:

Please return the completed Form with signature of authorized person and company chop, together with the documents required, by the following means:

傳真至 Fax to: 2854 9623; 或 or

掃描後電郵至 Scan and E-mail to: cssd@hkpo.gov.hk; 或 or

郵寄至 Mail to: 九龍九龍灣宏基街 8 號
香港郵政大樓 6 樓
香港郵政業務發展部
Business Development Branch
Hongkong Post
6/F, Hongkong Post Building
8 Wang Kee Street
Kowloon Bay, Kowloon

如有查詢, 請致電 2921 2277。For enquiries, please call 2921 2277.

香港郵政專用 For Use By Hongkong Post Only	
Account No.	
Type of Service	<input type="checkbox"/> Speedpost <input type="checkbox"/> Local CourierPost
Service Commencement Date	
Processed by	
Checked by	