

附屬帳戶申請表 Supplementary 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.

現有帳戶資料 Information of Existing Account	
已登記公司名稱 Name of Registered Company _____	現有帳戶編號 Existing Account No. _____
聯絡人姓名 Contact Person _____	電話號碼 Tel. No. _____
職位 Position _____	傳真號碼 Fax 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 supplementary account on behalf of our company as detailed below:

附屬帳戶名稱 Name of Supplementary Account _____	
帳戶類別 Type of Account	
<input type="checkbox"/> 特快專遞 Speedpost	<input type="checkbox"/> 本地郵政速遞 Local CourierPost
帳單地址 Billing Address _____	聯絡人姓名 Contact Person _____
_____	電話號碼 Tel. No. _____
_____	傳真號碼 Fax No. _____
收件地址 Pick-up Address _____	聯絡人姓名 Contact Person _____
_____	電話號碼 Tel. No. _____
_____	傳真號碼 Fax No. _____

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。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.

所需文件 Documents Required
(1) 有效分行登記證的副本 Copy of a valid Branch Registration Certificate
(2) 地址證明 Proof of Address
(3) 其他文件 Other Document(s)*
*註：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
*Note: 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「特快專遞服務／本地郵政速遞標準服務／本地郵政速遞特快服務條款」（見附件），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）]；
- (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 hereby agree to the Conditions of Service for the Provision of Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service enclosed herein and the terms and conditions pertaining to the opening of supplementary account as stated below:-

- (1) I shall be responsible for all charges incurred in connection with the supplementary 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 supplementary account, i.e. one credit limit shared by both the main account and the supplementary account;
- (3) All transactions for the supplementary account will be shown on the main account statement, i.e. a combined statement showing the transactions for both the main account and the supplementary account will be issued. [A separate statement for the supplementary account will be available upon request (applicable to Speedpost service only).];
- (4) Pick-up fees for Speedpost / Local CourierPost incurred in connection with the supplementary 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，這項申請構成對香港郵政提出使用上述服務的要約，惟香港郵政不一定接納任何要約。本人謹此聲明，以上提供的資料在各方面均正確無誤。 I understand that this application constitutes an offer to Hongkong Post for the use of the said service(s) and Hongkong Post is not bound to accept any offer. I hereby declare that the information given above is true and accurate in each and every aspect.

代表 For and on behalf of

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

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

申請日期
Date of Application

請填妥和簽署本表格，並蓋上公司印鑑，然後連同所需文件一併交回：

Please complete and sign this form with company chop. Return it together with the required document(s) by:

傳真至 Fax to 2854 9623 或 or

郵寄至 上環德輔道中 308-320 號
安泰金融中心 21 樓
香港郵政業務發展部

Mail to Business Development Branch
Hongkong Post
21/F ING Tower
308-320 Des Voeux Road Central
Sheung Wan

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

只供香港郵政內部使用 For Hongkong Post's Internal Use Only			
Account No.			
Service Commencement Date			
Approved by	(PSR)		
		<input type="checkbox"/> Scheduled pick-up	<input type="checkbox"/> POD Required
	Date	Time	Agreed Pick-up Time
To IMC/GPO			
To FSD			
Reply from IMC/GPO			