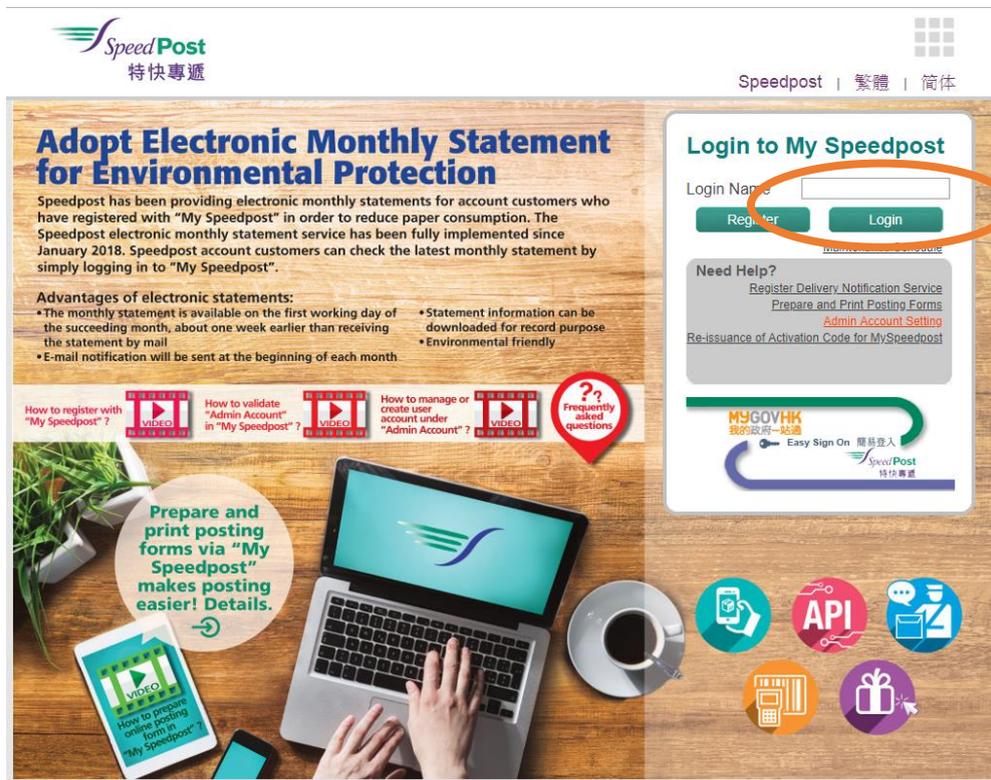
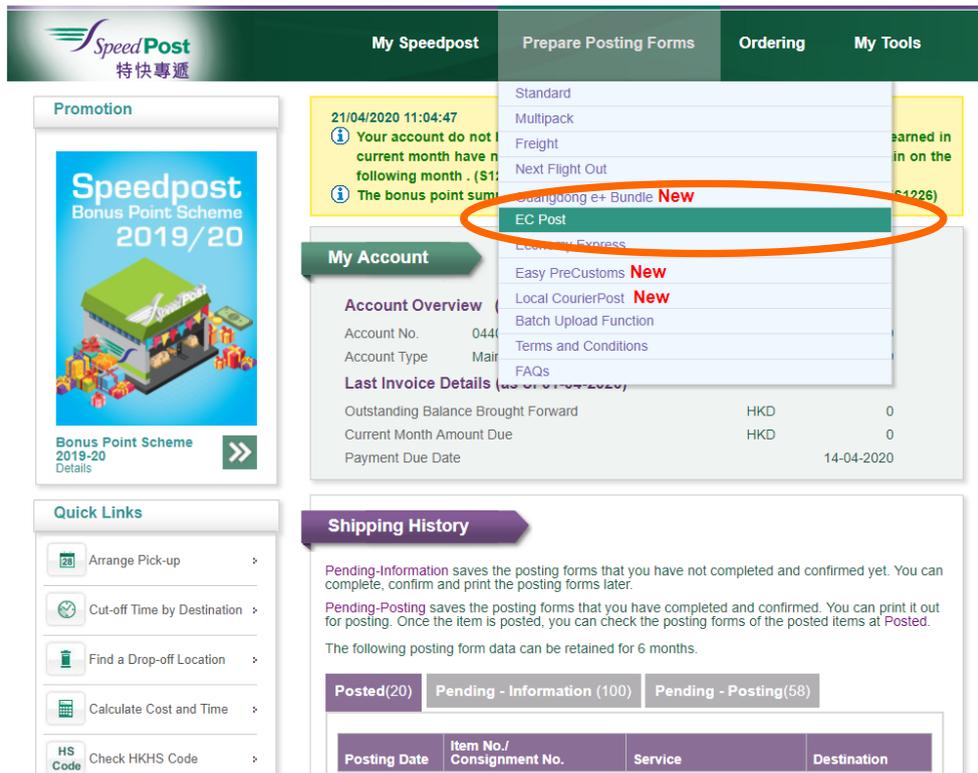


User Guide of Speedpost “EC Post” Service

Step 1: Log in to My Speedpost account: <https://myspeedpost.hongkongpost.hk>



Step 2 : After login, select “EC Post” from the main menu.



Step 3 : Fill in the delivery information (Pos 918)

EC Post Service

Delivery Information Customs Declaration Confirmation

Mandatory field required

Sender Information

Name of Sender: XXXXXXXX

Address of Sender: Pick-up Address Billing Address

XXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXX
CENTRAL DISTRICT, HONG KONG

Contact Person:

Tel. No.:

Fax No.:

Email address:

Addressee Information

Use Recorded Address of Addressee:

Name of Addressee:

Address of Addressee:

Country / Region:

Province / City:

Postal Code:

Tel. No.:

Fax No.:

Email address:

Save to Address Book

Cancel Continue

Step 4 : Complete the customs declaration (Pos 918)

EC Post Service

Delivery Information Customs Declaration Confirmation

Mandatory field required

Insurance Information

Subscribe Speedpost Insurance: Yes No

Sum Insured (HKD):

Insured Item Type:

Customs Declaration

Item Category: Documents Merchandise Sample

Content Description

Content Details	Quantity	Weight (kg)	Currency	Value	For merchandise/sample only HKHS Code (if applicable)	Country of Origin (if applicable)
1 gift	1	1.000	RMB(RMB)	50.00		
2	0	0.000	RMB	0.00		
3	0	0.000	RMB	0.00		
4	0	0.000	RMB	0.00		
Total		1.000 (Max. 2kg, includes packaging)	RMB	50.00		

Number of certificates and invoices:

Postage Information

Estimated Postage: \$69

The value displayed is for reference only. The final charges shall be determined by the price plan on the date of posting and total weight of the item is subject to the final measurement by Hongkong Post.

Step 5 : You can check the postage when filling in and confirming the details of the posting form.

Item Category
 Documents Merchandise (Includes gift or other) Sample

Content Description

Content Details	Quantity	Weight (kg)	Currency	Value	HKHS Code (if applicable)	Country of Origin (if applicable)
1 gift	1	1.000	RMB(RMB)	50.00		
2	0	0.000	RMB	0.00		
3	0	0.000	RMB	0.00		
4	0	0.000	RMB	0.00		
Total		1.000 (Max. 2kg include packaging)	RMB	50.00		

Number of certificates and invoices: 0

Postage Information
Estimated Postage: \$69
 The value displayed is for reference only. The final charges shall be determined by the price plan on the date of posting and total weight of the item is subject to the final measurement by Hongkong Post.

Customs Declaration Form D (CN 23)

Item Category
 Gift Documents Commercial Sample Returned Goods Other

Senders Customs Reference:

Importers Reference (if any)(tax code / VAT No. / importer code)(optional):

Importers Tel. No. (if any):

Importers Fax No. (if any):

Importers E-mail Address (if any):

Postal Charges (HKD):

Other fees:

Comments (e.g. goods subject to quarantine, sanitary / phytosanitary inspection or other restrictions):

Licence:

Certificate:

Sender Information

Name of Sender: XAXX XX XXXX
 Address of Sender: Pick-up Address Billing Address
 XX
 XAXX XX XXXX XXXX
 X XXRXNXXXX
 CENTRAL DISTRICT, HONG KONG

Contact Person: restets
 Tel. No.: 3333454
 Fax No.: 144324
 Email address:

Addressee Information

Name of Addressee: remlrtonm
 Address of Addressee: ertlterwkpjert

Country / Region: China
 Province / City: BEIJING
 Postal Code: 102400
 Tel. No.: 172876782679275
 Fax No.:
 Email address:

Insurance Information
 Subscribe Speedpost Insurance: No

Postage Information
Estimated Postage (HKD): 69.00
 The value displayed is for reference only. The final charges shall be determined by the price plan on the date of posting and total weight of the item is subject to the final measurement by Hongkong Post.

Customs Declaration

Item Category
 Documents Merchandise (Includes gift or other) Sample

Content Description

Step 6 : Provide the online store website address.

Importers Fax No. (if any):

Importers E-mail Address (if any):

Postal Charges (HKD):

Other fees:

Comments (e.g.: goods subject to quarantine, sanitary / phytosanitary inspection or other restrictions):

Licence:

Certificate:

Invoice #:

Invoice should be attached for all commercial items

Order Information

Order Reference:

Online Store Information

Please provide the online store website address for reference:

The personal data you provide in this webpage will be used by Hongkong Post for processing your posting. The information may also be used for the product promotion and analysis which are offered by Hongkong Post or other organisations which have a business relationship with Hongkong Post. If you do not wish such information to be so used. Please "v" the box.

With respect to the Personal Data (Privacy) Ordinance, please see "Instructions".

Terms and Conditions

I read and agree the Terms and Conditions of this service. For details, please [Click here](#)

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Step 7 : Confirm and print the posting form (Pos918) (a set of five) and sign on all copies.

Importers Reference (if any)(tax code / VAT No. / importer code)(optional):

Importers Tel. No. (if any):

Importers Fax No. (if any):

Importers E-mail Address (if any):

Postal Charges (HKD):

Other fees:

Comments (e.g.: goods subject to quarantine, sanitary / phytosanitary inspection or other restrictions):

Licence:

Certificate:

Invoice #:

Invoice should be attached for all commercial items

Order Information

Order Reference:

Online Store Information

Please provide the online store website address for reference:

The personal data you provide in this webpage will be used by Hongkong Post for processing your posting. The information may also be used for the product promotion and analysis which are offered by Hongkong Post or other organisations which have a business relationship with Hongkong Post. If you do not wish such information to be so used. Please "v" the box.

With respect to the Personal Data (Privacy) Ordinance, please see "Instructions".

Terms and Conditions

I read and agree the Terms and Conditions of this service. For details, please [Click here](#)

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