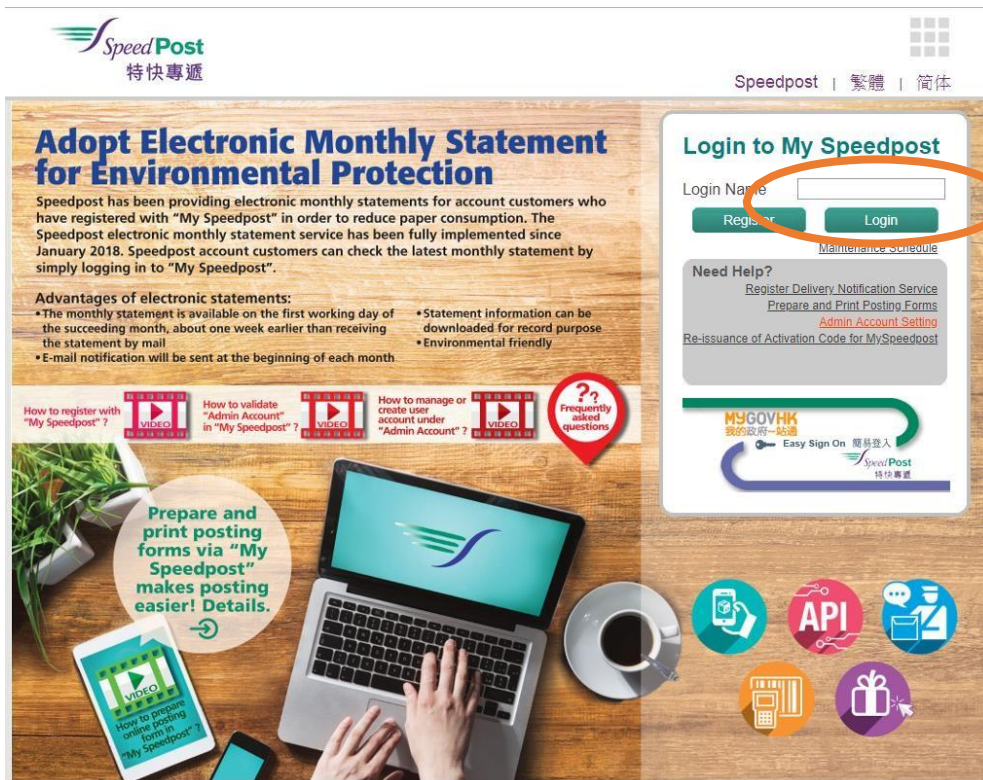
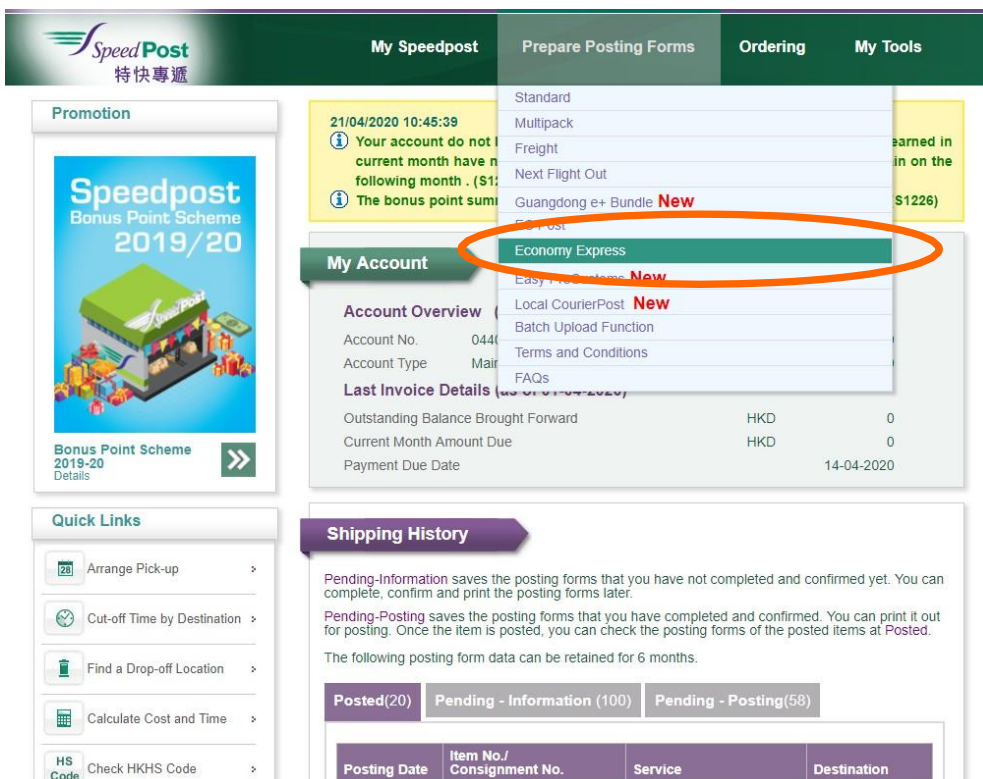


# User Guide of Speedpost “Economy Express” Service

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



**Step 2 :** After login, select “Economy Express” from the main menu.



### Step 3 : Fill in the delivery information (Pos 495)

Economy Express Service

Delivery Information   Customs Declaration   Confirmation

**Mandatory field required**

**Sender Information**

Name of Sender: DIGITAL MARKETING DIVISION

Address of Sender:  Pick-up Address  Billing Address

21/F  
ING TOWER  
308-320 DES VOELUX ROAD CENTRAL  
SHEUNG WAN, HONG KONG

Contact Person: Chan Tai Man

Tel. No.: 2123 4567

Fax No.: 2323 5656

Email address: abc@mail.com

**Addressee Information**

Use Recorded Address of Addressee

Name of Addressee: Janice Fung

Address of Addressee: Room 2345  
DEF House  
TTT Estate  
KK

Country / Region: China

Province / City: GUANGDONG

Postal Code: 100001

Click here to check China postcodes (available in Chinese only)

Tel. No. \*: 5638954653

Fax No.: 5879536-566

Email address: james@abc.com

Save to Address Book

Cancel   Continue

Privacy Policy Statement | Terms and Conditions | Disclaimer | FAQs | Contact Us   Copyright ©2013 Hongkong Post. All rights reserved.

### Step 4 : Complete the Customs Declaration (Pos 495)

Economy Express Service

Delivery Information   Customs Declaration   Confirmation

**Mandatory field required**

**Insurance Information**

Subscribe Speedpost Insurance:  Yes  No

Sum Insured (HKD)

Insured Item Type: (Insurance Service Details)

**Customs Declaration**

**Item Category**

Documents    Merchandise (Includes gift or other)    Sample

**Content Description**

Content Details	Quantity	Weight (kg)	Currency	Value	For merchandise/samples only	
					HKHS Code (if applicable)	Country of Origin (if applicable)
1 ipod	1	0.300	HKD(HKD)	4000.00	111	United Kingd
2	0	0.000	HKD	0.00		
3	0	0.000	HKD	0.00		
Total		0.300 (Max 40kg, includes packaging)	HKD	4000.00		

Number of certificates and invoices: 5

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

The screenshot shows the 'My SpeedPost' form on the hongkongpost.hk website. At the top, there is a table with columns: Content Details, Quantity, Weight (kg), Currency, Value, and For merchandise/sample only (HKHS Code and Country of Origin). The table contains four rows, with the first row having 'ipod' as content, quantity '1', weight '0.300', and value '4000.00'. Below the table, the total weight is '0.300 (Max 40kg, includes packaging)' and the total value is '4000.00'. The 'Number of certificates and invoices' is set to '5'. The 'Postage Information' section is circled in orange and shows 'Estimated Postage: \$95'. Below this, there is a disclaimer: '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.' The 'Order Information' section has an empty 'Order Reference' field. There are checkboxes for 'The personal data you provide in this webpage will be used by Hongkong Post...' and 'I read and agree the Terms and Conditions of this service...'. At the bottom, there are 'Back', 'Cancel', 'Save', and 'Continue' buttons.

Content Details	Quantity	Weight (kg)	Currency	Value	For merchandise/sample only HKHS Code (if applicable)	Country of Origin (if applicable)
1 ipod	1	0.300	HKD(HKD)	4000.00	111	United King
2	0	0.000	HKD	0.00		
3	0	0.000	HKD	0.00		
4	0	0.000	HKD	0.00		
Total		0.300 (Max 40kg, includes packaging)	HKD	4000.00		

Number of certificates and invoices: 5

**Postage Information**  
**Estimated Postage: \$95**

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.

**Order Information**  
 Order 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

Buttons: Back, Cancel, Save, Continue

The screenshot shows the 'My SpeedPost' form on the hongkongpost.hk website. The 'Address of Sender' is '21/F ING TOWER, 308-320 DES VOEUX ROAD CENTRAL, SHEUNG WAN, HONG KONG'. The 'Contact Person' is 'Chan Tai Man'. The 'Address of Addressee' is 'ROOM 2243 DEF House, TTT Estate, KK'. The 'Country / Region' is 'China', 'Province / City' is 'GUANGDONG', and 'Postal Code' is '100001'. The 'Estimated Postage (HKD):' is circled in orange and shows '95.00'. Below this, there is a disclaimer: '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.' The 'Insurance Information' section shows 'Subscribe Speedpost Insurance: No'. The 'Customs Declaration' section has 'Item Category' set to 'Documents'. The 'Content Description' section has a table with columns: Content Details, Quantity, Weight (kg), Currency, Value, and For merchandise/sample only (HKHS Code and Country of Origin). The table contains one row with 'ipod' as content, quantity '1', weight '0.300', and value '4,000.00'. At the bottom, there are 'Edit' buttons for the postage and customs declaration sections.

Address of Sender: Pick-up Address Billing Address  
 21/F  
 ING TOWER  
 308-320 DES VOEUX ROAD CENTRAL  
 SHEUNG WAN, HONG KONG

Contact Person: Chan Tai Man  
 Tel. No.: 2123 4567  
 Fax No.: 2323 5656  
 Email address: abc@mail.com

Address of Addressee: ROOM 2243  
 DEF House  
 TTT Estate  
 KK

Country / Region: China  
 Province / City: GUANGDONG  
 Postal Code: 100001  
 Tel. No.: 5638954653  
 Fax No.: 5879536-566  
 Email address: james@abc.com

**Postage Information**  
**Estimated Postage (HKD): 95.00**

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.

**Insurance Information**  
 Subscribe Speedpost Insurance: No

**Customs Declaration**  
 Item Category  
 Documents  Merchandise (Includes gift or other)  Sample

**Content Description**

Content Details	Quantity	Weight (kg)	Currency	Value	For merchandise/sample only HKHS Code (if applicable)	Country of Origin (if applicable)
1 ipod	1	0.300	HKD (HKD)	4,000.00	111	United Kingdom
Total		0.300	HKD (HKD)	4,000.00		

Buttons: Edit, Edit

**Step 6 :** Make sure the information contained in the posting form (Pos 495) is correct.

Economy Express Service  
 Delivery Information    Customs Declaration    **Confirmation**

**Sender Information**  
 Name of Sender: POSTAL MARKETING DIVISION  
 Address of Sender:  Pick-up Address     Billing Address  
 21/F  
 ING TOWER  
 308-320 DES VOEUX ROAD CENTRAL  
 SHEUNG WAN, HONG KONG  
 Contact Person: Chan Tai Man  
 Tel. No.: 2123 4567  
 Fax No.: 2323 5656  
 Email address: abc@mail.com

**Addressee Information**  
 Name of Addressee: Janice Fung  
 Address of Addressee: Room 2345  
 DEF House  
 TTT Estate  
 KK  
 Country / Region: China  
 Province / City: GUANGDONG  
 Postal Code: 100001  
 Tel. No.: 5638954653  
 Fax No.: 5879536-566  
 Email address: james@abc.com

Insurance Information  
 Subscribe Speedpost insurance: No

Postage Information  
**Estimated Postage (HKD): 95.00**  
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 7 :** Confirm and print the posting form (Pos 495) (a set of five) and sign on all copies.

(HKD):  
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

Content Details	Quantity	Weight (kg)	Currency	Value	For merchandise/sample only	
					HKHS Code (if applicable)	Country of Origin (if applicable)
1 ipod	1	0.300	HKD (HKD)	4,000.00	111	United Kingdom
Total		0.300	HKD (HKD)	4,000.00		

Number of certificates and invoices 5

Order Information  
 Order 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](#)



**Step 8 :** Place the full set of posting forms into a transparent envelope and affix it on the posting item.

<b>經濟快遞</b>  		HONGKONG POST 香港郵政		OE: CANE GPO/KLN/KWC
<b>Economy Express</b>		郵件編號 Item No. EV 000 264 625 HK		
寄件人姓名及地址 NAME AND ADDRESS OF SENDER POSTAL MARKETING DIVISION 21/F ING TOWER 308-320 DES VOEUX ROAD CENTRAL SHEUNG WAN, HONG KONG		帳戶號碼 Account No. 044088		收件人姓名及地址 NAME AND ADDRESS OF ADDRESSEE Janice Fung Room 2345 DEF House TTT Estate KK GUANGDONG
聯絡人 Contact Person Chan Tai Man		目的地 Destination China 中國內地		
電話/手機(Tel./Mobile) 2123 4567		郵政區編號 Postal Code 100001		電話/手機 (Tel./Mobile) 5638954653
傳真(Fax) 2323 5656		香港 HONG KONG		
電郵(E-mail) abc@mail.com		傳真(Fax) 5879536-566		電郵(E-mail) james@abc.com
(1) 報關單 CUSTOMS DECLARATION <input checked="" type="checkbox"/> 文件 <input type="checkbox"/> 貨物 <input type="checkbox"/> 樣本 (2) 內載物品詳情及數量 Quantity & detailed description of contents (3) 重量(公斤) Weight (kg) (4) 價值 Value ipod X 1 0.300 HKD4,000.00				
(5) 貨物原產地 For merchandise / sample only. If known, HS tariff number and country of origin of goods.				
總重量(公斤) Total weight (kg) 0.300 總共價值 Total value HKD4,000.00				
報關單及發貨單數目 Number of certificates and invoices 數量 No. 5				
投保特快專遞保費服務 Speedpost Insurance <input type="checkbox"/> 是 Yes <input checked="" type="checkbox"/> 否 No				
本人謹此聲明，以上資料均屬真實，且此郵件於本郵局內可透過郵政特快專遞服務轉寄到目的地。 I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous or prohibited articles as defined by postal or customs regulations. I also acknowledge that I have read the website www.hongkongpost.com/speedpost and agree to observe and be bound by the same.				
Peter Chan 2/7/2019				
郵局專用 FOR HONGKONG POST USE 年Y 月M 日D 時H 上門收件服務 Signature of Collection Officer				
Pos 495 (6/2010) 1. 投寄證明書 CERTIFICATE OF POSTING				

**Step 9 :** Post your items now! Please note that each posting item will only bear a dedicated item number.



Items can be posted at our post offices.



Customers sending "Economy Express" items can also use our pick-up service.