

## 「特快專遞貨運服務」申請表格

### Speedpost Freight Service Application Form

香港郵政專用 For Hongkong Post Use Only

請填妥本表格，並於投寄或上門收件時交予收件職員。

Please fill in this Form and hand it to our acceptance staff at the time of posting or pick-up.

#### 甲部：投寄資料（由客戶填寫）

##### Part A: Posting Details (To be completed by customer)

寄件人／公司名稱

Name of Sender/Company: \_\_\_\_\_

地址

Address: \_\_\_\_\_

電話號碼

Tel. No.: \_\_\_\_\_

手提電話號碼

Mobile No.: \_\_\_\_\_

傳真號碼

Fax No.: \_\_\_\_\_

收件人名稱

Name of Addressee: \_\_\_\_\_

投寄日期

Date of Posting: \_\_\_\_\_

派遞地址

Delivery Address: \_\_\_\_\_

請於適當空格內加上√號 Please put a tick in the appropriate box

貨件類別

文件

禮物

商用樣本

退回貨物

銷售貨物

其他

Item Type:

Document

Gift

Commercial Sample

Returned goods

Sales of goods

Others

貨件編號

Item No.: \_\_\_\_\_

1. E	HK	2. E	HK	3. E	HK	4. E	HK
5. E	HK	6. E	HK	7. E	HK	8. E	HK
9. E	HK	10. E	HK	11. E	HK	12. E	HK
13. E	HK	14. E	HK	15. E	HK	16. E	HK
17. E	HK	18. E	HK	19. E	HK	20. E	HK

(如空位不敷應用，請另紙開列。每個派遞地址必須使用獨立表格。Please attach additional sheets if the spaces provided are insufficient. Use a separate form for each delivery address.)

如使用特快專遞保險服務，請填寫以下資料：

Please fill in the followings for using Speedpost Insurance Service:

香港郵政專用 For Hongkong Post Use Only				
投保金額(港幣/元) Sum Insured (HK\$)	投保保費(港幣/元) Insurance Premium (HK\$)	總重量(公斤) Total Weight (kg)	郵費(港幣/元) Postage (HK\$)	應付金額(港幣/元) Amount Payable (HK\$)
(a)			(b)	(a)+(b)

投寄條款及細則

- 每批投寄的貨件數量最少為 2 件。每件貨件的重量不少於 5 公斤，整批貨件的總重量不少於 50 公斤。
- 整批貨件必須寄往同一收件人和同一派遞地址。
- 同一批貨件的內載物品類別必須相同。物品類別包括禮品、樣本、商品和文件。
- 此服務不接受以郵票或郵資蓋印機形式付款。

Posting Terms and Conditions

- The minimum quantity per consignment is 2 items. The minimum weight per item is 5kg and the minimum total weight per consignment is 50kg.
- The whole consignment should be sent to the same addressee and the same delivery address.
- The content of all items in one consignment should be of the same type, i.e., document, merchandise, sample or gift.
- Postage paid by stamps or franking machine is not acceptable for the service.

#### 乙部：不符合投寄資格貨件的處理（由使用上門收件服務的客戶填寫）

##### Part B: Handling of Ineligible Posting Items (To be completed by customer requiring pick-up service)

本人／本公司投寄的貨件如發現並未符合「特快專遞貨運服務」的投寄條款及細則，請按以下指示予以處理：

If the items posted by me/our company are found not eligible for Speedpost Freight Service, please deal them as instructed below.

請於適當空格內加上√號 Please put a tick in the appropriate box

整批貨件按「特快專遞標準服務」的收費投寄。

Post the whole consignment at the rate of Speedpost Standard Service.

暫停處理整批貨件，並盡快聯絡本人／本公司以確定處理方法。

Suspend handling the whole consignment and contact me/our company as soon as possible to confirm the way of handling.

註：如客戶並無指示如何處理不符合投寄資格的貨件，香港郵政將暫停處理整批貨件，直至獲得客戶確認為止。

Note: If no instruction is given to handle the ineligible posting items, Hongkong Post will suspend handling the whole consignment until confirmation is received from the customer.

**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。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，香港郵政可能無法辦理你的申請。

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，資料當事人有權查閱香港郵政保存有關他的個人資料。如你需查閱資料，可於香港郵政網址及各郵政局索取「查閱資料要求表格」(Pos736)，填妥後交回任何郵政局，或寄交香港中環香港郵政總部管理事務科個人資料私隱主任收。如資料當事人需改正個人資料，可於香港郵政網址及各郵政局索取「改正個人資料要求表格」，填妥後交回任何郵政局，或透過電郵(hkpo@hkpo.gov.hk)／寄交香港中環香港郵政總部管理事務科個人資料私隱主任收。

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、地址、及投寄或交易資料），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. 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.

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, Data Subject has a right to request access to information about him held by Hongkong Post. If you wish to do so, please complete the Data Access Request Form (Pos736), and return it to any Post Office or send it to the Personal Data Privacy Officer, Management Services Division, Hongkong Post Headquarters, Central, Hong Kong. The Data Access Request Form is available at Hongkong Post web site and all post offices. If the Data Subject wish to make a request that Hongkong Post make a correction to his personal data, please complete the Personal Data Correction Request Form, and return it to any post office or send it to the Personal Data Privacy Officer by e-mail (hkpo@hkpo.gov.hk) or by post to Management Services Division, Hongkong Post Headquarters, Central, Hong Kong.

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, address, and posting or transaction data), 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.

寄件人簽署／公司印章 Signature of Sender / Company Chop

收件職員簽署 Signature of Acceptance Staff

