

**APPLICATION FOR THE AUTHORITY
TO USE CHEQUE FOR PAYMENT OF POSTAL SERVICE
申請授權使用支票繳付郵政服務費用**

Name of Firm

公司名稱 _____

Business Registration Certificate Number

商業登記證 _____

(Please provide a copy of valid Business Registration Certificate, 請提供一份有效的商業登記證副本)

Company Address

公司地址 _____

Name of contact person & telephone no.

聯絡人姓名及電話號碼 _____

Name of Bank

銀行名稱 _____

Account Number

戶口號碼 _____

Bank Address

銀行地址 _____

For which Postal Service do you wish to pay by cheque ? (Please provide copies of posting documents or receipts covering your expenditure in the past three months, if available)

你擬以支票繳付那項郵政服務? (倘若可以, 請提供過去三個月內支付的郵費的收據或投寄文件的副本)

Maximum amount for which authority is requested in any period of seven days

七日內須獲授權以支票付的最高款額 _____

Post Office at which cheque will be presented

擬於那間郵政局以支票付款 _____

For processing your application, Hongkong Post will send a letter to your bank via you to obtain a reference about your bank account. Your bank will seek your agreement on this and collect from you the related charge.

為處理貴公司的申請, 香港郵政將以書面形式經貴公司向銀行查詢所提供的帳戶資料。銀行將就此徵求貴公司的同意, 而所涉及費用亦將由貴公司支付。

Signature

簽署 _____

Name in Block Letters

姓名 (請用正楷填寫) _____

Title

職銜 _____

Company Chop

公司蓋印

Date

日期 _____

*** Please complete this form and fax it with the support documents mentioned above to 2840 1076. Please call 2921 2244 for enquiry**
請填妥此表格, 然後連同上述證明文件, 傳真至 2840 1076, 查詢請致電 2921 2244

您在此申請表格所填報的個人資料, 香港郵政將用作處理您的申請事宜。

香港郵政或其他與香港郵政有業務來往的機構可能會利用這些資料, 為資料提供者設計及宣傳與郵政及郵票有關的產品或服務。如您不希望這些資料提供作上述用途, 請在方格上填上「✓」號。□

根據「個人資料(私隱)條例」第18及22條以及附表1第6項原則, 您有權獲得及更改個人資料。您的權利包括獲得一份此表格上填報資料的副本。如欲索取或更改資料, 請往郵政局索取查閱資料要求表格(Pos 736), 填妥後交回辦理。

The personal data you provide in this form will be used by Hongkong Post for processing your application.

This information may be used for the promotion of postal and stamp-related products or services which are offered by Hongkong Post or other organisations which have a business relationship with Hongkong Post. If you do not wish it to be used for this purpose, please "✓" the box. □

You have the right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data as provided in this form. For access and correction, please complete the Data Access Request Form (Pos 736) which is available at any post office.