

香港郵政通函服務 - 郵費回贈退還申請
HONGKONG POST CIRCULAR SERVICE
APPLICATION FOR REBATE OF VOLUME DISCOUNT

備註:

- (一) 回贈折扣計算方法(依曆月計算, 不論該月曆日數目多少):
- 在同一月內總寄件量介乎 200 000 至 500 000 份之間, 折扣率為 5%。
 - 在同一月內總寄件量超過 500 000 份, 折扣率為 10%。
- (二) 有關通函必須屬同一產品商戶所有。
- (三) 經填妥的這份郵費回贈申請表須在每月十五日前, 連同上月的香港郵政通函服務收據正本, 送達香港中環康樂廣場二號香港郵政總部三樓財務科。
- (四) 有關郵資回贈退還手續的查詢, 請致電 2921 2148。

Notes:

- (1) Volume discount (base on calendar month, irrespective of the number of calendar days in that particular month)
- 5% discount for 200,000 – 500,000 Circular Service items posted in a calendar month
 - 10% discount for more than 500,000 Circular Service items posted in a calendar month
- (2) The items should be sent from the same advertiser.
- (3) The completed application form should be forwarded to the Financial Services Division, 3/F, Hongkong Post Headquarters, 2 Connaught Place, Central, Hong Kong by 15th day of the month with the original copies of the posting receipts of the preceding month.
- (4) For enquires about the discount rebate arrangement, please call 2921 2148.

甲部(由投寄人填寫)

Part A (to be completed by user of Hongkong Post Circular Service)

1. 投寄人姓名
Name of Hongkong Post Circular Service User: _____
2. 電話
Tel. _____
3. 投寄月份^(備註一)
Month of Posting ^{Note 1}: _____
4. 產品商戶名稱^(備註二)
Name of Advertiser ^{Note 2}: _____

日期 Date	收據號碼 ^(備註三) (即郵政表格 Pos 12 上所示號碼) Posting Receipt No. ^{Note 3} (i.e. Postal Form Pos 12 No.)	通函數量 No. of Circular Service Items	郵費總額(元) Total Postage (\$)
合共 Total			
x 根據總寄件量釐定的折扣率 ^(備註一) Eligible discount rate ^{Note 1} :			%
回贈總額 Discount amount :			\$

5. _____
- 公司蓋印
Company Chop
簽署
Signature
日期
Date

乙部 (由香港郵政財務科職員填報)

Part B (to be completed by staff of Hongkong Post Financial Services Division)

Checked by: _____	Total No. of Items	:HK\$ _____
Verified by: _____	Discount Rate	:HK\$ _____