

APPLICATION FOR REFUND OF SPOILT FRANKED IMPRESSION

Notes:

1. Application for the refund of any franked impression made in error must be forwarded to Hongkong Post within two weeks of the date of such impression.
2. The entire envelope, wrapper or label bearing the impression made in error should be produced and surrendered with the application. These items should be contained in envelope which should be properly sealed up.
3. The impression made in error must be clear and legible or is otherwise approved by the Postmaster General.
4. Part A below should be completed by the franking machine licensee. The completed form together with the supporting items as mentioned in Note 2 may either be posted to the Financial Services Division, 3/F Hongkong Post Headquarters, 2 Connaught Place, Central, Hong Kong or hand-delivered to any post offices.
5. Commission will be charged at the rate of 15% of the face value of impressions OR a minimum charge of \$50, whichever is the higher. Upon acceptance of the application, a credit note of the face value less the commission charge will be issued to the licensee.
6. For enquiries concerning the application, please telephone Hongkong Post's Franking Machine Hotline at 2921 2860.

(A) PARTICULARS OF THE CLAIM *(to be completed by Franking Machine Licensee)*

Name of Licensee : _____ Franker Die No. _____
 Licence No. : PF _____
 Contact Person : _____
 Telephone No. : _____ Fax No. : _____

Unit Postage (\$)	No. of Items Franked in Error	Amount of Postage (\$)
Total :-		
Less commission (see Note 5) :-		
Net amount to be refunded :-		

Signature : _____

Date : _____

Company Chop

(tear off here)

(B) ACKNOWLEDGEMENT *(to be completed by Hongkong Post)*

Name of Licensee : _____

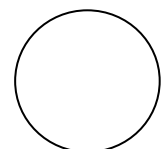
Licence No. : PF _____ Franker Die No. : _____

I acknowledge receipt of your application dated _____ for the refund of spoilt franked impressions amounting to \$ _____ after deduction of the 15% commission charge (minimum charge \$50). Your application will be referred to our Financial Services Division for verification and processing. For enquiries, please call our Franking Machine Hotline at 2921 2860.

Signature of Accepting Officer

Name : _____

Post Office



Date Stamp

