

香港郵政通函郵寄服務申請表格

APPLICATION FOR HONGKONG POST CIRCULAR SERVICE

申請人名稱 Name of applicant:	電話號碼 Telephone No. 傳真號碼 Fax No.
地址 Address:	
每份函件重量 Weight of each item:	投寄日期 Date of posting:

投寄數量及派遞地區 Quantity of posting and delivery area:

地區 Area	投寄數量 Quantity of posting
總數 Total	

隨函夾附乙份投寄函件的樣本。 **One specimen of the item is attached.**

簽署 Signature _____

姓名 (請用正楷) Name in block letters _____

職銜 Designation _____

日期 Date _____

公司印章 Company chop

投寄詳情請參閱背面細則。 *Please see the General Information overleaf for posting details.*

供香港郵政填寫 To be completed by Hongkong Post	編號 Reference No.:
<p>申請已獲批准/不獲批准*。不獲批准的原因是 The above application is approved/not approved*. It is not approved because</p> <p>請於 _____ 前往 _____ 郵政局投寄。</p> <p>Please make the above posting on _____ at _____ Post Office.</p> <p>如有任何查詢請致電 For enquiries, please contact _____</p> <p><input type="checkbox"/> 得悉投寄範圍內有不收取通函的要求，並已給予寄件人剔除建議，寄件人仍決定包括有關地點。The sender advised that opt-out request(s) was received for the targeted posting areas. He/she decided to include the concerned areas for posting despite advice was given to exclude those areas.</p>	
日期 Date _____	Postmaster (_____) 郵政局局長

供申請人參閱 Notes to applicant:

香港郵政會將本表格所提供的個人資料用作處理你的申請。
The personal data you provide by means of this form will be used by Hongkong Post for processing your application.
你有權根據《個人資料(私隱)條例》第18及22條以及附表1第6項原則的規定，要求查閱及更正你的個人資料，你查閱資料的權利包括取得表格所提供有關你的個人資料。
You have a right of access and correction with respect of 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 provided by this form.
如欲查閱資料，請往郵政局索取查閱資料要求表格 (Pos 736)，填妥後交回辦理。
If you wish to do so, please complete the Data Access Request Form (Pos 736) which is available at any post office.

* 將不適用處刪去 Delete as appropriate

細則 GENERAL INFORMATION

概要

1. 香港郵政通函郵寄服務是供顧客郵寄宣傳資料往某一特定地區的服務。寄件人可以將宣傳資料寄給任何地下設有信箱的樓宇或公共屋邨的本地收件人。有關資料可以放在信封投寄，不連信封投寄亦可，並且無須貼上郵票及註明收件人的姓名地址。

服務範圍

- 2.1 通函郵寄服務寄件往地下設有信箱的本港樓宇或每戶門上設有合適信箱或收件孔口的本地屋邨。某些指定的商業樓宇／商舖地址，這項服務亦可派達。有關通函郵寄服務範圍內每區／每幢大廈／每個屋苑住戶人數的詳情，可致電熱線 2921 2277 或向大量投寄郵局查詢（參考第 7 段）。
- 2.2 香港郵政有權在需要處理大量郵件的繁忙時期（例如聖誕節、農曆新年、選舉期間等）暫停這項服務。

收寄條件

- 3.1 **重量限制**
最重：每份函件 150 克
- 3.2 **形狀**
函件以長方形為佳
- 3.3 **厚度**
最厚：10 毫米
最薄：0.25 毫米
- 3.4 **尺寸限制**
最大：150 毫米 × 220 毫米
最小：90 毫米 × 140 毫米
- 3.5 **郵費**

每件郵件重量 不超過	標準通函郵寄服務		特選通函郵寄服務 依據投寄數量按標準服務收費，另收 \$3,000 作為目標篩選服務費。
	一般地區	離島及鄉村地區	
30 克	\$0.90	\$1.30	
50 克	\$1.30	\$2.00	
100 克	\$1.80	\$2.70	
150 克	\$2.00	\$3.40	

如一個曆月內（不論該月曆日數目多少）投寄達 200,000 或以上郵件，可獲折扣優惠，詳情請參閱服務單張。

- 3.6 **內載物品**
印刷品，可以夾有附件，但郵件必須封妥。
- 3.7 **最少投寄數量**
每次最少投寄 2,000 份相同的函件。若投寄量不足 2,000 份，收費將以 2,000 份該函件應付郵費計算。
- 3.8 **包裝**
利用這項服務投寄的郵件放在信封內與否均可，投寄小冊子時，應妥為摺疊，除裝釘機裝釘的小冊子外，不得使用釘書釘。投寄時，所有函件應朝向同一方向排好，並應每 100 份牢固地捆紮或包裝為一摺。投寄人亦可因應情況，將函件以方便處理的數量捆紮（例如以十件或十件的倍數捆紮）。
- 3.9 **填寫地址的方法**
無須註明收件人的姓名或地址。
- 3.10 **函件上的標記**
寄件人須在函件上印上以印刷方式或其他工具（如金屬印或橡膠印）印上中文或英文標記。有關標記（見下圖）可於香港郵政網頁 <http://www.hongkongpost.com> 下載（參考第 8 段「警告」）。



最大尺寸：40 毫米 × 30 毫米（高）
最小尺寸：20 毫米 × 15 毫米（高）

- 3.11 **郵戳**
利用通函郵寄服務投寄的函件不會加蓋郵戳。
- 3.12 **「不收取通函」聲明**
寄件人必須在通函上容易辨讀的適當位置加上「不收取通函」為標題的下列聲明：
『如不欲繼續收取本人／本機構／本公司發出的通函，請 [把你的地址電郵至（電郵地址）／傳真至（傳真號碼）／郵寄至（地址），並註明「停止收取通函」] / [致電（電話號碼）提供詳細資料。]』
寄件人在接獲住戶的「不收取通函」要求後，須考慮日後僅以具地址方式投寄函件至有關大廈／屋苑／地區，或於投寄通函時，在寄件名單中剔除有關大廈／屋苑／地區。
- 3.13 **投寄函件樣本**
任何人不得投寄任何淫褻、不道德、不雅、令人反感或帶永久形式誹謗的文字、圖片或其他東西。寄件人事前必須把擬投寄函件樣本送交或傳真至有關郵政局審批。在決定申請人遞交的樣本是否符合本條款之規定一事上，香港郵政的決定為最終決定。
- 3.14 **預付郵費方法**
可以用現金或易辦事付款，若以支票付款，請致電 2921 2244 或 2921 2245 與香港郵政財務科安排。
- 3.15 **投寄局**
通函應於各大量投寄郵局投寄（參考第 7 段）。

派遞

4. 通函通常會在投寄後四個工作日內（不包括星期日及公眾假期）完成派遞。
- ## 責任
- 5.1 香港郵政會盡力把通函派遞至寄件人指定的地區，但通函若有遺失、未能派遞、錯派、延誤或損壞，概不負責。
 - 5.2 香港郵政只負責運遞郵件，不表示認同郵件傳遞的信息。
 - 5.3 香港郵政會盡量定時更新服務範圍內每區／每幢大廈／每個屋苑的單位數目，不過如有任何數目上的分歧或其他錯誤，概不負責。

查詢

6. 如欲查詢有關本服務的詳情，歡迎致電 2921 2277。

申請

7. 寄件人應在投寄前向大量投寄郵局申請批准。有關大量投寄局的資料，請瀏覽 www.hongkongpost.com 或致電 2921 2277 查詢。

警告

8. 「香港郵政通函郵寄服務」是香港郵政獨家提供的服務。任何人事先未獲香港郵政批准使用「香港郵政通函郵寄服務」，不得在任何非經香港郵政投遞的物品上使用或放上「香港郵政通函郵寄服務」標記。如有違反此項條文，當局將提出檢控而不會再作通知。

GENERAL

1. The Hongkong Post Circular Service (HKPCS) is available to any customer wishing to send his advertising materials to a particular area. Senders may make use of the service to send their advertising matter, unstamped and unaddressed, enveloped or unenveloped to local addresses with letter boxes on the ground floor or to households in designated housing estates.

AVAILABILITY OF THE SERVICE

- 2.1 HKPCS is available to local addresses with letter boxes on the ground floor or households in housing estates where suitable letter boxes or door slots for receiving mail are readily provided at the door of each individual unit. It is also available to some designated commercial buildings. Details of the number of households/occupants in each area/building/estate where the HKPCS is available can be obtained from the service hotline 2921 2277 or our bulk acceptance offices (see paragraph 7).
- 2.2 Hongkong Post reserves the right of withholding the service during pressure posting periods, e.g. Christmas, Chinese New Year, election period, etc.

CONDITIONS OF ACCEPTANCE

- 3.1 **Weight limit**
Maximum: 150g per item
- 3.2 **Shape**
The items should preferably be rectangular in shape.
- 3.3 **Thickness**
Maximum: 10mm
Minimum: 0.25mm
- 3.4 **Size limit**
Maximum: 150mm × 220mm
Minimum: 90mm × 140mm
- 3.5 **Postage**

Weight per item not exceeding	Standard Circular Service		Premium Circular Service Standard service rates apply. In addition, a target selection service fee of \$3,000 will be charged on top of postage.
	General Areas	Outlying Islands & Rural Areas	
30g	\$0.90	\$1.30	
50g	\$1.30	\$2.00	
100g	\$1.80	\$2.70	
150g	\$2.00	\$3.40	

For accumulated postings with quantities of 200,000 items or above in a calendar month, you can enjoy special volume discounts. Please refer to the service leaflet for details.

- 3.6 **Contents**
Printed papers. The item may include enclosures provided that it must be properly sealed up.
- 3.7 **Minimum quantity of posting**
The minimum posting quantity is 2,000 identical items. If posting quantity is less than 2,000 items, the total postage of 2,000 items will be charged.
- 3.8 **Make-up**
Items posted under this service may or may not be enveloped. Pamphlets should be properly folded for posting. Staples should not be used except for booklets bound by binding machines. Items should face the same direction, and be securely tied or packaged in bundles of 100 or in bundles of a convenient size (each containing ten items or multiple of ten.)
- 3.9 **Addressing method**
Unaddressed.
- 3.10 **Indications on items**
Senders are required to impress on the items, by printing or other mechanical means such as a metal or rubber stamp, in English or Chinese the following indicia which can be downloaded from Hongkong Post's website <http://www.hongkongpost.com> (see WARNING at paragraph 8).



Maximum size: 40mm(w) × 30mm(h)
Minimum size: 20mm(w) × 15mm(h)

- 3.11 **Postmark**
Items posted under the HKPCS will not be postmarked.
- 3.12 **Opt-out Statement**
Senders must add the following statement at a proper position where it can be easily read on the circulars with a subject line of "Unsubscription to Circulars":
"If you do not wish to receive promotional circulars from me/us in future, please [send your full address by email/fax/mail to (email address/fax number/address) and indicate "Unsubscription to Circular" in the subject line] / [call at (telephone number) to give the details.]"
On receipt of opt-out request(s) from any resident(s), senders shall consider sending addressed mails only to such building(s)/estate(s)/area(s), or excluding them from the mailing list in their future circular postings.
- 3.13 **Specimen of posting**
No person shall send any obscene, immoral, indecent, offensive or libellous writing, picture or other things by post. A specimen of the item must be handed in or sent by fax to the respective post office for prior approval. In determining whether the specimen submitted by the applicant has met the requirements stipulated in this condition, HKP's decision shall be final.
- 3.14 **Postage prepayment method**
Payment can be made in cash or EPS. Alternatively, arrangements can be made with the Hongkong Post Financial Services Division by telephone at 2921 2244 or 2921 2245 to pay by cheques.
- 3.15 **Office of posting**
HKPCS items should be posted at our bulk acceptance offices (see paragraph 7).

DELIVERY

4. Delivery of HKPCS items will normally be completed within four working days (excluding Sundays and public holidays) after posting.

LIABILITY

- 5.1 While Hongkong Post will as far as possible endeavour to deliver HKPCS items to area indicated by the sender, Hongkong Post shall not incur any liability by reason of the loss, non-delivery, misdelivery or delay of any HKPCS items, or by reason of any damage to such items.
- 5.2 The Post Office is just a carrier of this mail item and does not mean it endorses the content of the message.
- 5.3 Hongkong Post will endeavour to provide regular updates about the number of households/occupants in each area/building/estate where the HKPCS is available, but will not be liable for any discrepancy in such number or other inaccuracies which may arise under whatever circumstances between the updates.

ENQUIRIES

6. For enquires on the service, please call 2921 2277.

APPLICATION

7. Senders should provide details of the posting in the application form and apply to any one of the bulk acceptance offices for approval prior to posting. For details of our bulk acceptance offices, please visit www.hongkongpost.com or call 2921 2277.

WARNING

8. The Hongkong Post Circular Service is an exclusive service provided by Hongkong Post. No person shall, without obtaining prior approval for use of the Hongkong Post Circular Service from the Hongkong Post, use or put the "Hongkong Post Circular Service" indicia on any item(s) that is/are not sent through Hongkong Post. If the provision is contravened, prosecution will be initiated without further notice.