

## 參觀郵政局申請表格

### Application Form — Visit to Post Office

註：在填寫本表格前，請先細閱第二頁的“申請參觀郵政局須知”。

Note: Please read the Notes for Applicants on page 2 before filling in this application form.

#### 1. 申請學校/團體資料

##### Particulars of School/Organisation

申請學校/團體名稱：

Name of School/Organisation: \_\_\_\_\_

地址：

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

負責人姓名：

Name of Officer-in-charge: \_\_\_\_\_

職位：

Position: \_\_\_\_\_

聯絡人姓名：

Name of Contact Person: \_\_\_\_\_

職位：

Position: \_\_\_\_\_

聯絡人電話號碼：

Tel. No. of Contact Person: \_\_\_\_\_

傳真號碼：

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

#### 2. 參觀者資料

##### Particulars of Visitors

參觀人數：

No. of Visitors: \_\_\_\_\_

年齡：

Age: \_\_\_\_\_

#### 3. 參觀詳情

##### Particulars of Visit

參觀日期：

Date of Visit: \_\_\_\_\_

參觀地點及時間：

Place and Time of Visit:

(請以“✓”號表示。 Please “✓” the appropriate box.)

郵政總局 (不超過 20 人)

General Post Office (Maximum 20 visitors)

地址：香港中環康樂廣場二號

Address : 2 Connaught Place, Central, Hong Kong

上午十時四十五分      或       下午二時三十分

10:45 a.m.                      or                      2:30 p.m.

國際郵件中心 (不超過 30 人)

International Mail Centre (Maximum 30 visitors)

地址：九龍梳士巴利道 80 號

Address : 80 Salisbury Road, Kowloon

上午十時三十分

10:30 a.m.

其他郵政分局 (請註明郵政分局及時間)

Other branch post office (Please specify the branch post office and time)

郵政分局：

Branch post office: \_\_\_\_\_

時間：

Time: \_\_\_\_\_

學校/機構蓋章：

School/Organisation Chop: \_\_\_\_\_

申請人簽署：

Signature of Applicant: \_\_\_\_\_

申請人姓名：

Name of Applicant: \_\_\_\_\_

日期：

Date: \_\_\_\_\_

## 申請參觀郵政局須知

1. 香港郵政（以下簡稱「本署」）只接受學校或非牟利慈善團體的參觀申請。如屬非牟利慈善團體的申請，請連同有關的登記證明一併遞交。
2. 申請人請先致電 2921 2980 向本署管理事務科說明參觀地點、日期、時間和人數後才遞交申請表格 (PR002-F)，先到先得。請把填妥的申請表格寄往香港中環康樂廣場二號香港郵政總部 2M01 室香港郵政管理事務科收（信封面請註明“申請參觀郵政局”字樣），或傳真至 2869 9519。
3. 申請須於參觀日期前十個工作天至三個月內向本署提出。
4. 每次參觀的人數限制（包括所有隨行老師與工作人員）如下：  
中環郵政總局每次不得超過二十人；國際郵件中心每次不得超過三十人；其他各郵政分局則視乎情況而定，必須先與本署聯絡安排。
5. 為顧及參觀者個人安全，本署不會安排幼兒中心或幼稚園學童參觀中環郵政總局與國際郵件中心的郵件處理中心。
6. 郵政總局的參觀時間為星期一至五上午十時四十五分或下午二時三十分，星期六上午十時四十五分；國際郵件中心的參觀時間為星期一至六上午十時三十分。參觀需時約一小時。其他郵政分局的參觀時間視乎所參觀分局的開放時間而定。
7. 郵政總局、國際郵件中心與各郵政分局每日只安排一次參觀。
8. 參觀其他郵政分局的活動範圍只限櫃位大堂。
9. 所有公眾假期及十二月份郵務繁忙期間，恕不安排參觀活動。
10. 如天文台於約定的參觀時間前一小時懸掛三號或以上風球，或發出紅色或黑色暴雨警告信號，所有參觀活動即告取消，不另作安排。
11. 如申請成功，本署會在收妥申請表格後五個工作天內發出書面回覆，以作確認。
12. 請勿在參觀期間攝影或拍照。

### Notes for Applicants

1. Hongkong Post only accepts applications from schools or non-profit making charitable organizations. In case of applications from non-profit making charitable organizations, a copy of the registered proof must be attached with the application form.
2. **Applicants should make a verbal reservation with the Management Services Division of Hongkong Post by phone on 2921 2980 first before sending us the application form (PR002-F).** Application is processed on a first-come-first-served basis. The completed application form should be sent by post to the Management Services Division, Hongkong Post, 2M01 Hongkong Post Headquarters, 2 Connaught Place, Central, indicating “Application for Visit to Post Office” on the envelope, or by fax to 2869 9519.
3. Application for visit must be made at least 10 working days or within three months ahead of the day of visit.
4. The maximum number of visitors (including teachers and staff accompanying the visit) per visit for each location is shown below:  
(i) Not more than 20 people for visit to the General Post Office; (ii) not more than 30 people for visit to the International Mail Centre or (iii) as the maximum number of visitors to other branch post offices depends on respective situations, please call 2921 2980 to check before submitting the application.
5. For the sake of personal safety, visits to the Mail Processing Centres at General Post Office and International Mail Centre will not be arranged for kindergarten or nursery children.
6. Visits to the General Post Office are scheduled at 10:45 a.m. or 2:30 p.m. from Monday to Friday and 10:45 a.m. on Saturday. Visits to the International Mail Centre begin at 10:30 a.m. from Monday to Saturday. Each session lasts for about one hour. Visits to other branch post offices will be arranged separately subject to the opening hours of the offices concerned.
7. Only one session will be arranged each day for the General Post Office, the International Mail Centre and each branch post office.
8. Visits to branch post offices are restricted to the counter lobby only.
9. Visits will not be arranged during public holidays and throughout the busy period in December.
10. All visits will be cancelled and no other arrangement will be made when Typhoon Signal No. 3 or above is hoisted, or the Rainstorm Red or Black Warning is issued.
11. A written reply will be issued in five working days upon receipt of the application form if the application is successful.
12. No photography or video-taking is allowed during the visit.

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申請的事宜。

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 (Pos736)，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.

You have the right of access and correction with respect to personal data as provided in section 18 and 22 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.

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