

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、註冊慈善團體和註冊非牟利團體的參觀申請。註冊慈善團體和註冊非牟利團體於遞交申請時，請附上有關的證明文件副本，以證明其慈善性質或非牟利性質，例如團體註冊證書、稅務局或其他政府部門發出的信件等。證明文件副本須由團體負責人妥為簽署，並加蓋團體印章，以示真確。
2. 由於參觀名額有限，申請學校／團體請先致電本署管理事務科（電話：2921 2980），述明參觀地點、日期、時間和人數，待確定有空檔後，方才遞交申請表格（**PRS002-F**）。填妥的申請表格須寄達香港中環康樂廣場 2 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」），或傳真至 2869 9519。
3. 所有申請須於參觀日期一個月前向本署提出。
4. 每次參觀的人數上限（包括隨行老師／工作人員）如下－

郵政總局	：	不超過二十人
國際郵件中心	：	不超過三十人
其他郵政局	：	視乎情況而定，請先聯絡本署安排
5. 參觀學校／團體的負責人須時刻留意參觀者的秩序，並確保其安全。如參觀者對本署場地或設備造成損毀，須向本署作出賠償。
6. 參觀期間不得錄影或拍攝。
7. 為顧及參觀者安全，幼兒中心和幼稚園的學童只會獲安排參觀郵政局櫃位大堂。
8. 各郵政局可供參觀時間如下－

郵政總局	：	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	：	星期一至五上午十時三十分。
其他郵政局	：	視乎辦公時間而定 (參觀需時約一小時)
9. 郵政總局、國際郵件中心和各郵政局每日只安排一節參觀。
10. 參觀郵政局的範圍只限於櫃位大堂（郵政總局和國際郵件中心除外）。
11. 所有公眾假期和十二月份郵務繁忙期間，恕不安排參觀。
12. 如天文台於預定參觀時間前三小時仍然懸掛 3 號或以上颱風信號或紅色／黑色暴雨警告信號，所有參觀即告取消，恕不另作安排。
13. 如申請獲得批准，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。

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。

Notes for Applicants

1. Hongkong Post only accepts applications from schools, registered charitable organisations and registered non-profit-making organisations. On submission of application, registered charitable organisations and registered non-profit-making organisations are required to attach copy(ies) of supporting document(s) to identify the nature of the organisation, e.g. society registration certificate, a letter issued by the Inland Revenue Department or other government departments, etc. The document(s) must be certified true copy(ies) duly signed by the responsible person of the organisation with official chop.
2. Visitor quotas are in place. Schools/organisations are advised to call the Management Services Division of Hongkong Post on 2921 2980 to state the preferred visiting office, date and time as well as the number of visitors. Application Form (**PRS002-F**) should be submitted only upon confirmation of availability of the time slot. The completed form can be returned by post to the Management Services Division, Hongkong Post, Room 2M01, Hongkong Post Headquarters, 2 Connaught Place, Central, Hong Kong (with "Application for Visit to Post Office" marked on the envelope), or by fax to 2869 9519.
3. Application should be made one month in advance of the date of visit.
4. The maximum number of visitors (including the accompanying teachers/staff) per visit is as follows:

General Post Office	：	Not more than 20 persons
International Mail Centre	：	Not more than 30 persons
Other post offices	：	Depend on situations. Please contact Hongkong Post first for arrangements.
5. The responsible persons of schools/organisations are requested to ensure order and safety of the visitors. Visitors are required to compensate Hongkong Post for any damage they cause to the premises or facilities.
6. No videotaping or photography is allowed during visits.
7. For the sake of personal safety, nursery and kindergarten students will be arranged to visit the post office counter hall only.
8. Time slots available for visits to individual post offices are as follows:

General Post Office	：	10:45 am or 2:30 pm from Monday to Friday; 10:45 am on Saturday
International Mail Centre	：	10:30 am from Monday to Friday
Other post offices	：	Depend on opening hours (A visit lasts approximately one hour)
9. Only one visiting session is scheduled each day for General Post Office, International Mail Centre and all other post offices.
10. Visits are limited to the counter hall of post offices (except General Post Office and International Mail Centre).
11. No visit will be scheduled on public holidays and throughout the peak postal period in December.
12. All visits will be cancelled if Typhoon Signal No. 3 or above or Red/Black Rainstorm Warning is still hoisted three hours before the scheduled visiting time. No other arrangements will be made.
13. On approval of application, a written confirmation will be issued to the applicant concerned within five days of receipt of the application form.

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.