

服務申請表格 Service Application Form

I	顧客資料 (請用中文正楷填寫) Customer Details (Please complete in BLOCK LETTERS)		
供公司帳戶申請人填寫 To be filled in by Company Account Applicant			
公司名稱 (請以英文填寫) Company Name (Please complete in English)			
商業登記證號碼 Business Registration Certificate No.		業務性質 Nature of Business	
聯絡人姓名 (小姐/女士/先生) Name of Contact Person (Miss/Ms/Mr)		聯絡人職位 Position of Contact Person	
供個人帳戶申請人填寫 To be filled in by Personal Account Applicant			
客戶姓名 (小姐/女士/先生) Name of Customer (Miss/Ms/Mr)		香港身分證號碼 HKID Card Number	
供所有帳戶申請人填寫 To be filled in by ALL Account Applicant			
聯絡電話 Contact Telephone Number	傳真號碼 Fax Number	電郵地址 Email Address	
登記地址 <恕不接納郵政信箱> (請以英文填寫) Address for Registration <P.O.Box is not accepted> (Please complete in English)	室 Flat/Room	樓 Floor	座 Block
			樓宇名稱/屋邨/鄉村名稱及號數 Name of Building/Name of Estate/Name and Number of Village
			街道名稱及號數/地段號數 Number and Name of Street/Lot Number
	地區 District		香港/九龍/新界* (*刪去不適用者) Hong Kong/Kowloon/New Territories* (* Delete as appropriate)
II	選擇服務 (請在適當位置加上「✓」) Choice of Service (Please "✓" where appropriate)		
	<input type="checkbox"/> 特快專遞服務 SpeedPost Service	本地郵政速遞 Local CourierPost	
		<input type="checkbox"/> 標準服務 Standard Service <small>參閱註¹ See Note¹ Below</small>	<input type="checkbox"/> 特快服務 Premium Service <small>參閱註¹ See Note¹ Below</small>
收件安排 Collection Arrangement	按要求收件 On-demand Collection	<input type="checkbox"/> 按要求收件 On-demand Collection <input type="checkbox"/> 定時收件 Scheduled Collection <small>(請填寫第 III 部) (Please complete Section III)</small>	<input type="checkbox"/> 按要求收件 On Demand Collection <input type="checkbox"/> 定時收件 Scheduled Collection <small>(請填寫第 III 部) (Please complete Section III)</small>
收費/服務費 Charges/Service Fees	按件計算 On Per Item Basis	按每月速遞件數計算 Based on Monthly Usage	按件計算 On Per Item Basis
註¹ NOTE¹ 不論屬定時收件或按要求收件, 若職員到戶時並無郵件收取, 客戶仍須繳付每次最低服務收費, 款額相等於《本地郵政速遞服務指南》中所列行政費。 Whether it is scheduled or on-demand collection, if there is no item for collection upon arrival of our staff, a minimum service charge will be incurred for each such collection call with an amount equivalent to the administration fee as specified in the Local CourierPost Service Booklet.			
III	定時收件時間 Pick-Up Interval for Scheduled Collection		
往指定收件地址定時收件的時間如下: Time interval for scheduled collection at designated pick-up address is as follows:			
每月 _____ 日 / 逢星期 _____ <input type="checkbox"/> 上午 / <input type="checkbox"/> 下午 At <input type="checkbox"/> AM / <input type="checkbox"/> PM session for _____ day(s) / on every _____ in a month.			
IV	收件地址 (如與登記地址不同者。參閱註²) <恕不接納郵政信箱> Pick-up Address (if different from the Address for Registration. See note² below.) <P.O.Box is not accepted>		
	室 Flat/Room	樓 Floor	座 Block
			樓宇名稱/屋邨/鄉村名稱及號數 Name of Building/Name of Estate/Name and Number of Village
			街道名稱及號數/地段號數 Number and Name of Street/Lot Number
	地區 District		香港/九龍/新界* (*刪去不適用者) Hong Kong/Kowloon/New Territories* (* Delete as appropriate)
註² NOTE² 只限商業地址。上門收件服務不適用於住宅地址。 Commercial addresses only. No pick-up service for residential addresses.			

本人已細閱並同意夾附於本表格的《特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務服務條款》(12/08 版本)的中文譯本。本人明白此項申請構成對香港郵政有關使用特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務的要約, 惟香港郵政不一定接受此項申請。本人聲明以上提供的資料在各方面均屬真實及準確。 I have read and agree to the Conditions of Service for the Provision of Speedpost Service/Local CourierPost Standard Service/Local CourierPost Premium Service (12/08 version) attached to this Form. I understand that this application constitutes an offer to Hongkong Post in relation to the use of Speedpost Service/Local CourierPost Standard Service/Local CourierPost Premium Service, but Hongkong Post is not bound to accept such application. I declare that the information given above is true and accurate in every respect.

申請上述服務時, 公司帳戶申請人可同時登記成為「中小企業郵務協進會」會員, 費用全免, 並專享各項優惠。如無意加入「中小企業郵務協進會」, 請於方格內加上「X」。 When applying for the above service, Company Account Applicant may also register as a member of PostalPlus for SME for free to enjoy a range of exclusive offers. If you do not wish to join PostalPlus for SME, please put an "X" in the box.

代表 For and on behalf of

獲授權簽署及公司印章 (如適用)
Authorised Signature and Company Chop (if applicable)

申請日期
Date of Application

- 適用於公司帳戶申請人：
For Company Account Applicant :
- 請填妥並簽署本表格，附以獲授權簽署及公司印章 **(請提供支票印章)**，連同貴公司的有效商業登記證的副本交回。
Please return the completed and signed Form with authorised signature and company chop **(please provide the authorised signature chop)**, together with a copy of your valid Business Registration Certificate.

傳真至 Fax to 2854 9623

或 or

郵寄至 Mail to 香港上環德輔道中 308-320 號 Business Development Branch
安泰金融中心 21 樓 Hongkong Post
香港郵政業務發展部 21/F ING Tower
308-320 Des Voeux Road Central
Sheung Wan
Hong Kong

- 適用於個人帳戶申請人：
For Personal Account Applicant :
(只適用於特快專遞服務)
(Applicable to Speedpost Service only)
- 請填妥並簽署本表格，攜同下列文件的正本及副本：
Please bring the completed and signed Form, together with both the original and a photocopy of the following documents:

- 1) 香港永久性居民身分證；以及
Hong Kong permanent identity card; and
- 2) 現時住址證明，例如最近三個月發出的電費單、差餉單、銀行月結單，或最近一年發出的薪俸稅單／利得稅單。
Proof of current residential address (e.g. electricity bill, rates demand note or bank statement issued in the last three months) or latest Income Tax/Profit Tax Demand Note issued in the last one year.

親身前往任何一間本港郵政局辦理申請手續
Apply in person at any of our post offices

如有查詢，請致電 2921 2277 For enquires, please call 2921 2277

重要告示 Important Note

你在本表格填報的個人資料，香港郵政將用作處理你的申請事宜。香港郵政或與香港郵政有業務來往的任何其他機構可能會利用此等資料作產品宣傳或分析用途。如你不希望此等資料用於上述用途，請在右邊方格內加上「✓」。□

The personal data you provided by means of this Form will be used by Hongkong Post for processing your application. Such data may be used for product promotion or analysis purpose by Hongkong Post or any other organisations having business dealings with Hongkong Post. If you do not wish such data to be used for the said purpose(s), please put a "✓" in the box on the right. □

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，你有權查閱及改正你的個人資料。你的查閱權利包括索取一份你在本表格提供的個人資料副本。如欲查閱或改正，請到任何一間郵政局索取「查閱資料要求表格」(Pos 736)，填妥後交回辦理。

You have the right of access and correction with respect to your 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 as provided in this Form. For access and correction, please complete and return the Data Access Request Form (Pos 736), which is obtainable from any of our post offices.

香港郵政專用 For Use by Hongkong Post Only

Account No.			
Service Commencement Date			
Approved by	(SPO)		
	<input type="checkbox"/> Scheduled pick-up		<input type="checkbox"/> POD Required
	Date	Time	Agreed Pick-up Time
To IMC/GPO			
To FSD			
Reply from IMC/GPO			



特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務 服務條款

1. 釋義

除文意另有所指或不容許外，下列詞語的涵義如下：

- (a) “特快專遞服務”、“本地郵政速遞標準服務”及“本地郵政速遞特快服務”指由香港郵政署署長(以下稱為“署長”)按照下文所列條款及條件提供的特快專遞服務、本地郵政速遞標準服務及本地郵政速遞特快服務。
- (b) “客戶”指要求署長提供特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)而其詳情/詳細資料載於《服務申請表格》內的一方。
- (c) “《合約》”指由《服務申請表格》、本《服務條款》、《歡迎信》及《特快專遞服務指南》/《本地郵政速遞服務指南》(以適用者為準)組成的本《合約》。
- (d) “《服務申請表格》”指由署長擬備並經由要求提供特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)的客戶簽署的表格。
- (e) “《特快專遞服務指南》”指由署長發出的《香港郵政「特快專遞」服務指南》(文件編號 Pos15A)。
- (f) “《本地郵政速遞服務指南》”指由署長就本地郵政速遞標準服務及本地郵政速遞特快服務而發出的服務小冊子(文件編號 Pos 902)。
- (g) “《歡迎信》”指由署長發出以確認接受客戶申請的信件。
- (h) “生效日期”指《歡迎信》中指明的特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準者)的服務生效日期。
- (i) “收件地址”指《服務申請表格》中指明收取郵包的地址。
- (j) “收費”指客戶因使用特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)而須繳付的郵資，收件費及行政費。

2. 生效日期及有效期

特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)將於生效日期當日開始，為期最少 2 個月，及其後直至任何一方在 14 個工作天前以書面形式通知另一方終止為止。

3. 前訂協議

由生效日期當日起，本《合約》即取代署長及客戶先前就特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)而訂立的任何協議。

4. 行政費

- (a) 特快專遞服務客戶必須繳付行政費。費用現為港幣每月 200 元或署長日後按照《郵政署條例》釐定的款額。
- (b) 除非得到署長豁免，否則客戶每次使用本地郵政速遞標準服務(按時或按要求上門)，均須支付《本地郵政速遞服務指南》內列明的行政費。
- (c) 至於本地郵政速遞標準服務及本地郵政速遞特快服務，不論屬按時收件或按時收件，若到戶時未有郵包收取，每次收件的最低費用為《本地郵政速遞服務指南》中列明的行政費，如客戶事先通知署長取消收件則除外。客戶如要取消按時上門收件，須於 24 小時前通知。

5. 按金及預繳款項(只適用於特快專遞服務)

- (a) 署長有權隨時要求客戶向香港郵政繳付按金及/或預繳款項、作為客戶繳付特快專遞服務收費的保證。署長可全權酌情決定按金及預繳款項的款額。
- (b) 在不損害《合約》下的任何其他權利或補救的原則下，署長有權從客戶的按金及/或預繳款項中扣除客戶因使用特快專遞服務而須繳付但未繳付的任何收費款項。
- (c) 除上文另有規定外，當署長終止向客戶提供此項特快專遞服務時，會按照本《服務條款》的條文，從按金及/或預繳款項中扣除應扣除的款項，然後將餘額無息退回客戶。

6. 本地郵政速遞標準服務收費

- (a) 客戶每月須繳付的費用為《本地郵政速遞服務指南》價格表列明的服務費另加第 6(b)條指明的超重物件所招致的額外收費，另加行政費用(以適用者為準)。
- (b) 如客戶投寄物件的重量超出署長就本地郵政速遞標準服務訂立的重量限制，則會按《本地郵政速遞服務指南》內由署長訂明的現行收費率就超重的物件向客戶徵收額外收費。

7. 暫停服務(只適用於本地郵政速遞標準服務)

客戶可在 14 個工作天前以書面形式通知署長要求暫停本地郵政速遞標準服務。

- (a) 收到客戶的書面通知後，署長須於下一個月的首天起暫停本地郵政速遞標準服務。
- (b) 本地郵政速遞標準服務的客戶在暫停服務後 3 個月如仍未要求恢復有關服務，署長可隨時終止或暫停該項本地郵政速遞標準服務。
- (c) 客戶可在 24 小時前以書面形式通知署長要求恢復已暫停的本地郵政速遞標準服務。
- (d) 如在暫停服務期間有郵件收寄，則客戶同意恢復本地郵政速遞標準服務。

8. 信貸額

署長可全權酌情決定給予客戶的信貸額。

9. 收件服務

- (a) 署長同意按照客戶在《服務申請表格》上指定的收件安排向客戶提供收件服務。
- (b) 特快專遞服務的客戶如要求提供收件服務，必須按照《特快專遞服務指南》內列明的規定通知署長。本地郵政速遞標準服務及本地郵政速遞特快服務的客戶如在《服務申請表格》上指定按要求收件，則客戶要求提供收件服務時，必須按照《本地郵政速遞服務指南》內列明的規定通知署長。署長一經接獲通知，必須安排從客戶在《服務申請表格》上指定的收件地址收取郵包。
- (c) 客戶可在 14 個工作天前以書面形式通知署長要求更改收件地址。

10. 補付郵費(只適用於特快專遞服務)

如郵包實際需付的郵資超過蓋於郵包上的郵印資款額或超過貼於郵包上的郵票面值(視屬何種情況而定)，則客戶必須應署長的要求繳付所超出的款項，或署長可行使其全權酌情決定權，從第五條所提述的按金中扣除任何超出的款額。

11. 特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務的目的地

- (a) 根據本《服務條款》提供的特快專遞服務，只限於香港郵政已開設特快專遞服務所達的投遞目的地。
- (b) 本地郵政速遞標準服務及本地郵政速遞特快服務(以適用者為準)，只限於在《本地郵政速遞服務指南》內署長所訂的本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)的服務地區範圍內投寄郵包。
- (c) 署長同意按《本地郵政速遞服務指南》內訂明的本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)的服務標準派遞郵包，但投寄目的地必須是上文第 11(b)條所提及的服務地區範圍內。

12. 繳付收費

- (a) 如客戶沒有預繳收費/服務費(以適用者為準)，則署長必須於每月最後一天或之後發出發票，發票上顯示在該月份提供特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)的收費/服務費(以適用者為準)。客戶必須於發票上指明的到期日或該日之前向署長悉數清繳發票所示的款項，不論客戶對該筆款額是否有任何爭議。
- (b) 如署長和客戶之間就香港郵政要求支付的任何費用有任何爭議，則香港郵政的簿冊及紀錄即屬客戶曾招致所有該等費用(如適用)的不可推翻證據。

13. 包裝

- (a) 每件郵包必須按署長所規定的方式寫上收件人的姓名或名稱及地址，並附有署長所規定的其他文件。當客戶根據特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)投寄(如有的話)任何郵包時，署長會向客戶發出投寄證明書。
- (b) 每件郵包必須以合理堅韌程度而又適合其內載物的封皮包裹，使內載物的任何部份只有在破啓或撕開箱盒、包裝物或封皮，或將互相黏貼的兩面強行分開，或破壞加封物的情況下，方能被移去。
- (c) 任何裝載於郵包中的物品必須妥善包裝，避免在傳送過程中損壞，尤其是：
 - i) 易破碎的物品必須包裝在具足夠強度的容器中，並在容器內圍以足夠及適合的物料，避免物件因遇到郵包在傳送過程中通常遇到的震盪、壓擠及碰撞而損壞。客戶必須在郵包封皮上地址的上方以「中文正楷及英文大楷」顯著地註明“易碎物品小心處理 **FRAGILE WITH CARE**”的字句。
 - ii) 任何可因屈曲而損壞的物品，必須包裝在其足夠強度的容器中，避免物品在傳送過程中受到屈曲。客戶必須在郵包封皮上地址的上方以「中文正楷及英文大楷」顯著地註明“請勿屈曲 **DO NOT BEND**”的字句。

14. 體積及重量限制

- (a) 每件郵包的體積及重量，必須符合署長就特快專遞服務在《特快專遞服務指南》內所訂立關於體積及重量的限制。
- (b) 每件郵包的體積及重量，必須符合署長就本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)在《本地郵政速遞服務指南》及香港郵政網頁內所訂立的體積及重量限制。若服務指南與香港郵政網頁有歧異，則以香港郵政網頁版本為準。

15. 豁免

根據特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)獲接受傳送的每件郵包，必須是在《郵政署條例》的條文以及根據該條例而訂立的規例及規則的規限下派遞的。客戶要特別留意該條例第七條豁免法律責任而訂定的條文，其內容如下：

- (1) 不論郵包是否掛號，政府均無須因郵包的遺失、無法派遞或延誤，或因郵包的任何損壞而招致任何法律責任。
- (2) 郵政署人員無須因上述的遺失、無法派遞、錯誤派遞、延誤或損壞而招致任何法律責任，但有欺詐或故意行為不當者，則屬例外。

為免生疑問，署長與客戶現明確同意根據特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)傳送的郵包並非掛號郵件。

16. 預防措施

署長必須採取一切合理預防措施，防止未獲授權的人接觸到郵包或其內載物，並防止郵包或其內載物遺失或損壞。

17. 終止服務

在不損害署長先前已享有的任何權利或補救的原則下，署長可隨時在下列任何事件發生時立即終止特快專遞服務/本地郵政速遞標準服務/本地郵政速遞特快服務(以適用者為準)：

- (a) 客戶逾期仍未繳付須付的收費/服務費(以適用者為準)；
- (b) 客戶違反本《服務條款》所載的任何條款及條件；
- (c) 有關特快專遞服務，客戶沒有繳付上文第 5 條指明的按金/或預繳款項；
- (d) 如收費/服務費(以適用者為準)超過上文第 8 條指明的信貸額；
- (e) 客戶(如屬公司)已委任接管人或清盤人，或通過清盤決議(為合併或重組而進行清盤則除外)或法庭作出有如此效力的命令；或客戶(如屬合夥)已解散；或客戶(如屬個人)可能有破產令針對其發出或已死亡；或客戶(不論是否屬公司)與其債權人達成任何債務重整協議或安排，或無力償債。
- (f) 如本地郵政速遞標準服務如上文第 7 條被暫停超過 3 個月。

18. 完整協議

本《合約》取代雙方先前就本《合約》所關乎的事項而訂立的所有協議、安排及承諾，成為雙方就上述事項而訂立的完整協議。

19. 更改

署長可藉在郵政署展示單張或材料或藉將書面通信郵遞或傳真至《服務申請表格》上所示的地址而不時更改、修改及取消本《合約》的條款，上述更改、修改及取消在署長展示有關單張或材料後或投寄或傳真有關通知後即告生效。

文意如有歧異，概以英文版本為準

**CONDITIONS OF SERVICE FOR THE PROVISION OF
SPEEDPOST SERVICE / LOCAL COURIERPOST STANDARD SERVICE /
LOCAL COURIERPOST PREMIUM SERVICE**

1. DEFINITION

Unless the context otherwise requires or permits, the following expressions shall have the following meanings:-

- (a) "Speedpost Service", "Local CourierPost Standard Service" and "Local CourierPost Premium Service" respectively means the Speedpost Service, Local CourierPost Standard Service and Local CourierPost Premium Service provided by the Postmaster General ("the PMG") in accordance with the terms and conditions as hereinafter appearing.
- (b) "Customer" means the party requesting the provision of the Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service by the PMG (as appropriate) and whose particulars appear in the Service Application Form.
- (c) "Contract" means this contract comprising of the Service Application Form, this Conditions of Service, the Welcome Letter and the Speedpost Service Booklet / Local CourierPost Service Booklet (as appropriate).
- (d) "Service Application Form" means the application form prepared by the PMG and signed by the Customer requesting for the provision of Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate).
- (e) "Speedpost Service Booklet" means the Hongkong Post Speedpost Service Guide Book of Document Number Pos 15A issued by the PMG.
- (f) "Local CourierPost Service Booklet" means the service booklet of Document Number Pos902 issued by the PMG for the Local CourierPost Standard Service and Local CourierPost Premium Service.
- (g) "Welcome Letter" means the letter issued by the PMG to confirm his acceptance of the Customer's application.
- (h) "Commencement Date" means the Speedpost Service / Local CourierPost Standard / Local CourierPost Premium Service Commencement Date (as appropriate) as specified in the Welcome Letter.
- (i) "Pick up Address" means the address specified in the Service Application Form where postal packets are to be collected.
- (j) "Charges" means the Postage, Collection and Administration Fee payable by the Customer for the Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate).

2. COMMENCEMENT AND DURATION

The Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate) shall commence from the Commencement Date and shall continue for a period of 2 months and thereafter until terminated by either party giving to the other fourteen (14) working days prior written notice.

3. PREVIOUS AGREEMENT

Any previous agreement in respect of the Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate) between the PMG and the Customer shall be superseded by this Contract with effect from the Commencement Date.

4. ADMINISTRATION FEE

- (a) An administration fee for Speedpost Service, at the rate of HK\$200 per month or such rate as may subsequently be imposed by the PMG in accordance with the Regulations made under the Post Office Ordinance, shall be payable by the Customer.
- (b) An administration fee for Local CourierPost Standard Service (On Demand and Scheduled Collection), at the prevailing rate as specified in the Local CourierPost Service Booklet shall be payable by the Customer for each called pick-up order unless otherwise waived by the PMG.
- (c) For both Local CourierPost Standard Service and Local CourierPost Premium Service, an administration fee as specified in the Local CourierPost Service Booklet shall be payable by the Customer if no item is collected unless sufficient prior notice is given by the Customer to the PMG for the cancellation of the collection order. For Scheduled Collection, twenty-four (24) hours prior notice for the cancellation is required.

5. DEPOSIT AND ADVANCE PAYMENT (Applicable to Speedpost Service Only)

- (a) The PMG shall have the right at any time to require the Customer to provide a deposit and/or advance payment to Hongkong Post as security for payment of the Charges for the Speedpost Service. The amount of the deposit and advance payment shall be determined by the PMG at his sole discretion.
- (b) The PMG, has the right, without prejudice to any other rights or remedies hereunder, to deduct from the deposit and/or advance payment the amount of any outstanding Charges payable by the Customer for the Speedpost Service.
- (c) Subject as aforesaid, upon the termination of this Speedpost Service with the Customer, the deposit and/or advance payment will be returned to the Customer without interest and after deductions made by the PMG in accordance with the provisions of this Conditions of Service.

6. CHARGES FOR LOCAL COURIERPOST STANDARD SERVICE

- (a) The monthly Charges payable by the Customer will be calculated at the prevailing charge rates as specified in the Local CourierPost Service Booklet and the charges incurred by the overweight item(s) as specified in clause (6.b), and the administration fee (as appropriate).
- (b) Additional charge, subject to the prevailing rate of charges imposed by the PMG as stipulated in the Local CourierPost Service Booklet, will be levied on item(s) with weight over the limit for the Local CourierPost Standard Service as laid down by the PMG.

7. SERVICE SUSPENSION (Applicable to Local CourierPost Standard Service Only)

The Customer may request to suspend the Local CourierPost Standard Service by giving to the PMG fourteen (14) working days prior written notice to that effect.

- (a) The PMG shall suspend the Local CourierPost Standard Service on the first date of the month after the above notice has been given to him by the Customer.
- (b) The PMG may terminate or suspend the Local CourierPost Standard Service if such Service is not resumed after 3 months of suspension by the Customer.
- (c) The Customer may request to resume the suspended Local CourierPost Standard Service by giving to the PMG twenty-four (24) hours prior written notice to that effect.
- (d) The Customer agrees to resume the suspended Local CourierPost Standard Service if postal packet is posted during the period of suspension.

8. CREDIT LIMIT

A credit limit of amount as determined by the PMG at his sole discretion is available to the Customer.

9. COLLECTION SERVICE

- (a) The PMG agrees to provide the collection service to the Customer in accordance with the Collection Arrangement as determined by the Customer in the Service Application Form.
- (b) For Speedpost Service, the Customer shall give the PMG notification for requesting the collection service in accordance with the notification requirements as stipulated in the Speedpost Service Booklet. For Local CourierPost Standard Service and Local CourierPost Premium Service, if the Collection Arrangement as determined by Customer in the Service Application Form is On Demand Collection, the Customer shall give the PMG notification for requesting the collection service in accordance with the notification requirements as stipulated in the Local CourierPost Service Booklet. Upon receipt of such notification, the PMG shall collect the postal packets from the Pick up Address as specified by the Customer in the Service Application Form.
- (c) The Customer may request to change the Pick up Address by giving to the PMG fourteen (14) working days prior written notice to that effect.

10. REIMBURSEMENT (Applicable to Speedpost Service Only)

In the event that the actual postage payable is greater than the amount of postage impression franked on the postal packets or (as the case may be) the value of the stamps on the postal packets, the Customer shall, upon demand by the PMG, pay the amount of any excess, or the PMG may at his sole discretion deducts the amount of any excess from the deposit referred to in clause (5).

11. SPEEDPOST SERVICE / LOCAL COURIERPOST STANDARD SERVICE / LOCAL COURIERPOST PREMIUM SERVICE IN DESTINATION

- (a) The Speedpost Service provided under this Conditions of Service is available only if Hongkong Post has established the Speedpost Service to that destination.
- (b) The Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate) is available only for posting of postal packets within the Service Area as laid down for the Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate) by the PMG in the Local CourierPost Service Booklet.
- (c) Provided that the destination for posting is within the Service Area as mentioned in clause (11.b) above, the PMG agrees to deliver the Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate) postal packets at the service standards as stipulated in the Local CourierPost Service Booklet.

12. PAYMENT OF CHARGES

- (a) The PMG shall, where payment of Charges has not been made in advance, on or after the last day of each month, send an invoice showing the Charges due in respect of the Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate) provided during the said month and the Customer shall pay to the PMG the full amount shown on the said invoice on or before the Due Date as specified in the invoice hereof, notwithstanding any dispute by the Customer of the amount.
- (b) In the event of any dispute between the PMG and the Customer relating to any Charges billed by Hongkong Post, the books and records of Hongkong Post shall be conclusive evidence of all such Charges incurred by the Customer.

13. PACKING

- (a) Every postal packet shall be addressed in such manner and accompanied by such other documents as the PMG may require. At the time of posting (if any) of any postal packet under the Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate), a certificate of posting will be given by the PMG to the Customer.
- (b) Every postal packet shall be made up in a reasonably strong cover appropriate to its contents, so that no part of the contents can be removed without either breaking or tearing the case, wrapper or cover, or forcing two adhesive surfaces apart, or breaking a seal.
- (c) Any article contained in the postal packet shall be adequately packed in order to be protected against damage in the course of transmission and in particular:
 - (i) An article which is of a fragile nature shall be packed in a container of sufficient strength and shall be surrounded in that container with sufficient and suitable material to protect the article against the effect of concussion, pressure and knocks to which postal packets are ordinarily exposed in transmission, and the postal packet shall bear the words "FRAGILE WITH CARE" written conspicuously in capital letters on the face of the cover above the address.
 - (ii) An article which is liable to be damaged by bending shall be packed in a container of sufficient strength to prevent the article from being bent in transmission, and the postal packet shall bear the words "DO NOT BEND" written conspicuously in capital letters on the face of the cover above the address.

14. LIMIT ON SIZE AND WEIGHT

- (a) Every postal packet shall comply as to size and weight limits for the Speedpost Service as laid down by the PMG in the Speedpost Service Booklet.
- (b) Every postal packet shall comply with the size and weight limits for the Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate) as laid down by the PMG in the Local CourierPost Service Booklet and the HongKong Post website. In case of discrepancy between the service booklet and the website, the website version shall prevail.

15. EXEMPTION

Every postal packet accepted for transmission under this Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate) shall be delivered subject to the provisions of the Post Office Ordinance, and the Regulations and Rules made thereunder. In particular, the Customer's attention is drawn to the exemption from liability provided for in section 7 of the said Ordinance which reads as follows:

- (1) The Government shall not incur any liability by reason of the loss, non-delivery, misdelivery or delay of any postal packet, or by reason of any damage to any postal packet, whether registered or not.
- (2) No officer of the Post Office shall incur any liability by reason of such loss, non-delivery, misdelivery, delay or damage, except in the case of fraud or wilful misbehaviour.

For the avoidance of doubt, it is expressly agreed by the PMG and the Customer that the postal packet transmitted under the Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate) is not a registered item.

16. PRECAUTIONS

The PMG shall take all reasonable precautions to prevent unauthorized persons from having access to the postal packets or their contents and shall also take all reasonable precautions against loss of or damage to the same or their contents.

17. TERMINATION

Without prejudice to any antecedent rights or remedies of the PMG, the PMG may terminate the Speedpost Service / Local CourierPost Standard Service / Local CourierPost Premium Service (as appropriate) forthwith at any time in any of the following events:

- (a) If Charges payable hereunder remain unpaid after becoming due;
- (b) If the Customer commits a breach of any of the terms and conditions contained herein;
- (c) For Speedpost Service, if the Customer fails to pay the deposit and/or advance payment specified in clause (5) hereof;
- (d) If the Charges payable hereunder is higher than the amount of credit limit as mentioned in clause (8) hereof;
- (e) If the Customer, being a company, shall have a receiver or liquidator appointed or shall pass a resolution for winding-up (otherwise than for the purpose of amalgamation or reconstruction) or a court shall make an order to that effect or being a partnership shall be dissolved or being an individual is liable to have a bankruptcy order against him or shall die or if the Contractor (whether a company or not) shall enter into any composition or arrangement with its creditors or shall become insolvent.
- (f) If the Local CourierPost Standard Service has been suspended by the Customer for a period of 3 months under Clause 7 hereof.

18. ENTIRE AGREEMENT

This Contract supersedes all prior agreements, arrangements and undertakings between the parties and constitutes the entire agreement between the parties relating to the subject matter hereof.

19. VARIATION

The terms of this Contract is subject to variation, modifications and cancellation therein made by the PMG from time to time by leaflet or material displayed at the Post Offices or written communication by post or facsimile to the address as appeared in the Service Application Form and such variation, modification and cancellation shall be effective after the display of such leaflet or material or after postage of such notices or after transmitted by facsimile.