

3.5 PERMIT MAILING SYSTEM

AVAILABILITY

Firms who regularly have large quantities of commercial printed papers such as catalogues, prospectuses, price lists etc. which are excluded from the bulk rate per bag may apply to the Postmaster General for a permit to imprint a Postage Paid design on the envelopes of wrappers. The addressed items may then be handed in at a designated post office without further need for postage stamps or other indication of payment.

MAKE-UP AND METHOD OF ADDRESSING

This service can be used for posting unregistered first class correspondence and printed papers for despatch by air and surface mail to places abroad and also unregistered first class correspondence for delivery within Hong Kong. Posters are required to impress, by printing or other mechanical means, such as a metal or rubber stamp, the words *POSTAGE PAID* followed by *HONG KONG* followed by *PORT PAYE* at the top right hand corner of the cover, wrapper or adhesive label. The indication must be framed in a rectangular box measuring 40 mm length and 20 mm width and when used on envelopes the impression should be within 40 mm of the top edge, e.g.

(1 or 2 or E)	POSTAGE PAID HONG KONG PORT PAYE	Permit No.
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The words 1, 2 and E in bracket refer to the categories of First Class (letter), Second Class (printed papers) and Bulk Economy (letter) respectively.

The words *PORT PAYE* may be omitted from designs imprinted on articles posted for local delivery. Printed papers must bear the words *PRINTED PAPERS* in bold letter on the address side at the top left-hand corner beneath the sender's name and address where these are given.

Printed papers (only applicable to overseas mail) under the Permit Mailing system may be sent in closed covers. Such items must bear the indication *IMPRIME* or *PRINTED PAPERS* in addition to the permit number.

APPLICATIONS FOR USE OF SERVICE

Applications for the use of this service should be forwarded to the Director (Finance), Hongkong Post Headquarters, 2 Connaught Place, Central, Hong Kong, who will allot the permit number and designate the post office at which the postings should be made.

POSTING

It is of material assistance to the Post Office if postings of permit mail items, especially in large numbers, can be made early in the day. Permit mail items can be posted at the bulk acceptance offices during the following hours :-

Aberdeen Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Air Mail Centre	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
(For Bulk Air Mail Only)	Sun & Public Holiday 1 pm – 4 pm	
Cheung Sha Wan Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Fo Tan Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Gillies Avenue Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
General Post Office	Mon to Sat 8 am – 4 pm	Sun 9 am – 2 pm
Gloucester Road Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
International Mail Centre Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
King's Road Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Kowloon Central Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Kowloon City Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Kowloon East Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Kwai Fong Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Ma On Shan Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Morrison Hill Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Sai Kung Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Sha Tin Central Post Office	Mon to Fri 9 am – 4 pm	Sat 9 am – 1 pm
Shau Kei Wan Posts Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Sheung Wan Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Tai Po Post Office	Mon to Fri 9 am – 4 pm	Sat 9 am – 1 pm
Tsim Sha Tsui Post Office	Mon to Sat 8 am – 4 pm	Sun 9 am – 2 pm
Tsuen Wan Post Office	Mon to Fri 9 am – 4 pm	Sat 9 am – 1 pm
Tuen Mun Central Post Office	Mon to Fri 9 am – 4 pm	Sat 9 am – 1 pm
Wan Chai Post Office	Mon to Fri 9:30 am – 4 pm	Sat 9:30 am – 1 pm
Yuen Long Post Office	Mon to Fri 8 am – 4 pm	Sat 9 am – 1 pm

The postings intended for overseas transmission by surface or for local delivery must be presented at the designated post office, faced and tied in convenient bundles, and in no less a quantity than 100 identical items at a time, except as a residue of a bulk permit mailing handed in on the previous working day. Overseas and local items must be bundled separately.

Items intended for transmission by air to places abroad must be faced and tied in convenient bundles, pre-segregated into the two air mail postage charging zones according to the information given in the current Postage Rates and Services Leaflet and presented in no less a quantity than 100 items identical in weight, size and make-up at any one time.

PAYMENT OF POSTAGE

Postage on these items should normally be prepaid in cash at the time of posting unless approval has been obtained for payment by cheque or through a deposit account system.

DATESTAMPING

Articles posted under this system will not be datestamped.

OTHER INFORMATION

Further information regarding the application and operation of the Permit Mailing System can be obtained from the Financial Services Division at 2921 2243.