

## SECTION 5 | SUPPLEMENTARY SERVICES

### 5.1 BULK AIRMAIL SERVICE

#### DESCRIPTION

The service is available to customers who post not less than 5 kg per posting to a country, and not less than 1 kg each to other countries in the same posting. Posters will be required to pre-sort their mail by country of destination and weight step orders and post them at any of the following offices :

- Aberdeen Post Office
- Air Mail Centre
- Cheung Sha Wan Post Office
- Fo Tan Post Office
- Gillies Avenue Post Office
- General Post Office
- Gloucester Road Post Office
- International Mail Centre Post Office
- King's Road Post Office
- Kowloon Central Post Office
- Kowloon City Post Office
- Kowloon East Post Office
- Kwai Fong Post Office
- Ma On Shan Post Office
- Morrison Hill Post Office
- Sai Kung Post Office
- Sha Tin Central Post Office
- Shau Kei Wan Post Office
- Shek Wu Hui Post Office
- Sheung Wan Post Office
- Tai Po Post Office
- Tsim Sha Tsui Post Office
- Tsuen Wan Post Office
- Tuen Mun Central Post Office
- Wan Chai Post Office
- Yuen Long Post Office

#### ADMISSIBLE ARTICLES

All unregistered articles admissible as letters/cards and as second class items in the overseas post, e.g. letters, books, catalogues, pamphlets, advertisements etc. are admissible in the Bulk Airmail Service. For details see PRINTED PAPERS in Section 9.

## MAKE UP OF ITEMS

The items contained in the bulk posted bags are subject to all the regulations governing the contents and packing of overseas unregistered postal items. Both permit and postage prepaid items are accepted for this service. The covers of individual items must bear the full address of the recipient. The sender's address, if any, must be located in Hong Kong. For permit items, at the upper right corner the sender must print or stamp an indication of payment of postage thus :-

1	POSTAGE PAID HONG KONG PORT PAYE	Permit No.
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The box bearing the figure "1" at the left hand side of the design is not mandatory. It serves to indicate that the item should be handled as First Class mail.

This indication must be shown in bold letters in a clearly drawn frame which must not be less than 40 mm long by 20 mm wide. An individual Permit Number, which must be incorporated in the postage prepayment indicator, will be allocated by Hongkong Post to those customers not already holding a permit. The cover of both permit and postage prepaid items must bear an airmail label or airmail superscription.

If all the items are for the same addressee, then in addition to the normal destination label, a white label (a little larger than Hongkong Post label) may be used to indicate the name and address of the agent to whom the bag is consigned. The white label provided by the sender must be made of canvas, strong cardboard with an eyelet, strong thick plastic material or paper glued to wood.

## WEIGHT LIMIT OF INDIVIDUAL ITEMS

No item in the bag should exceed 2 kg. This limit is raised to 5 kg for books or booklets (other than books or booklets issued in consecutive numbers at intervals of less than one year). For this purpose, booklets are defined as short printed publications or works of a literary character in book form, sewn, bound or stapled within covers. The higher weight limit does not apply to commercial publications such as catalogues, prospectuses, price lists or advertisements.

## MAKE UP OF BAGS

The poster will collect the necessary mail bags, labels and forms from the Post Office, bundle the packets (where their size permits) and enclose them in the bags, close the bags and affix the destination labels.

As far as possible bags should be made up to, or near, the maximum weight of 30 kg, and in no circumstances may bags exceed this limit. However, bags destined for the United Kingdom must not exceed 20 kg.

Posters will be required to make up bags the contents of which are all for a specific country. Residual mail and those for other countries weighing between 1 kg to 5 kg per country, should be bundled by weight step and by destination, and placed in residual bags. The bags containing these residual mails should be clearly marked with the indication "MD on the bag label.

Apart from bagging off items according to place of destination, separate bags should also be made up for the following categories of items :-

- (a) Segregated permit items not exceeding 20 g, 30 g, 40 g and 50 g to be charged at per item rates;
- (b) Mixed permit items weighing above 20 g to 50 g to be charged at per kg rates;
- (c) Permit items weighing more than 50 g but not exceeding 100g, to be charged at per kg rates;
- (d) Permit items weighing more than 100 g to be charged at per kg rates;
- (e) Segregated postage prepaid items not exceeding 20 g, 30 g, 40 g and 50 g to be charged at per item rates;
- (f) Mixed postage prepaid items weighing above 20 g to 50 g to be charged at per kg rates;
- (g) Postage prepaid items weighing more than 50 g but not exceeding 100 g to be charged at per kg rates.
- (h) Postage prepaid items weighing more than 100 g to be charged at per kg rates.

Posters must tie the neck of each bag securely with string and then tie the labels to one of the 'D' rings of the bag. The label must show the number of items enclosed in the bag, the bag number, the country of destination and the weight of the bag to the nearest one tenth of a kilogramme.

Posters of Bulk Air Mail may not enclose in their consignment mail sent on behalf of other senders in Hong Kong. Such mail will be charged at the normal published rates.

No items should bear a return address located outside of Hong Kong.

When ready for despatch, mail bags should be taken to the acceptance office by appointment with the Postmaster of the office of posting.

## STATEMENT OF POSTING

For each consignment of bags, posters must complete a form to show the destination, weight of each bag and the total amount of postage due.

## **PAYMENT OF POSTAGE**

Payment will be made either through a deposit account maintained with Hongkong Post by prepayment in cash or EPS or cheques (by prior arrangement with the Director (Finance)) at the time of posting. Postage stamps or private franking machine impressions are not permitted on individual items.

## **CHARGES**

Countries are divided into different zones according to distance. The postage rates to these zones are shown in the Postage Rates and Services Leaflet.

## **LARGE POSTINGS MADE IN HONG KONG ON BEHALF OF FOREIGN FIRMS**

Posters will wish to note the content of Item 24 in *Letter Post* under PROHIBITION in Section 6.