

## 5.14 RECORDED DELIVERY

### DEFINITION

Recorded Delivery is a system whereby on payment of a fee in addition to the postage, a certificate of posting is given to the sender at the time of posting and a receipt is signed by the addressee when delivery is made. It differs from the registration service in that the tracking of Recorded Delivery items at each processing stage is not provided as in the case of registered items. This service will satisfy the demand of those senders who need a more economical way to send important documents or other mail of little or no monetary value but still require proof of posting and proof of delivery.

### GENERAL

The Recorded Delivery service is only provided to a postal packet, other than a parcel, which is sent by a local sender and is addressed to an addressee in Hong Kong.

The fee for Recorded Delivery is \$11 and must be prepaid in addition to the postage.

### INSTRUCTIONS FOR USING RECORDED DELIVERY SERVICE

A packet intended to be posted under Recorded Delivery service must be affixed with a Recorded Delivery Pack (Pos 89A) or, for a batch of items, a Combined Recorded Delivery Label and Delivery Receipt (Pos 89) together with a duly completed Certificate of Posting, and handed to an officer of the Post Office. It must not be dropped into a posting box. The Pos 89A and Pos 89 forms are available at the time of posting.

A local packet bearing the words *RECORDED DELIVERY* which has been posted without passing through the normal procedure of acceptance will be treated as a Recorded Delivery packet. Such packets will be surcharged on delivery if the Recorded Delivery fee have not been fully prepaid.

Small packets, packets of printed paper (only applicable to overseas mail) and literature for the blind intended for posting under the Recorded Delivery service must be made up in the manner prescribed for unregistered packets of these categories.

A postal packet addressed in pencil cannot be posted under the Recorded Delivery service.

### Addressing

Any postal packet intended for Recorded Delivery should be addressed to a person or firm by name; exceptionally a packet addressed to *The Occupier* or equivalent phrase is admissible. The address should be written on the cover or on a label securely affixed to the cover by gum or other adhesive substance. The address must be clearly written as shown under METHOD OF ADDRESSING in Section 6. An item posted under the Recorded Delivery service may not bear an address composed of initials, neither may it bear any erasure or correction in the address at the time of posting.

### Payment of fee

The Recorded Delivery fee must be paid by postage stamps or franking machine impressions affixed on the cover. For bulk postings where the number is not less than 100 packets, the postage and the fee may be prepaid in money at the designated post offices. See POSTAGE : PREPAYMENT IN MONEY in Section 3 for other conditions.

### Posting

The sender must :-

1. affix a Recorded Delivery Pack (Pos 89A) or, in case of posting a batch of items, a Combined Label and Delivery Receipt (Pos 89) to each Recorded Delivery item, clear of the address and in such a way that it does not project beyond the edges of the envelope, and either form should be attached only by the gummed serial number slip;
2. in case of posting a batch of items, also prepare a Certificate of Posting for Recorded Delivery Packets (Pos 65 or 65A) listing the relative Recorded Delivery numbers and details of the addressees; and
3. hand in the item(s) together with the relevant forms at a post office counter.

### Special marking

The sender should mark the packet in the bottom left-hand corner with the words *Recorded Delivery*.

## MONEY AND ARTICLES OF VALUE

Recorded Delivery item must not contain coins, banknotes, currency notes, securities of any kind payable to bearer, travellers cheques, platinum, gold or silver (manufactured or not), precious stones, jewels or other valuable articles. Such articles may be posted in registered letters in the local post.

## ADVICE OF DELIVERY

The sender of a Recorded Delivery item may obtain advice of its delivery. A form (AR card) for this purpose will be provided on request. The fee is \$11 which must be prepaid at the time of posting. The sender must also indicate his name and address on the outside of the packet. The form should be completed by the sender, who should indicate clearly in the space provided the address to which the form should be returned (overseas addresses are not acceptable). The form must then be handed to the counter staff together with the item to which it refers; the weight of the form will be taken into account when the postage for the item is assessed.

## ENQUIRIES ABOUT LOSS OR NON-DELIVERY

A postal enquiry form (Pos 28B) which is obtainable at any post office should be completed by the enquirer. Enquiries about loss of a Recorded Delivery item must be made within five months from the date of posting.

## LIABILITY FOR LOSS OR DAMAGE

Recorded Delivery items are simply transmitted in the same manner as unregistered items. The Post Office shall not incur any liability by reason of the loss, non-delivery, misdelivery or delay to Recorded Delivery items. However, if the delivery of a Recorded Delivery item cannot be established, the Post Office may consider refund of postage, Recorded Delivery fee and Advice of Delivery fee if applicable.