

易網郵服務退款申請書  
(只供非按金客戶申請退還多繳款額)

**iMail<sup>R</sup> Service Refund Application**

(Application for Refund of Overpaid Charges by NON-DEPOSIT ACCOUNT Only)

備註:

- 一、申請人必須為有關之易網郵戶口持有人。
- 二、申請必須附上以下有關該等投寄之文件，否則退款申請無法處理。
  - 投寄收據 Pos 12『香港郵政收費單現金預付郵費』副本
  - 從香港郵政網站下載的最新『易網郵服務投寄記錄』。
- 三、如申請人並非公司或機構，而支票抬頭並非申請人，須同時附上申請人之**身分證副本**。
- 四、如有關投寄以網上登記信用卡支付，退款將經由該**信用卡戶口**退回。
- 五、所有退款申請，請於投寄日後五個月內將填妥的申請表送達香港中環康樂廣場2號香港郵政總部三樓財務科出納部，以便處理。
- 六、有關此申請表的查詢，請致電 2921 2148。

Notes:

1. Applicant must be the relevant **iMail<sup>R</sup>** account holder.
2. The application must be attached with the following documents of the posting(s). Otherwise, refund application cannot be processed.
  - Copy of posting receipt(s) Pos 12 "Hongkong Post Charge Slip Postage in Money"
  - An up-to-date "Acceptance Report for **iMail<sup>R</sup>** Service" downloaded from HKP website.
3. If the applicant is not a company or organization and the payee's name is different from the applicant, a copy of the applicant's HKID card must also be attached.
4. If the relevant posting was paid by online registered credit card, the refund will be made via the credit card account.
5. The completed form should be sent to *Cashier Section, Financial Services Division, 3/F Hongkong Post Headquarters, 2 Connaught Place, Central, Hong Kong* within 5 months after the date of posting.
6. For enquiries about this form, please call 2921 2148.

甲部 (由易網郵戶口持有人填寫)

Part A (to be completed by **iMail<sup>R</sup>** account holder)

申請人 (備註一) Applicant (Note 1): \_\_\_\_\_

地址 Address: \_\_\_\_\_

特許郵遞編號 Permit Number: \_\_\_\_\_

聯絡電話 Contact number: \_\_\_\_\_

申請退款詳情 Details of refund application:

	投寄編號 Posting Reference No.	投寄日期 Date of posting	Pos 12 收費單編號 Charge Slip No.	申請退款郵 件數量 No. of items claimed for refund	退款金額 Refund Amount (HK\$)	退款原因/註解 Reasons for Refund / Remarks
1						
2						
3						
4						
5						
			<b>總數 Grand Total</b>			

支票抬頭 (備註三) Cheque payable to (Note 3): \_\_\_\_\_

公司蓋印 Company Chop

簽署 Signature

日期 Date

乙部 (由香港郵政財務科職員填寫)

Part B (to be completed by staff of Hongkong Post Financial Services Division)

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

Certified by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_