

郵件轉遞服務申請表格 APPLICATION FOR REDIRECTION OF CORRESPONDENCE

由申請人填寫 - I至VIII 部分 To be completed by applicant(s) - Sections I to VIII

註：(1) 填寫此申請表前，請詳細閱讀“郵件轉遞服務”的條款及細則

Note: Please read the Terms & Conditions of the Mail Redirection Service before filling in this application.

(2) 請盡量用英文填寫地址。如篇幅不敷應用，請按表格編排，另加紙張。

Please complete the address in English as far as possible. If space provided is not enough, please write on separate sheet according to the format of this form.

轉遞期間 Period of Redirection
請參看條款及細則 (2)、(3) - see Terms & Conditions (2)、(3)

由 From 日 Day / 月 Month / 年 Year 至 to 日 Day / 月 Month / 年 Year

II *地址類別 *Nature of Address 請參看條款及細則 (1) - see Terms & Conditions (1)	
商業 Business	私人 Private

*選擇適當者加上“✓”號。 Tick “✓” as appropriate.

III	^姓名 / 公司名稱 - 請參看條款及細則 (1) & (2) ^Name / Company Name - see Terms & Conditions (1) & (2) ^請填上身分證文件所示的中英文姓名 (如適用) ^ Please fill in your name in both English and Chinese (if applicable) as they appear on the identity document		簽署或公司印章 - 請參看條款及細則 (2) Signature or company chop - see Terms & Conditions (2)	香港身分證 / 護照 / 商業登記號碼 - 請參看條款及細則 (2) HKID Card/Passport/Business Registration Certificate No. - see Terms & Conditions (2)	香港郵政 核實 Verified by Hongkong Post
	中文 Chinese	英文(請用正楷) English (in Block Letters)			
	主要申請人	Principal Applicant			

IV	舊地址 - 請參看條款及細則 (2)、(3) & (5) Old Address - see Terms & Conditions (2)、(3) & (5)											
	室 Flat/Room	樓 Floor	座 Block	大廈/地段號數 Name of building/Lot number								
	街道/屋邨/鄉村名稱及門牌號數 Number and Name of Street/Estate/Village											
	地區 District	*香港/九龍/新界(*刪去不適用者) *H.K./KLN/N.T. (*Delete as appropriate)										
	<table border="1"> <thead> <tr> <th colspan="2">香港郵政核實 Verified by Hongkong Post</th> </tr> </thead> <tbody> <tr> <td colspan="2">已核實證明文件正本 Original documentary proof verified</td> </tr> <tr> <td>核實人姓名: Name of Verifying Officer:</td> <td>_____</td> </tr> <tr> <td>核實人簽署: Signature of Verifying Officer:</td> <td>_____</td> </tr> </tbody> </table>				香港郵政核實 Verified by Hongkong Post		已核實證明文件正本 Original documentary proof verified		核實人姓名: Name of Verifying Officer:	_____	核實人簽署: Signature of Verifying Officer:	_____
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核實人姓名: Name of Verifying Officer:	_____											
核實人簽署: Signature of Verifying Officer:	_____											

如新地址位於本港，請填寫V(a)。若新地址位於海外，則請填寫V(b)。 If your new address is located in Hong Kong, please complete V(a). In case it is an overseas address, please complete V(b).

V(a)	新地址 New Address			
	室 Flat/Room	樓 Floor	座 Block	大廈/地段號數 Name of building/Lot number
	街道/屋邨/鄉村名稱及門牌號數 Number and Name of Street/Estate/Village			
	地區 District	*香港/九龍/新界(*刪去不適用者) *H.K./KLN/N.T. (*Delete as appropriate)		

V(b)	海外新地址 (如適用) - 請參看條款及細則 (4) Overseas New Address (if applicable) - see Terms & Conditions (4)	
	街道 Street	
	地區 District	城市 City
	國家 Country	郵遞區號碼 Post Code

由申請人填寫 - I至VIII部分 To be completed by applicant(s) - Sections I to VIII

VI 有效的郵件轉遞及其他郵政服務帳戶 (如適用) Valid Redirection Request and Other Postal Service Accounts (if applicable)

(a) 如現存在有效的香港郵政郵件轉遞服務，請提供以下資料。
If you have any current redirection request proceeded by Hongkong Post, please provide the following particulars.

舊地址 Old Address			郵件轉遞檔案編號 Redirection Reference No.
室 Flat/Room	樓 Floor	座 Block	大廈/地段號數 Name of building/Lot number
街道/屋邨/鄉村名稱及門牌號數 Number and Name of Street/Estate/Village			
地區 District		*香港/九龍/新界 (*刪去不適用者) *H.K./KLN/N.T. (*Delete as appropriate)	

(b) 如有使用其他香港郵政的服務及/或持有任何香港郵政的帳戶，必須同時更改其地址記錄。請在適當的方格內加上“✓”號，並填上有關資料。
If you are using other postal services and/or holding any postal service accounts of Hongkong Post, the new address should also be updated. Please '✓' in the appropriate box(es) and fill in the relevant particulars.

<input type="checkbox"/>	1. 商業回郵服務*#	Business Reply Service*#	牌照號碼	Licence No.	
<input type="checkbox"/>	2. 國際商業回郵服務*#	International Business Reply Service*#	牌照號碼	Licence No.	
<input type="checkbox"/>	3. 郵資蓋印機*	Private Franking Machine*	牌照號碼	Licence No.	
<input type="checkbox"/>	4. 郵政私用信箱	Post Office Private Box	郵政局	Post Office	
			郵政號碼	P.O. Box No.	
<input type="checkbox"/>	5. 簡便回郵服務	Freepost	簡便回郵參考編號	Freepost Ref. No.	
<input type="checkbox"/>	6. 授權收取支票	Authority of Cheque Acceptance	授權編號	Authority No.	
<input type="checkbox"/>	7. 綜合按金帳戶	Comprehensive Deposit Account	帳戶號碼	Account No.	
<input type="checkbox"/>	8. 特許郵遞	Permit Mailing	特許郵遞號碼	Permit No.	
<input type="checkbox"/>	9. 郵品訂購服務帳戶	Local Standing Order Service Account	帳戶號碼	Account No.	
<input type="checkbox"/>	10. 本地郵政速遞	Local CourierPost Account	帳戶號碼	Account No.	
<input type="checkbox"/>	11. 特快專遞帳戶	SpeedPost Account	帳戶號碼	Account No.	
<input type="checkbox"/>	12. 中小企業郵務協進會	PostalPlus for SME	會員號碼	Membership No.	

備註 -

Remarks: _____

*牌照必須予以更新及須另外收費。*Licence should be amended under separate fee. # 請參看條款及細則 (3)。# See Terms & Conditions (3).

VII 聯絡資料 Contact Information

申請人姓名
Name of Applicant: _____ 申請人日間聯絡電話
Daytime Contact Tel. No. of Applicant: _____

代理人姓名 (如適用)
Name of Agent (if applicable): _____ 代理人日間聯絡電話
Daytime Contact Tel. No. of Agent: _____

電郵地址
Email Address: _____

註：申請人如提供電郵地址，通知書將以電郵發出。申請人應確保有關資料正確無誤，如有任何更改，請知會香港郵政。
Note: The notification will be sent via email if an email address is provided. Please make sure that the information concerned is correct. Should there be any changes, please notify Hongkong Post accordingly.

VIII 聲明 Declaration

本人已細閱並同意“郵件轉遞服務”的條款及細則。本人明白此項申請構成對香港郵政有關使用“郵件轉遞服務”的要約，惟香港郵政不一定接受此項申請。
I have read and agree to the Terms & Conditions of Mail Redirection Service. I understand that this application constitutes an offer to Hongkong Post in relation to the use of Mail Redirection 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.

申請人簽署
Signature of Applicant: _____ 日期
Date: _____

代理人簽署 (如適用)
Signature of Agent (if applicable): _____ 日期
Date: _____

代理人身分證文件號碼 (如適用) ◆
Identity Document No. of Agent (if applicable) ◆: _____

◆ 請參看條款及細則 (2)。◆ See Terms & Conditions (2).

香港郵政核實
Verified by Hongkong Post

公司印章(公司適用) ◆
Company chop (for firms) ◆

你在此申請表格所填報的個人資料只會用作處理你的申請。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，你有權獲得及更改個人資料。你的權利包括獲得一份此表格上填報資料的副本。如欲索取或更改資料，請往郵政局索取“查閱資料要求表格”(Pos 736)，填妥後交回辦理。

The personal data provided in this form will be used by the Postmaster General for processing your application.

You have the right of access and correction with respect of the personal data pursuant to sections 18 and 22 and Principle 6 of Schedule 1 to 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 the Data Access Request Form (Pos 736) which is available at any post office.

香港郵政專用 For Hongkong Post Use

Name of applicant(s) and relative identification document(s) verified by: _____

At Payment Office

(Please affix the label generated from IPSS on this area)

At Delivery Office

Delivery Office Reference : _____

Pm Consulted on (date) : _____

Beat No. of Old Address : _____

Redirection Card Issued on : _____

Initial of the Redirection Duty : _____

Beat Chop

Initial of Pm _____

• If items in Section VI(b) require updating, please notify the undermentioned division(s) by fax.
• For item no. 1-5, please also forward copy of Business Registration Certificate(s), if available.

Service / Account	Division	Fax No.	Faxed on
1-8	FSD	2526 1198	
9	SPD - LSOS Unit	2191 9296	
10-12	CRM	2854 9623	

填寫郵件轉遞服務Pos 800申請表格的須知

1. 填寫Pos 800申請表格前，請細閱“郵件轉遞服務”的條款及細則。
2. 每名申請人均須在申請表格內的預留空位填上身分證明文件（例如香港身分證或有效旅遊證件）所示的中英文姓名（如適用）。
3. 申請人可選擇經以下途徑遞交申請表格：
 - (a) 郵政局櫃位
 - (b) 郵寄（地址：香港灣仔皇后大道東213號胡忠大廈2樓灣仔派遞局郵件轉遞組）
4. 親身到郵政局或以郵寄方式遞交申請

商業性質轉遞

- 申請表格須由收取轉遞郵件的人士或公司負責人親自簽署。
- 申請人須在表格內的預留空位填上有效商業登記證號碼，並蓋上公司印鑑。
- 申請人須在申請表格內個人姓名旁邊註明‘擁有人’字樣。

私人性質轉遞

- 申請表格內所列每名年滿11歲的申請人須個別簽署，並在表格內的預留空位填上其身分證明文件號碼。
- 未滿11歲的兒童，只須填上其姓名，並在“身分證明文件號碼”一欄註明“小童”字樣。

商業性質和私人性質轉遞－所需文件

所有以郵寄方式或親身到郵政局櫃位遞交的申請，均須夾附以下文件以供查核。

轉遞服務	郵寄方式	親身到郵政局櫃位遞交
商業性質	<ul style="list-style-type: none">● 有效商業登記證影印本	<ul style="list-style-type: none">● 申請人/代理人的身分證明文件正本● 有效商業登記證影印本
私人性質	<ul style="list-style-type: none">● 申請表格內列出全部申請人的身分證明文件影印本● 舊址證明文件正本（例如本月/上月的電費/電話費/水費/煤氣費帳單、本月/上月的銀行月結單、本季/上季的徵收差	<ul style="list-style-type: none">● 申請人/代理人的身分證明文件正本● 申請表格內列出全部申請人的身分證明文件影印本● 舊址證明文件正本（例如本月/上月的電費/電話費/水費/煤氣費帳單、本月/

	餉通知書。網上列印的帳單和月結單概不接受)	上月的銀行月結單、本季/上季的徵收差餉通知書。網上列印的帳單和月結單概不接受)
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Guidelines on Completion of Mail Redirection Service Application Form (Pos 800)

1. Please read the Terms and Conditions of the Mail Redirection Service before filling in the Pos 800 application form.
2. Each applicant should fill in his/her name in both English and Chinese (if applicable) as they appear on the identity document (e.g. Hong Kong Identity Card or valid travel document) in the space provided in the form.
3. Applicant may choose to submit the application form via the following channels:
 - (a) post office
 - (b) by post (address: Mail Redirection Section, Wanchai Delivery Office, 2/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong)
4. For the application submitted at post office or sent by post

For business redirection

- person(s)/responsible person(s) of the company to whom any postal items to be redirected are addressed must sign on the application form.
- the applicant should include the valid Business Registration Certificate number and an impression of the company chop in the space provided in the form.
- the applicant(s) shall write 'owner' by the side of the personal name(s) on the application form.

For private redirection

- Every person at the age of 11 or above named in the application should individually sign and fill in his/her identity document number in the space provided in the form.
- For children under the age of 11, it is only necessary to fill in their names and state under the identity document number column "CHILD".

For both business and private redirection – document(s) required

All applications made by post or in person at post office counter should be accompanied with the following documents for verification.

Redirection Service	By Post	At Post Office Counter
Business	<ul style="list-style-type: none">● Photocopy of the valid Business Registration Certificate	<ul style="list-style-type: none">● Original identity document of applicant/agent● Photocopy of the valid Business Registration Certificate
Private	<ul style="list-style-type: none">● Photocopy/photocopies of identity document(s) of all applicant(s) listed on the respective application form● An original documentary proof of the old address. (e.g. electricity / telephone / water /	<ul style="list-style-type: none">● Original identity document of applicant/agent● Photocopy/photocopies of identity document(s) of all applicant(s) listed on the respective application form● An original documentary proof

	gas bill of the current / previous month, banking statement of the current / previous month or Demand for Rates of the current / previous quarter. Bills and statements printed from the Internet are not accepted)	of the old address. (e.g. electricity / telephone / water / gas bill of the current / previous month, banking statement of the current / previous month or Demand for Rates of the current / previous quarter. Bills and statements printed from the Internet are not accepted)
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郵件轉遞服務的條款及條件

1. 應付費用

1.1 收費：

	最初 3 個月	其後每 6 個月
商務客戶	港幣 409 元	港幣 512 元
私人客戶	港幣 136 元	港幣 172 元

1.2 “商務客戶”指其地址需要轉遞服務以作商業或牟利用途的任何人士、實體或公司。如在同一地址有多於一間公司名稱登記，每間已登記名稱的公司將視為獨立客戶，須個別收費。如公司已就其登記地址繳付轉遞服務費用，其附屬公司（例如可從相同的商業登記證號碼首八個數字識別）、擁有人和人員（例如公司的董事、東主、合伙人或獲授權人士）則無須個別收費。

1.3 “私人客戶”指接受轉遞服務但並非商務客戶的任何人士。

1.4 如申請人為公司僱員或前僱員，而他／她申請把其私人郵件由公司地址轉遞至另一地址，則他／她須另行遞交申請表，並夾附證明其為該公司僱員／前僱員身分的文件，以及證明該公司不反對其申請轉遞服務的文件。申請人須就有關服務繳付私人客戶費用。

1.5 轉遞服務生效後，已付的費用（不論部分或全部）一概不會退回。

2 申請服務

2.1 申請表格應於郵件轉遞服務生效前最少 **5 個工作天**送抵香港郵政。

2.2 本申請表格必須由申請人或獲申請人授權的人士（須為法人團體）簽署。每名申請人應個別簽署申請表格，並在表格預留的空位上填寫身分證明文件號碼（例如香港身分證、有效旅遊證件）（如適用）及身分證明文件所示的中英文全名（如有）。（只註明名字的郵件不會被轉遞）未滿 11 歲的申請人只須填寫姓名，並在“身分證明文件號碼”一欄註明“小童”字樣。

2.3 以商務客戶名義申請服務的人士須在表格預留的空位上填寫有效的商業登記證號碼，並蓋上公司印鑑，以及隨申請表格夾附有效商業登記證副本一份。

2.4 以私人客戶名義申請服務的人士必須遞交舊址的證明文件正本（例如本月／上月的電費／電話費／水費／煤氣費帳單、本月／上月的銀行月結單，或本季／上季的徵收差餉通知書。網上列印的帳單和月結單概不接受）。

2.5 申請表格連同服務費用可交到任何一間郵政局的櫃位，或寄往香港灣仔皇后大道東 213 號胡忠大廈 2 樓灣仔派遞局郵件轉遞組。申請服務費用可用現金或劃線支票付款，支票抬頭請寫“香港郵政署長”，切勿郵寄現金。如申請人（或其指定代理人）前往郵政局櫃位遞交表格，必須出示其本人的身分證明文件正本和申請表格上每名申請人的身分證明文件副本，以供查核。

2.6 如情況許可，所有文件副本將於申請手續辦妥後退回申請人。

3. 服務期

3.1 商業回郵郵件的轉遞服務為期三個月，不得延期。

3.2 郵政信箱的郵件轉遞服務只會在租戶退還郵政信箱的情況下方可提供。郵政信箱的郵件轉遞服務最長為期 15 個月，不得延期。

3.3 除第 3.1 及第 3.2 段所述情況外，一般郵件的轉遞服務最長為 27 期個月。

3.4 申請人須確保申請表格的資料正確無誤，如資料有所變更，請通知香港郵政。

3.5 香港郵政不會發出續期通知書或到期通知書。

4. 收取的郵費

4.1 香港郵政不會就境內郵件的轉遞收取額外費用。

4.2 寄自本地的郵件可以透過平郵方式轉遞海外，惟有關當局派件時須徵收本地與海外兩地郵資的差額。

4.3 除寄自海外的航空郵簡、信件、明信片及郵包外，香港郵政不會以空郵轉遞郵件至海外地址。

4.4 在外地以空郵投寄的失明人士刊物及廣告宣傳項目，例如目錄、小冊子及市場的推廣資料，以及寄自海外的平郵郵件，可透過平郵方式轉遞海外地址，無須額外收費。

4.5 除非已繳付寄往新目的地的包裹郵資，並向香港郵政提供有關送遞文件，否則包裹不獲轉遞海外。

5. 可提供的服務

5.1 香港郵政署長有絕對酌情權，決定是否接納或拒絕任何申請。

5.2 在下述情況下，郵件轉遞的申請會被拒：

- (a) 舊址仍有人（例如其他家庭成員、同事、同一間公司的合伙人）可代申請人轉遞郵件；
- (b) 申請人並非長期遷離舊址；
- (c) 舊址為社團、酒店、宿舍或公寓的地址；
- (d) 舊址是同一物業（例如劏房）內超過一名住戶收信的集中點或信箱。

5.3 如要轉遞離逝人士的郵件，須提供死亡證、遺囑認證書或遺產管理書的認證副本，以資證明。

5.4 委任的受託人及／或破產管理官如要轉遞破產人或清盤公司的郵件，須提供獲委任的證明文件及香港郵政署長要求的任何其他資料。

5.5 其他特別要求的申請，會按個別情況處理。

6. 服務有效期

6.1 香港郵政署長如合理地相信：

6.1.1 服務現正用作或涉及任何非法用途；

6.1.2 申請人無權或未獲授權提出申請或享用有關服務；或

6.1.3 居於舊址的任何人士（例如其他家庭成員、同屬一間公司的合伙人）已提出反對。

有權在任何時候拒絕、暫停或終止轉遞服務。

6.2 申請人明白並保證香港郵政署長無須因其拒絕、暫停或終止（即上文第 6.1 段所指）而導致的損失或損毀負上任何責任。

6.3 除非香港郵政署長信納申請人的身分及權力，否則不會接納轉遞服務的申請或提供轉遞服務。因此，香港郵政署長或會要求申請人提供證明。

6.4 如轉遞服務的申請或其延續性出現任何糾紛，香港郵政署長有權要求申請人或客戶提供進一步資料或文件，以向香港郵政署長證明並令其信納申請人或客戶已獲授權或有權使用郵件轉遞服務。如香港郵政署長認為申請人或客戶未能提供有關證明，則有權拒絕申請或在終止轉遞服務前七天給予客戶書面通知。

6.5 申請人明白並同意，香港郵政署長可根據本條文或基於任何理據暫停或終止轉遞服務，並不會獲得任何退款。

6.6 轉遞服務期一旦屆滿或終止，所有信件會按地址派遞。寄往舊址的信件如未能派達，均會退回寄件人。

7. 本協議的修訂

7.1 香港郵政署長可不時更改、修訂和取消上述條款及條件。

你在此申請表格所填報的個人資料只會用作處理你的申請。

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，你有權獲得及更改個人資料。你的權利包括獲得一份此表格上填報資料的副本。

如欲索取或更改資料，請往郵政局索取“查閱資料要求表格” (Pos 736)，填妥後交回辦理。

Mail Redirection Service Terms & Conditions

1. FEE PAYABLE

1.1 Charges:

	For the first 3 months	For each succeeding 6 months
Business Client	HK\$409	HK\$512
Private Client	HK\$136	HK\$172

- 1.2 “Business Client” herein refers to any person, entity or company whose address requiring a redirection service is used for any commercial or profit-making purposes. If more than one company names are registered in the same address, each company whose name is registered shall be regarded as an independent client and shall be separately charged. If a company has been charged for a redirection service for its registered address, its subsidiaries (e.g. identifiable from the same first eight digits in the Business Registration Certificate number), owners, and officers (e.g. director, proprietor, partner or authorised person of the company) will not be separately charged.
- 1.3 “Private Client” herein refers to any person who receives the redirection service but is not a Business Client.
- 1.4 If an applicant is an employee or ex-employee of a company requesting redirection of his/her personal mail items from the company address to another address, a separate application form together with the document proving his/her identity as employee/ex-employee of the company and proving no objection of the company to the redirection request. The service will be charged to the applicant at the Private Client rate.
- 1.5 Once the service is effected, no refund nor partial refund will be made for the charges paid.

2. APPLICATION OF SERVICE

- 2.1 Applications should reach the Hongkong Post at least five working days before redirection is due to commence.
- 2.2 This application form must be signed by the applicant or authorised person of the applicant (who is a corporate body). Each applicant should individually sign the application form and put down his/her identity document number (e.g. Hong Kong Identity Card, valid travel document) and full name in both English and Chinese (if any) as appeared in the identity document (where applicable), in the space provided. (Mails bearing only the Christian name would not be redirected) An applicant who is under the age of 11 is only required to put down his/her name and state under the identity document number column as “CHILD”.
- 2.3 Application for service as a Business Client shall include the valid Business Registration Certificate number and an impression of the company chop in the space provided and shall attach a copy of the valid Business Registration Certificate to the application form.
- 2.4 An application for service as a Private Client must submit an original documentary proof of the old address (e.g., electricity/ telephone/ water/ gas bill of the current/ previous month, bank statement of the current/ previous month or Demand for Rates of the current/ previous quarter. Bills and statements printed from the Internet are not acceptable).
- 2.5 Application form, together with the payment for service, can be handed in at any post office counter or sent by post to the Mail Redirection Section, Wanchai Delivery Office, 2/F Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong. Payment for an application should be made by cash or a crossed cheque in favour of the “Postmaster General”. Please do not send cash by post. When an application is submitted at post office counter, the applicant (or his/her appointed agent) must produce his/her original identity document and a copy of identity document of each applicant listed on the respective application form for verification.
- 2.6 All copies of the documents will be returned to the applicants after processing if possible.

3. SERVICE PERIOD

- 3.1 Redirection service for Business Reply items is provided for a period of 3 months only. No further extension is allowed.
- 3.2 Redirection from a Post Office Box (PO Box) is allowed only if the rental of the PO Box has ceased. The redirection service for a PO Box will be undertaken for a maximum period of 15 months. No further extension is allowed.

- 3.3 With the exception of 3.1 and 3.2, the redirection of mail will be undertaken for a maximum period of 27 months.
- 3.4 Please make sure that the information provided in the application for the redirection service is correct. Should there be any change of the information, please notify Hongkong Post accordingly.
- 3.5 No reminder for service extension, nor notice of service expiry will be issued.

4. POSTAGE APPLICABLE

- 4.1 For redirection within Hong Kong, no additional postage charge is payable.
- 4.2 Mail items posted in Hong Kong can be redirected to an overseas address by surface provided that any additional charges for the difference between the local and foreign rate of postage will be paid on delivery.
- 4.3 No mail items will be redirected by air to an overseas address, except aerogrammes, airmail letters, airmail postcards and packets.
- 4.4 Literature for the Blind and promotional items, such as catalogues, pamphlets and marketing materials posted abroad by air, and letter post items posted abroad by surface may be redirected to an overseas address by surface with no additional charge.
- 4.5 Parcels cannot be redirected abroad unless fresh postage to the new destination has been paid and appropriate dispatch papers have been supplied to the Hongkong Post.

5. AVAILABILITY OF SERVICE

- 5.1 The Postmaster General shall have the absolute discretion in accepting or declining any application.
- 5.2 An application for the redirection service will be declined if:
 - (a) the old address is still occupied by any person(s) (e.g., other family members, colleagues, partners of the same company) who could redirect the mail to the applicant; or
 - (b) the applicant does not permanently vacate from the old address; or
 - (c) the old address is an address of a club, hotel, boarding house or lodging house;
 - (d) the old address is a central point or mail box used for receiving mails of more than one tenant in the same property such as a 'multi-dwellers' residential premises.
- 5.3 An application to redirect mails of a deceased person should be supported by a certified copy of the death certificate, Grant of Probate or Letter of Administration.
- 5.4 An application relating to mails addressed to a bankrupt or wound-up company by the appointed Trustee and/or the Official Receiver should be supported by document confirming the appointment and any other information requested by the Postmaster General.
- 5.5 Any other application with special request is considered on a case-by-case basis.

6. VALIDITY OF SERVICE

- 6.1 The Postmaster General shall have the right to refuse, suspend or terminate the redirection service at any time if he reasonably believes that:
 - 6.1.1. the service is being used for or in connection with any illegal purpose;
 - 6.1.2. the applicant was not entitled or authorised to make the application or receive the service; or
 - 6.1.3. any person at the old address (e.g. other family members, partners of the same company) has objected to the service of redirection.
- 6.2 Applicant hereby acknowledges and warrants that the Postmaster General shall not in any way be responsible for any loss or damage whatsoever arising from the refusal, suspension or termination in clause 6.1 above.
- 6.3 The Postmaster General will not accept an application or commence a redirection service unless the identity and authority of the applicant are proved to the satisfaction of the Postmaster General. In this regard, the Postmaster General may require production of any proof from an applicant.
- 6.4 If there is any dispute in respect of an application or continuity of a redirection service, the Postmaster General shall have the right to require the related applicant or client to produce further information or document to prove to the satisfaction of the Postmaster General that the applicant or client is authorised and/or entitled to the redirection service. If the Postmaster General considers that the applicant or client has failed to provide

such proof, the Postmaster General shall be entitled to reject the application or, by serving the client a 7-day prior written notice, terminate the redirection service.

- 6.5 Applicant hereby acknowledges and agrees that no service charge refund will be made for a redirection service suspended or terminated by the Postmaster General under this clause or on any grounds.
- 6.6 Upon expiration or termination of the redirection service, all the mail items would be delivered as per addressed. Any mail items undeliverable at the old address will be returned to senders.

7. **CHANGES TO THIS AGREEMENT**

- 7.1 The terms and conditions above are subject to variation, modification and cancellation by the Postmaster General from time to time.

The personal data provided in this form will be used by the Postmaster General for processing your application.

You have the right of access and correction with respect of the personal data pursuant to sections 18 and 22 and Principle 6 of Schedule 1 to 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 the Data Access Request Form (Pos 736) which is available at any post office.