

## 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.

I 轉遞期間 Period of Redirection 請參看條款及細則 (1) - (3) - see Terms & Conditions (1) - (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 (2) & (4) - see Terms & Conditions (2) & (4)	
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 (4) & (5) ^Name / Company Name - see Terms & Conditions (4) & (5) ^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 (5) Signature or company chop - see Terms & Conditions (5)	香港身分證 / 護照 / 商業登記號碼 - 請參看條款及細則 (5) HKID Card/Passport/Business Registration Certificate No. - see Terms & Conditions (5)	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 (5) - (8) Old Address - see Terms & Conditions (5) - (8)			
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)			
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: _____			

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 (9) - (12) Overseas New Address (if applicable) - see Terms & Conditions (9) - (12)	
街道 Street	
地區 District	城市 City
國家 Country	郵遞區號碼 Post Code

**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 (7)。# See Terms & Conditions (7).

**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。本人聲明以上提供的資料在各方面均屬真實及準確。  
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: \_\_\_\_\_

代理人身分證證明文件號碼 (如適用) ◆  
Identity Document No. of Agent (if applicable) ◆: \_\_\_\_\_  
◆ 請參看條款及細則 (5)。◆ See Terms & Conditions (5).

香港郵政核實  
Verified by Hongkong Post

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

您在此申請表格所填報的個人資料, 香港郵政將用作處理您申請的事宜。

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, 您有權獲得及更改個人資料。您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 you provided in this form will be used by Hongkong Post for processing your application.

You have the right of access and correction with respect to personal data as provided in sections 18 and 22 and Principle 6 of Schedule 1 of 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

Amount: HK\$ \_\_\_\_\_

Miscellaneous Receipt No.: \_\_\_\_\_

Datestamp

At Delivery Office

Delivery Office Reference : \_\_\_\_\_

Pm Consulted on (date) : \_\_\_\_\_

Beat No. of Old Address : \_\_\_\_\_

Redirection Card Issued on : \_\_\_\_\_

Initial of the Redirection Duty : \_\_\_\_\_

Initial of Pm \_\_\_\_\_

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
4. 親身到郵政局櫃位或以郵寄方式遞交的申請

### 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"><li>• 有效商業登記證影印本</li></ul>	<ul style="list-style-type: none"><li>• 申請人／代理人身分證明文件正本</li><li>• 有效商業登記證影印本</li></ul>
私人性質	<ul style="list-style-type: none"><li>• 申請表格內列出全部申請人的身分證明文件影印本</li><li>• 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／上季的徵收差餉通知書。網上列印的帳單和月結單概不接受）</li></ul>	<ul style="list-style-type: none"><li>• 申請人／代理人身分證明文件正本</li><li>• 申請表格內列出全部申請人的身分證明文件影印本</li><li>• 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／上季的徵收差餉通知書。網上列印的帳單和月結單概不接受）</li></ul>

## 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 counter
  - (b) by post
4. For the application submitted at **post office counter** or sent **by post**

### For business redirection

- person(s)/responsible person(s) of the company to whom any postal packets 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 applicants 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"> <li>• Photocopy of the valid Business Registration Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Original identity document of applicant/agent</li> <li>• Photocopy of the valid Business Registration Certificate</li> </ul>
Private	<ul style="list-style-type: none"> <li>• Photocopy/photocopies of identity document(s) of all applicant(s) listed on the respective applicant form</li> <li>• An original documentary proof 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)</li> </ul>	<ul style="list-style-type: none"> <li>• Original identity document of applicant/agent</li> <li>• Photocopy/photocopies of identity document(s) of all applicant(s) listed on the respective applicant form</li> <li>• An original documentary proof 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)</li> </ul>

## “郵件轉遞服務”條款及細則

- (1) 申請表格須於“郵件轉遞服務”生效前最少五個工作天送抵香港郵政。
- (2) 本表格必須由收取轉遞郵件的人士或公司負責人親自簽署。每份申請表格內列出每名年滿 11 歲的人士均須個別簽署，並在表格預留的空位填上身分證明文件號碼（例如香港身分證、有效旅遊證件）及身分證明文件所示的中英文全名（如屬適用）。申請人可選擇親身到郵政局櫃位遞交表格，或以郵寄方式交回。如申請人／代理人到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以及表格內列出全部申請人的身分證明文件影印本或副本，供職員查核。如屬私人轉遞申請，主要申請人必須同時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、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）。若兒童未滿 11 歲，只須填寫姓名，並在“身分證明文件號碼”一欄註明“小童”字樣。若以公司名義申請，申請人須在表格預留的空位填上有效商業登記證號碼，並蓋上公司印鑑，以及夾附商業登記證副本一份。所有文件的正本/影印本或副本將於申請手續辦妥後退回申請人。
- (3) 申請人可把本表格連同首三個月的費用交到任何一間郵政局櫃位，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。若以支票付款，抬頭請寫“香港郵政署長”，並加劃線。切勿郵寄現金。
- (4) 收費

	首三個月	其後每十二個月*
商業性質轉遞	港幣 300 元	港幣 750 元
私人性質轉遞	港幣 100 元	港幣 250 元

\* 首三個月服務屆滿後，顧客可再續期十二個月。服務期將近屆滿時，本署會發出通知書邀請申請人續期。

商業性質的轉遞是指將郵件由營商牟利的地址，或從與該址有關的郵政私用信箱或郵政私用信袋轉遞至新址。如以同一地址登記的不止一個，每個公司名稱會視作一宗獨立的申請處理，申請個別收費。轉遞服務生效後，已付的費用一概不會退回。加入寄給附屬公司（可從相同的商業登記證號碼首八個數字識別）及公司擁有人本人（例如公司的董事、東主、合伙人或獲授權負責人）的郵件無須額外收費。

- (5) 倘若申請郵件轉遞服務的公司內有其他僱員亦要求轉遞他自己本人的郵件，則有關僱員便須個別填寫申請表格，連同身分證明文件一併交回。此外，該公司須以書面證明有關申請人是在填報的地址工作，並且不反對有關申請將信件轉往該公司的新址。有關申請須按私人性質轉遞的收費繳款。
- (6) 寄往郵政私用信箱的郵件，除非租戶已將信箱退還，不再租用，否則本署不會負責轉遞；但轉遞服務的期限最長為十五個月。
- (7) 除第(6)段所述情況外，一般郵件的轉遞服務最長為二十七個月，而商業回郵郵件的轉遞服務則最長為三個月。
- (8) 香港郵政不會就下列情況提供轉遞服務：
  - (a) 收件人可於原來地址收取郵件，例如暫時遷離住址的人士，本署不會為其轉遞郵件，除非該樓宇並無其他人居住；
  - (b) 收件地址（例如社團、酒店、宿舍、公寓）樓宇的郵件是由郵差派給收件代理人或派往公共信箱的郵件。
  - (c) 個別人士要求將私人郵件自公司的舊址轉遞至新址。
- (9) 除非轉遞要求有效，否則香港郵政會視乎情況按址派遞所有郵件，或將郵件退回寄件人。香港郵政保留權利拒絕轉遞或停止轉遞郵件。
- (10) 除一等航空郵件（即寄自海外的航空郵簡、信件及明信片）外，香港郵政不會以空郵轉遞郵件至其他國家。
- (11) 二等航空郵件及寄自海外的平郵信件，可以利用平郵方式轉遞海外。
- (12) 寄自本地的信件可以透過平郵方式轉遞海外，惟有關當局派件時會向收件人徵收本地與海外兩地郵資的差額。
- (13) 除非有關人士已繳付寄往新目的地的包裹郵資及提供有關發遞文件，否則有關包裹不獲轉遞海外。申請人宜自行安排。
- (14) 香港郵政會把未能派達新址的郵件退回寄件人。
- (15) 香港郵政署長可藉着在郵政局展示單張和資料，或向申請表格內所列地址作出書面通訊，不時更改、修改和取消本服務的條款及細則。

您在此申請表格所填報的個人資料，香港郵政將用作處理您申請的事宜。  
根據《個人資料（私隱）條例》第 18 及 22 條以及附表 1 第六項原則，您有權獲得及更改個人資料。您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) Applications should reach the Hongkong Post at least **five working days** before redirection is due to commence.
- (2) This form must be signed by person(s)/responsible person(s) of the Company to whom any postal packets to be redirected are addressed. Every person at the age of 11 or above named in a single application should individually sign it 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 as appeared in the identity document (where applicable), in the space provided. **The applicant(s) may choose to submit the application form at any post office counter or to send it by post. When an application is submitted at post office counter, the applicant/agent must produce his/her original identity document and a photostat copy/copies of identity documents of all the applicant(s) listed on the respective application form for verification. For private redirection application, the principal applicant must also submit an original documentary proof of 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).** For children under the age of 11, it is only necessary to put down their names and state under the identity document number column "CHILD". In case of application made by a company, the applicant should include the valid Business Registration Certificate number and an impression of the company chop in the space provided, **and attach a copy of the Business Registration Certificate.** All copies of the documents will be returned to the applicants after processing.
- (3) This form, together with the appropriate payment for the first three month's 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. Cheques should be drawn in favour of the "Postmaster General" and crossed. Please do not send money in the post.

(4) Charges:

	For the first 3 months	For each succeeding 12 months*
Business	HK\$300	HK\$750
Private	HK\$100	HK\$250

\* Redirection service may be extended for a subsequent 12-month period, upon the expiry of the first 3 months' service. Hongkong Post will issue a notification to invite applicant for service renewal near to the expiry date.

A business addressee is regarded as an applicant for redirection of mail from an address or from a private box or bag service associated with an address at which business is carried on for a profit. If more than one company names are registered in the same address, each company name is regarded as an individual application and charged separately. **Once the service is effected, no refund nor partial refund will be made for the charges paid.** No extra charge will be levied for inclusion of correspondence addressed to the subsidiary company(ies) (identifiable from the same first eight digits in the Business Registration Number) and personal name(s) of the owner(s) of the company. (e.g. the director, proprietor, partner or authorised responsible person of the company.)

- (5) If redirection of mail addressed to personal name(s) of other employee(s) of the company which has applied for mail redirection service is required, a separate application form together with the identity document must be submitted by each employee; in addition there should be a letter from the company certifying that the applicant is its staff working at the given address and that the company does not have objection to the redirection application for redirecting the applicant's letters to the company's new address. A redirection fee under the private rate will be charged for each application.
- (6) Correspondence addressed to a Post Office Box may be redirected only if the box has been given up. However, the redirection service cannot be extended beyond a period of fifteen months.
- (7) With the exception of (6), the redirection of mail will be undertaken for a maximum period of twenty-seven months. Whereas for Business Reply items, they will be undertaken for a maximum period of three months.
- (8) Hongkong Post does not undertake to redirect postal packets under the following circumstances:
  - (a) When the postal packets can be redirected at the place of address. For example, Hongkong Post does not redirect postal packets addressed to a person who has temporarily left his address unless his premises is left uninhabited;
  - (b) When the address of the postal packet is one where letters are delivered by the postman to a common agent or a common letter box, e.g., clubs, hotels, boarding houses or lodgings;
  - (c) When an individual requests for redirection of personal correspondence from a company's old address to a new address.
- (9) Unless a valid redirection request is in force, all mail items will be delivered as addressed or returned to the sender as Hongkong Post deems appropriate. Hongkong Post reserves the right to decline or discontinue redirection.
- (10) Hongkong Post does not undertake redirection of mail items by air to other countries with the exception of first class airmail items, i.e., aerogrammes, airmail letters and airmail postcards received from abroad.
- (11) Second class airmail items and letter post items posted overseas by surface can be redirected overseas by surface.
- (12) Inland letter post items can be redirected overseas by surface but a surcharge representing the difference between the inland and foreign rate of postage will be charged on delivery.
- (13) Parcels cannot be redirected abroad unless fresh postage to the new destination has been paid and appropriate despatch papers supplied. Applicants are therefore advised to make private arrangements in this regard.
- (14) Hongkong Post will return to sender those mail items which are undeliverable at the new address.
- (15) The terms and conditions of this Service is subject to variation, modification and cancellation therein made by the Postmaster General from time to time by display of leaflet and material at the post offices or written communication to the address as appeared in the application form.

The personal data you provided in this form will be used by Hongkong Post for processing your application. You have the right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of 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.