

# 香港郵政通函郵寄服務申請表格

## APPLICATION FOR HONGKONG POST CIRCULAR SERVICE

申請人名稱 Name of applicant:	電話號碼 Telephone No.:
	傳真號碼 Fax No.:
地址 Address:	
每份函件重量 Weight of each item:	投寄日期 Date of posting:

投寄數量及派遞地區 Quantity of posting and delivery area:

地區 Area	投寄數量 Quantity of posting
總數 Total	

隨函夾附乙份投寄函件的樣本。 **One specimen of the item is attached.**

簽署 Signature \_\_\_\_\_

姓名 (請用正楷) Name in block letters \_\_\_\_\_

職銜 Designation \_\_\_\_\_

日期 Date \_\_\_\_\_

公司印章 Company chop

我已閱讀並同意背頁的投寄條款。 / I have read and agreed to the posting conditions overleaf.

<b>供香港郵政填寫 To be completed by Hongkong Post</b>	<b>編號 Reference No.:</b>
申請已獲批准/不獲批准*。不獲批准的原因是 The above application is approved/not approved*. It is not approved because	
請於 _____ 前往 _____ 郵政局投寄。	
Please make the above posting on _____ at _____ Post Office.	
如有任何查詢，請致電 For enquiries, please contact _____	
<input type="checkbox"/> 符合資格並選擇豁免於「不收取通函」標貼機制。 Eligible sender opting for exemptions from the "No Circular Mail" Opt-out Sticker Scheme.	
日期 Date _____	Postmaster ( _____ ) 郵政局局長

**供申請人參閱 Notes to applicant:**

香港郵政會將本表格所提供的個人資料用作處理你的申請。  
The personal data you provide by means of this form will be used by Hongkong Post for processing your application.  
你有權根據《個人資料(私隱)條例》第18及22條以及附表1第6項原則的規定，要求查閱及更正你的個人資料，你查閱資料的權利包括取得表格所提供有關你的個人資料。  
You have a right of access and correction with respect of 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 provided by this form.  
如欲查閱資料，請往郵政局索取查閱資料要求表格 (Pos 736)，填妥後交回辦理。  
If you wish to do so, please complete the Data Access Request Form (Pos 736) which is available at any post office.

\* 將不適用處刪去 Delete as appropriate

# 投寄條款及須知

## 概要

- 「香港郵政通函郵寄服務」可供郵寄宣傳資料往本港特定地區內並無註明「不收取通函」的派遞點。有關宣傳資料無須貼上郵票或註寫收件地址，並可選擇入封投寄與否。

## 服務範圍

- 通函郵寄服務寄件往設有住戶信箱或收件孔口的本港住宅/商業樓宇。有關通函郵寄服務覆蓋範圍內每區/每個屋苑/每幢大廈的住戶數目資料，請瀏覽[www.circular.hongkongpost.hk](http://www.circular.hongkongpost.hk)。
- 香港郵政有權在需要處理大量郵件的繁忙時期暫停這項服務。

## 收寄條件

### 3.1 函件規格

重量限制	最重：每份函件150克
形狀	正方形或長方形；有關百變形狀通函的條款，請參閱服務小冊子。
厚度	最厚：10毫米（百變形狀通函為5毫米）；最薄：0.25毫米
尺寸限制	最大：150x 220（毫米）；最小：90 x 140（毫米）

### 3.2 郵費

每件郵件重量 不超過	一般形狀			百變形狀	
	一般地區		離島及 偏遠地區	只適用於一般地區	
	集中的信箱	上門派遞		集中的信箱	上門派遞
30 克	\$0.90	\$1.10	\$1.50	\$1.10	\$1.30
50 克	\$1.30	\$1.60	\$2.30	\$1.50	\$1.80
100 克	\$1.80	\$2.20	\$3.10	\$2.10	\$2.50
150 克	\$2.00	\$2.40	\$3.90	\$2.30	\$2.70

- 特選服務在郵費以外另收取\$3,000目標篩選服務費。
- 如在一個曆月內投寄達200,000份或以上郵件，可獲折扣優惠（不適用於百變形狀通函），詳情請參閱服務小冊子。

### 3.3 內載物品

印刷品。可以夾有附件，但郵件必須封妥及平均分布。

### 3.4 最少投寄數量

每次最少投寄2,000份相同的函件。若投寄量不足2,000份，收費將根據所選地址類別，按2,000份應付郵費的比例計算。

### 3.5 包裝

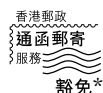
通函投寄時應向同一方向疊好，並須以100份為一紮，牢固地捆紮或包裝。如因函件尺寸較大或形狀不規則而難以於100份捆成一紮，則寄件人可把通函以十份或十份的倍數捆紮（每紮不可多於100份）。除了以裝釘機裝釘的小冊子外，所有函件一律不得使用釘書釘。

### 3.6 函件上的標記及郵戳

通函須以印刷方式或其他工具（如金屬印或橡膠印）印上中文或英文標記。利用通函寄服務投寄的函件不會加蓋郵戳。



最大尺寸（毫米）：40（闊）x 30（高）  
最小尺寸（毫米）：20（闊）x 15（高）



適用於獲豁免「不收取通函」標貼機制的寄件人（請參閱第4.3分條）  
最小尺寸（毫米）：20（闊）x 20（高）

### 3.7 投寄函件樣本

任何人不得投寄任何違法、淫褻、不道德、不雅、令人反感或帶永久形式誹謗的文字、圖片或其他東西。寄件人事前必須把擬投寄函件樣本送交（親身或經該服務網頁）或傳真至有關郵政局審批。百變形狀設計的函件樣本實物須送交指定郵政局審批（詳情請參閱服務小冊子）。在決定申請人遞交的樣本是否符合本條款之規定一事上，香港郵政的決定為最終決定。

### 3.8 預付郵費

可以用現金或易辦事付款。若以支票付款，請致電2921 2244或2921 2245與香港郵政財務科安排。

### 3.9 申請及投寄

寄件人應在投寄前向通函投寄郵局申請批准，通函應於處理該通函審批的投寄郵局投寄。有關通函投寄郵局的資料，請瀏覽[www.circular.hongkongpost.hk](http://www.circular.hongkongpost.hk)。

## 「不收取通函」標貼機制和豁免

- 通函不會派遞至貼有「不收取通函」標貼的派遞地點。
- 寄件人必須在通函郵件加入以下聲明：  
「如你不欲收取通函郵件，請在信箱貼上『不收取通函』標貼，標貼可於全線郵政局、各區民政事務處的公眾諮詢服務中心、公共屋邨辦事處和個別私人屋苑的管理處免費索取。請注意，「不收取通函」標貼機制並不涵蓋由政府及相關機構、立法會議員／區議會議員、選舉候選人和根據《稅務條例》第88條獲豁免繳稅的慈善機構所投寄的通函郵件。」
- 獲豁免的寄件人可選擇把通函投寄至所有派遞點或未貼有「不收取通函」標貼的派遞地點。如選擇投寄至所有派遞點，須於函件右上角的標記下方印上「豁免\*」字樣（請參閱第3.6分條），並於同頁或背頁的下方加上以下附註字句：  
「\*此函件符合資格豁免於『不收取通函』標貼機制」
- 慈善機構如欲把通函投寄至所有派遞點，須於遞交投寄申請時出示由稅務局根據《稅務條例》第88條發出的免稅證明書副本。
- 所有豁免的最終決定須受香港郵政署長的酌情決定權所規限。

## 派遞

- 通函通常會在投寄後四個工作天內（不包括星期日及公眾假期）完成派遞。

## 責任

- 香港郵政會盡力把通函派遞至寄件人指定的地點，但通函若有遺失、未能派達、錯派、延誤或損壞，概不負責。
- 香港郵政只負責送遞郵件，而送遞郵件並不表示認同郵件傳遞的信息。寄件人確認並同意：(i) 寄件人須就郵件內載物品和任何相關後果（包括但不限於因郵件內載物品而引起或與此相關的任何第三方申索）獨自負上全部責任；以及 (ii) 政府無須就寄件人投寄郵件的內載物品負上任何形式的法律責任，包括但不限於任何侵犯知識產權的行為和誹謗。
- 香港郵政會盡量定時更新使用「香港郵政通函郵寄服務」所需的資料，包括可獲提供「香港郵政通函郵寄服務」的地區/屋苑/大廈內未有選擇不收取通函郵件的單位數目，但不會對更新期間此等資料上的任何差異或任何情況下的其他不準確之處負上責任。

## 彌償

- 倘政府及其僱員基於或源於：(i) 寄件人使用香港郵政通函郵件服務投寄任何郵件的內載物品；(ii) 寄件人違反投寄條款第3.7分條或任何投寄條款；(iii) 寄件人投寄的任何郵件內載物品違反任何適用法律或香港法例；及/或(iv) 寄件人侵犯任何人士或“實體”的權利，蒙受、招致或被迫討的一切損失、申索、訴訟、法律程序、訟費和法律責任，寄件人須對政府及/其僱員作出彌償。

## 警告

- 「香港郵政通函郵寄服務」是香港郵政獨家提供的服務。任何人必須事先取得香港郵政的批准，方可使用「香港郵政通函郵寄服務」標記，並且不得用於任何非經香港郵政投遞的物品上。違反此條文者可遭受檢控而不獲另行通知。

## 查詢

- 如欲查詢本服務詳情，請瀏覽[www.circular.hongkongpost.hk](http://www.circular.hongkongpost.hk)或致電2921 6526。

# POSTING CONDITIONS AND GENERAL INFORMATION

## GENERAL

- Hongkong Post Circular Service (HKPCS) is available to deliver advertising materials locally to delivery points that do not bear the message "No Circular Mail" within specified areas. The materials are unstamped and unaddressed, and can be sent with or without envelope.

## AVAILABILITY OF THE SERVICE

- HKPCS is available to local addresses with letter boxes at a centralized location or where suitable letter boxes or door slots for receiving mail are readily provided at the door of each individual unit, in residential and commercial buildings. Details of the number of households / occupants in each area / estate / building where the HKPCS is available can be obtained from [www.circular.hongkongpost.hk](http://www.circular.hongkongpost.hk).
- Hongkong Post reserves the right of withholding the service during peak posting period.

## CONDITIONS OF ACCEPTANCE

### 3.1 Mail Specifications

Weight limit	Maximum: 150g per item
Shape	Square or rectangular; For irregular shape design, please refer to the service booklet for the terms and conditions.
Thickness	Maximum: 10mm (5mm for irregular shape item); Minimum: 0.25mm
Size limit	Maximum: 150 x 220 (mm); Minimum: 90 x 140 (mm)

### 3.2 Postage Rates

Weight per item not exceeding	Regular Shape			Irregular Shape	
	General Areas		Outlying Islands & Remote Areas	Only Available in General Areas	
	Centrally Located Letter Boxes	Door-to-door Delivery		Centrally Located Letter Boxes	Door-to-door Delivery
30g	\$0.90	\$1.10	\$1.50	\$1.10	\$1.30
50g	\$1.30	\$1.60	\$2.30	\$1.50	\$1.80
100g	\$1.80	\$2.20	\$3.10	\$2.10	\$2.50
150g	\$2.00	\$2.40	\$3.90	\$2.30	\$2.70

- For Premium Service, a target selection fee of \$3,000 will be charged on top of the postage.
- For accumulated postings with quantities of 200,000 items or above in a calendar month, senders can enjoy special volume discounts (not applicable for irregular shape items). Please refer to the service booklet for details.

### 3.3 Content

Printed paper. The item may include enclosures provided that it must be properly sealed up and evenly distributed.

### 3.4 Minimum quantity of posting

The minimum posting quantity is 2,000 identical items. If the posting quantity is less than 2,000 items, a rate proportional to the postage for 2,000 items calculated according to selected address category will be charged.

### 3.5 Make-up

Circulars should face the same direction and be securely tied in bundles of 100 when posting. If it is difficult to tie the circulars in bundles of 100 because of large size or irregular shape, please tie them in bundles of ten or multiples of ten. Staples should not be used except for machine-bound booklets.

### 3.6 Indicia on items and postmark

Indicia, in either English or Chinese, as shown below must be applied by printing or other means (e.g. metal or rubber stamp) to the circulars. Items posted under the HKPCS will not be postmarked.



Maximum size (mm): 40 (w) x 30 (h)  
Minimum size (mm): 20 (w) x 15 (h)



Applicable to senders exempted from the "No Circular Mail" Opt-out Sticker Scheme (please refer to sub-clause 4.3)  
Minimum size (mm): 20 (w) x 20 (h)

### 3.7 Specimen of posting

No person shall send any illegal, obscene, immoral, indecent, offensive or libellous writing, picture or other things by post. A specimen of the item must be handed in or sent by fax / through the service website to the respective post office for prior approval. For irregular shape design, the specimen must be handed in to designated post office for approval (refer to service booklet for details). In determining whether the specimen submitted by the applicant has met the requirements stipulated in this condition, HKP's decision shall be final.

### 3.8 Postage prepayment method

Payment can be made in cash or EPS. Alternatively, arrangement can be made with the Hongkong Post Financial Services Division by telephone at 2921 2244 or 2921 2245 to pay by cheques.

### 3.9 Application and posting

Senders should provide details of the posting in the application form and apply to any HKPCS acceptance offices for approval prior to posting. Posting should be made at the HKPCS acceptance office granting approval to the application.

## "NO CIRCULAR MAIL" OPT-OUT STICKER SCHEME AND EXEMPTIONS

- Circulars will not be delivered to any delivery point labelled with a "No Circular Mail" sticker.
- Senders must include the following statement in their circulars:  
"If you would like to opt out from receiving circular mail, please place a 'No Circular Mail' sticker on the letter box. The stickers are freely available at all post offices, Public Enquiry Service Centres of District Offices as well as estate management offices of public housing estates and selected private residential developments. However, circular mail posted by the Government and related organisations, Legislative Councillors/District Councillors, election candidates, and charitable bodies eligible for tax relief under section 88 of the Inland Revenue Ordinance are exempted from this opt-out scheme."
- Exempted senders could choose to deliver their circular items to all delivery points or those not bearing the "No Circular Mail" stickers. If all delivery points are chosen, the word "EXEMPTED\*" should be printed beneath the indicia in the top right corner of the circulars (please refer to sub-clause 3.6), and the remark below should also be included at the bottom of the same face (or overleaf):  
"\*\* This mail is eligible for exemption from 'No Circular Mail' Opt-out Sticker Scheme."
- For those charitable institutions choosing to deliver their circulars to all delivery points, they are required to produce a copy of the Tax Exemption Certificate issued by Inland Revenue Department under Section 88 of Inland Revenue Ordinance when submitting a posting application.
- Final decisions on all exemptions are subject to the discretion of the Postmaster General.

## DELIVERY

- Delivery of HKPCS items will normally be completed within four working days (excluding Sundays and public holidays) after posting.

## LIABILITY

- While Hongkong Post will as far as possible endeavour to deliver HKPCS items to area indicated by the sender, Hongkong Post shall not incur any liability by reason of the loss, non-delivery, misdelivery or delay of any HKPCS items, or by reason of any damage to such items.
- The Post Office is just a carrier of this mail item and does not mean it endorses the content of the message. The sender acknowledges and agrees that: (i) the sender shall be solely and fully responsible for the content of the mail item and any related consequences including but not limited to any third party claims arising from or in connection with the same; and (ii) the Government shall not be liable in any manner for the content of the mail from item posted by the sender, including but not limited to any liability for infringement of intellectual property rights and defamation.
- Hongkong Post will endeavor to provide regular updates on information necessary for using HKPCS, including amongst others the number of households in each area/estate/building where HKPCS is available to those not opted out from receiving circulars, but shall not be responsible for any discrepancy in such number or other inaccuracies under whatever circumstances between the updates.

## INDEMNITY

- The sender agrees to indemnify the Government and its employees against all losses, claims, actions, proceedings, costs and liabilities which may be suffered or incurred by or brought against the Government and/or its employees arising from or in connection with: (i) the sender's posting of any contents of mail items using HKPCS; (ii) the sender's breach of sub-clause 3.7 or any of the Posting Conditions hereof; (iii) the sender's posting of any contents of mail items that are in contravention of any applicable laws or regulations of Hong Kong; and/or (iv) the sender's violation of the rights of any person or "entity".

## WARNING

- The Hongkong Post Circular Service is an exclusive service provided by Hongkong Post. No person shall, without obtaining prior approval for use of the Hongkong Post Circular Service from Hongkong Post, use or put the "Hongkong Post Circular Service" indicia on any item(s) that is/are not sent through Hongkong Post. If the provision is contravened, prosecution will be initiated without further notice.

## ENQUIRIES

- Please visit [www.circular.hongkongpost.hk](http://www.circular.hongkongpost.hk) or call 2921 6526.