

中小企業郵務協進會會員登記表格 PostalPlus for SME Membership Registration Form

會員資料 (為方便輸入電腦, 請以正楷填寫及在適當方格內加上「✓」號) Member Details (Please complete in BLOCK LETTERS and tick as appropriate to facilitate data entry)

企業名稱 (中文)

Enterprise Name (English)

聯絡人姓名 (先生 女士 小姐)

Name of Contact Person (Mr Ms Miss)

聯絡人職位

Position of Contact Person

商業登記號碼

Business Registration No.

電話號碼

傳真號碼

Telephone No.

Fax No.

電郵地址

E-mail Address

登記地址 Registered Address (請以英文填寫 Please complete in English)

(單位號碼 Room/Flat No.)

(樓層號數 Floor No.)

(座號 Block/Tower No.)

(建築物名稱 Building Name)

(屋邨或屋苑名稱 Estate Name)

(街道名稱及門牌號數或地段號數 No. of Building and Name of Street or Lot no.)

(鄉村、市鎮或地區名稱 Name of Village, Town or District)

香港 HONG KONG

九龍 KOWLOON

新界 NEW TERRITORIES

企業背景 Enterprise Background

為讓我們更了解貴企業的需要, 從而提供更佳服務, 請填寫以下資料以供參考。

To help us learn more about your needs and serve you even better, please fill out the following information for our reference.

1. 業務性質 (請在適當方格內加上「✓」號) Nature of Business (Please tick as appropriate)

慈善機構、非政府機構及各類組織
Charitable institutions, NGOs, Associations

金融服務
Financial Services

進出口貿易
Import/Export Trade

電子商貿
Internet Trading

物流、速遞、運輸
Logistics, Courier, Transportation

製造
Manufacturing

印刷及出版
Printing and Publishing

專業服務
Professional Services

地產及建造
Real Estate and Construction

零售
Retail

電訊
Telecommunications

其他 - 請註明 Others - please specify

2. 在香港僱用人數 (請在適當方格內加上「✓」號) **Total No. of Employees in Hong Kong** (Please tick as appropriate)

- 少於50人
Less than 50 people
- 50 - 99 人 (只適用於從事製造業的企業)
50 to 99 people (only applicable to manufacturing business)

3. 對郵政服務的需求 (請在適當方格內加上「✓」號) **Postal Services Required** (Please tick as appropriate)

- | | | |
|---|---|---|
| <input type="checkbox"/> 大量投寄空郵服務
Bulk Air Mail Service | <input type="checkbox"/> 易網郵服務
iMail Service | <input type="checkbox"/> 電子證書
e-Cert |
| <input type="checkbox"/> 心思心意郵票特別訂製服務
Heartwarming Stamps Customised Service | <input type="checkbox"/> 禮品專遞服務
Gift fulfillment service | <input type="checkbox"/> 通函郵寄服務
Circular Service |
| <input type="checkbox"/> 本地郵政速遞
Local CourierPost | <input type="checkbox"/> 定期刊物服務
Periodicals Service | <input type="checkbox"/> 特許郵遞
Permit Mailing |
| <input type="checkbox"/> 特快專遞
Speedpost | <input type="checkbox"/> 其他 - 請註明 Other - please specify | |

4. 現時選用的速遞服務供應商 **Courier Service Provider(s) Currently Being Used**

本地郵件 (請列出服務供應商名稱和平均每月用量) **Local Mail** (Please quote the name of service provider(s) and average monthly usage)

海外郵件 (請列出服務供應商名稱和平均每月用量) **International Mail** (Please quote the name of service provider(s) and average monthly usage)

香港郵政將根據上述資料審批貴企業的「中小企業郵務協進會」會員申請。如有任何爭議，香港郵政的決定為最終決定。

Your application for membership of PostalPlus for SME will be considered on the basis of the above information. In case of disputes, Hongkong Post's decision shall be final.

收集個人資料聲明 Personal Information Collection Statement

香港郵政可能會使用透過本申請表所獲得的個人資料作辦理有關審批資料當事人所提出的申請的事務，為資料當事人設計郵政及有關產品或服務，作統計分析，及推廣郵政產品或服務、獎賞、顧客忠誠、優惠及會員計劃。就有關申請提供個人資料純屬自願。若你未能提供足夠及確實的資料，香港郵政可能無法辦理你的申請。

香港郵政可能會聘用資料處理者代我們就本聲明第一段所述的用途處理資料當事人的個人資料。除此以外，香港郵政一般的政策是，除法例規定外，不會向第三者披露任何足以辨識個別人士身分的資料。

根據個人資料(私隱)條例，資料當事人有權查閱香港郵政保存有關他的個人資料。如你需查閱資料，可於香港郵政網址及各郵政局索取「查閱資料要求表格」(Pos736)，填妥後交回任何郵政局，或寄交香港中環香港郵政總部管理事務科個人資料私隱主任收。如資料當事人需改正個人資料，可於香港郵政網址及各郵政局索取「改正個人資料要求表格」，填妥後交回任何郵政局，或透過電郵(hkpo@hkpo.gov.hk)／寄交香港中環香港郵政總部管理事務科個人資料私隱主任收。

我們擬使用你透過本申請表提供的個人資料(包括企業名稱、聯絡人姓名及職位、商業登記號碼、電話號碼、電郵地址、傳真號碼、登記地址、業務性質、僱員人數、對郵政服務的需求及現時選用的速遞服務供應商)，及你的投寄或交易資料，以促銷於本聲明第一段所述的服務、產品或計劃，但我們在未得到你的同意之前不能如此使用你的個人資料。請在本申請表最後部份簽署表示你同意如此使用你的個人資料。如你不同意，請在以下空格加上「✓」號，然後簽署。

本人反對使用個人資料於擬作出的直接促銷。

註：如你選擇拒收直接促銷，你將不會收到我們的推廣資訊，包括不時推出的任何禮品、折扣及優惠。

The personal data provided by means of this form may be used by Hongkong Post for activities relating to the processing of data subjects' applications, designing postal services or related products for data subjects' use, statistical analysis, and marketing postal and related services and products, reward, loyalty, privileges, and membership programmes. The provision of personal data in the process of your application is voluntary. If you do not provide sufficient and genuine information, we may not be able to process your application.

Hongkong Post may engage data processors to process personal data of data subjects on our behalf for purposes mentioned in paragraph 1 of this Statement. Except that, Hongkong Post's general policy is to disclose no personal identifiable information to third parties except as required by law.

Under the Personal Data (Privacy) Ordinance, Data Subject has a right to request access to information about him held by Hongkong Post. If you wish to do so, please complete the Data Access Request Form (Pos736), and return it to any Post Office or send it to the Personal Data Privacy Officer, Management Services Division, Hongkong Post Headquarters, Central, Hong Kong. The Data Access Request Form is available at Hongkong Post web site and all post offices. If the Data Subject wish to make a request that Hongkong Post make a correction to his personal data, please complete the Personal Data Correction Request Form, and return it to any post office or send it to the Personal Data Privacy Officer by e-mail (hkpo@hkpo.gov.hk) or by post to Management Services Division, Hongkong Post Headquarters, Central, Hong Kong.

We intend to use your personal data provided by means of this form (including enterprise name, name and position of contact person, business registration number, telephone number, fax number, e-mail address, registered address, nature of business, total number of employees, postal services required, and courier service providers currently being used), and your posting or transaction data for direct marketing but we cannot so use your personal data without your consent. Please sign at the end of this application form to indicate your agreement to our use of the above personal data for marketing of services, products or programmes mentioned in paragraph 1 of this Statement. Should you find such use of your personal data not acceptable, please indicate your objection before signing by ticking the box below.

I object to the proposed use of my personal data in direct marketing.

Note: If you choose to opt-out from direct marketing, you will not be able to receive any of our promotion materials, including offers, discounts and gifts given away from time to time.

代表 For and on behalf of

獲授權人簽署及公司印章
Signature of Authorised Person
and Company Chop

獲授權人姓名 (正楷)
Name of Authorised Person
(in BLOCK LETTERS)

申請日期
Date of Application

遞交申請 Submit Application

請填妥本表格並附以獲授權人簽署和公司印章，連同貴企業的有效商業登記證副本一併遞交。如有查詢，請致電 2921 6060。 Please submit the completed Form with signature of authorised person and company chop, together with a copy of your valid Business Registration Certificate. For enquiries, please call 2921 6060.

傳真至 Fax to	2854 9623	或 or
電郵至 E-mail to	cssd@hkpo.gov.hk	或 or
郵寄至 Mail to	香港 上環 德輔道中 308-320 號 富衛金融中心 21 樓 香港郵政業務發展部	Business Development Branch Hongkong Post 21/F, FWD Financial Centre 308-320 Des Voeux Road Central SHEUNG WAN HONG KONG

For Office Use	
PostalPlus for SME Membership No.:	SPT/LCP Account No.:
Date of Application Received:	Date of Data Entry:
Approved by:	
Program:	Source: