

本地郵政速遞收件通知書 (只適合收取「商貿易」報關表格)
Local CourierPost Pick-up Service Order Form
(Applicable to customer for Import/Export Declaration Form pick-up service only)

請傳真此通知書往「電話預約收件中心」以作安排。(每處收件地址應獨立填寫一份通知書)

Please fax this form to the " Telephone Pick-up Centre " for collection arrangement.(One order form to be completed for each collection address)

傳真號碼 Fax No: 2868 1440 (港島區 Hong Kong Island)
2365 3398 (九龍及新界區 Kowloon & New Territories)

公司名稱 Company Name: _____ 帳戶號碼 Account No: _____

聯絡人 Contact person : _____ 電話號碼 Tel No. : _____ 傳真號碼 Fax No. : _____

地址 Address		聯絡人 Contact Person	電話號碼 Telephone No.
收件地址 Collection Address	<input type="checkbox"/>	帳戶登記地址(若選取此項，便無須填寫下列地址一欄) Registered Address(NO need to enter delivery address in the following section)	
	<input type="checkbox"/>	其他地址 Other Address (只適合要求在其他地址 收件的人士填寫) (To be completed by customer who requests for collection at other address only)	
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">服務範圍 (詳細資料請參閱本地郵政速遞資料小冊子) 1. 香港島 2. 九龍半島 3. 新界主要地區 4. 香港國際機場</div><div style="width: 45%;">Service areas (please refer to the Local CourierPost information leaflet) 1. Hong Kong Island 2. T Kowloon Peninsula 3. Major areas in the New Territories 4. Hong Kong International Airport</div></div>			

No. of Item (收件數量): _____

要求收件日期 Requested time of collection: _____

要求收件時間 Requested time of collection:

☐ 上午九時至下午十二時三十分
9:00 am to 12:30 pm

(若收件地址位於新界區，請於當日上午十時三十分前確認及預備妥當；若收件地址位於香港或九龍區，請於當日上午十一時前確認及預備妥當。)
(If collection address is in New Territories, pick-up order should be confirmed and ready for collection before 10:30 am on the same day. If collection address is on Hong Kong Island or in Kowloon, pick-up order should be confirmed and ready for collection before 11:00 am on the same day.)

☐ 下午二時四十五分至六時
2:45 pm to 6:00 pm

(請於當日下午四時三十分前確認及預備妥當)
(Pick-up order should be confirmed and ready for collection before 4:30 pm on the same day)

簽署 / 公司印鑑
Signature / Company chop

回覆 / Reply

由 : 電話預約收件中心
From : Telephone Pick-up Centre

通知書編號
Order Form No: _____

閣下的本地郵政速遞收件通知已在上午/下午 (日/月) 經傳真/電話收到。
Your Local CourierPost Pick-up Order was received at _____ am/pm on _____ (day/month) by fax/telephone.

閣下的郵件會在所示時間收集
Your item will be collected as shown:

☐

要求時間
Requested period: _____

☐

其他時間
Other period: _____