

易網郵服務退款申請書
(只供按金帳戶申請退還多繳款額)

iMail Service Refund Application

(Application for Refund of Overpaid Charges by Deposit Account Only)

備註:

- 一、 申請人必須為有關之易網郵戶口持有人。
- 二、 申請必須附上以下有關該等投寄之文件，否則退款申請將不作受理。
 - 投寄收據 Pos 12A 『香港郵政按金帳戶支帳通知書』副本
 - 從香港郵政網站下載的最新『易網郵服務投寄記錄』
- 三、 所有退款申請，須於投寄日後五個月內提出並將填妥的申請表連同 Pos149 『郵費按金戶口記錄簿』送交投寄該等郵件之郵局。
- 四、 有關此申請表的查詢，請致電 2921 2249。

Notes:

1. Applicant must be the relevant **iMail** account holder.
2. The application must be attached with the following documents for the posting(s). Otherwise, refund application cannot be processed.
 - Copy of posting receipt(s) Pos 12A "Hongkong Post Deposit Account Debit Advice"
 - An up-to-date "Acceptance Report for **iMail** Service" downloaded from HKP website.
3. The refund application and completed form should be submitted to the original posting Post Office together with Pos149 "Postage Deposit Account Record Book" within 5 months after the date of posting.
4. For enquiries about this form, please call 2921 2249.

甲部 (由易網郵戶口持有人填寫)

Part A (to be completed by **iMail** account holder)

申請人 (備註一) Applicant (Note 1): _____

地址 Address: _____

特許郵遞編號 Permit Number: _____

聯絡電話 Contact number: _____

申請退款詳情 Details of refund application:

	投寄編號 Posting Reference No.	投寄日期 Date of posting	Pos 12A 通知書編號 Debit Advice No.	申請退款 郵件數量 No. of items claimed for refund	退款金額 Refund Amount (HK\$)	退款原因/註解 Reasons for Refund / Remarks
1						
2						
3						
4						
5						
			總數 Grand Total			

公司蓋印 Company Chop

簽署 Signature

日期 Date

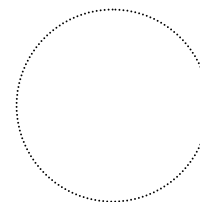
乙部 (由收表郵局職員填寫)

Part B (to be completed by staff of the form acceptance office)

I confirmed that the above refund claimed has been verified and credited to the relevant Deposit Account in Pos149.

Verified and handled by : _____

Date : _____



Post Office Date Stamp

丙部 (由香港郵政財務科職員填寫)

Part C (to be completed by staff of Hongkong Post Financial Services Division)

Verified by : _____

Date : _____

Certified by : _____

Date : _____

Approved by : _____

Date : _____