

「聖誕郵票 IV」取代「香港懲教署百周年」紀念郵票 - 退款申請表格
Refund Application Form – Replacement of “Centenary of Hong Kong Correctional Services Department” Commemorative Stamps with “Christmas Stamps IV” Special Stamps

請於 2020 年 6 月 2 日或之前遞交退款申請，遞交表格日期以郵戳日期為準。
Please submit the refund application on or before 2 June 2020. The postmark date will be regarded as the date of submission.

第一部分 (由申請人填寫) Part I (to be filled by Applicant)

郵品訂購服務客戶號碼: Advance Order Service (AOS) Account No.:		客戶姓名: Customer Name:	
聯絡電郵: Email:		聯絡電話: Contact Tel. No.:	

本人曾透過上述郵品訂購服務戶口訂購「香港懲教署百周年」紀念郵票郵品，現申請將整筆已付訂購款項退回，本人明白退款會以下述方式辦理。

退款（不連利息或其他任何款項）將按以下方式辦理：

- (i) 如你以現金、易辦事或支票付款，香港郵政將以普通郵遞方式把退款支票寄往你在訂購申請所填報的通訊地址，或你最後為香港郵政所知的地址；或
- (ii) 如你以信用卡付款，香港郵政將把款項轉帳回同一信用卡的帳號。

不論香港郵政的退款方法是否與你向香港郵政繳付訂購費用時的方法相同，香港郵政均不會承擔信用卡公司、信用卡發卡公司或任何其他涉及退款過程的人士所徵收的財務費用或任何性質的其他收費。

I ordered the "Centenary of Hong Kong Correctional Services Department" commemorative stamp product(s) via the aforesaid Advance Order Service Account, and I wish to apply for a full refund. I understand the refund will be processed as stated in below:

Refund will be made without interests or any other payments either:

- (i) by cheque sent to the correspondence address stated in your Application or your address last known to Hongkong Post by ordinary mail if you paid by cash, EPS or cheque; or
- (ii) by crediting the amount to the account of the same credit card through which the payment was made if you paid by credit card.

Hongkong Post will not bear any financial costs or other charges of whatsoever nature imposed by credit card companies or credit card issuers or any other persons involved in the course of refund, irrespective of whether the channel used by Hongkong Post for making the refund differs from that you use to settle the payment of your Order placed with Hongkong Post.

客戶簽署:
Customer Signature: _____

日期:
Date: _____

第二部分 Part II (香港郵政專用 For Hongkong Post Use Only)

職員姓名 Staff Name: _____

簽署 Signature: _____

日期 Date: _____

填表須知 Guidance Notes

遞交填妥表格方式 Submission of Completed Forms:

郵寄地址 Mailing Address	本地客戶 Local Customer: 香港郵政集郵組，簡便回郵 15 號 (在本港投遞毋須貼上郵票) Hongkong Post Philatelic Bureau, Freepost No. 15 Hong Kong (postage stamp is not required for local mail): 內地或海外客戶 Mainland or Overseas Customer: 香港中環康樂廣場 2 號郵政總局 2 樓集郵組 Hongkong Post Philatelic Bureau, 2/F, General Post Office, 2 Connaught Place, Hong Kong
親自遞交 In Person To:	任何一間郵政局 Any of the Post Offices
傳真 Fax To:	本地客戶 Local Customer: (852) 2785 1419 內地或海外客戶 Mainland or Overseas Customer: (852) 2850 6552
電郵 Email to	本地客戶 Local Customer: aos@hkpo.gov.hk 內地或海外客戶 Mainland or Overseas Customer: spd@hkpo.gov.hk
遞交截止日期 Deadline for submission	2020 年 6 月 2 日 (遞交表格日期以郵戳日期為準) 02 June 2020 (The postmark date will be regarded as the date of submission.)

收集個人資料聲明

你在此表格所填報的個人資料，香港郵政將用作處理你的申請事宜。你向我們提供的個人資料，全屬自願性質。如未能提供有關資料，可能會影響是次申請的處理。除非所作用途為容許又或屬法例規定，未經資料當事人同意，所得的資料不會用作其他用途。香港郵政一般的政策是，除非法例規定外，不會向第三者披露任何足以辨識個別人士身份的資料。根據《個人資料(私隱)條例》，你有權查閱或更改香港郵政保存有關您的個人資料。你的查閱權利包括獲得申請表格上所填報資料的副本。如需查閱或更改資料，請填妥《查閱資料要求表格》(Pos 736)，然後交回任何一間郵政局或寄交香港郵政保障資料主任。《查閱資料要求表格》可於香港郵政網頁及各郵政局索取。

Personal Information Collection Statement

The personal data you provide in this form will be used by Hongkong Post for processing your application. It is voluntary for you to supply to us your personal data. Failure to provide related data may affect the processing of your application. We do not use your personal data for any other purposes without your prior consent unless such use is permitted or required by law. 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, you have a right to request access to or correction of the data about you being held by us. Your right to access includes the right to obtain a copy of your personal data as provided in the Application Form. If you wish to do so, please complete the Data Access Request Form (Pos 736) and return it to any post office or send it to our Data Protection Officer by e-mail or by post. The Data Access Request Form is also available at Hongkong Post website and all post offices.