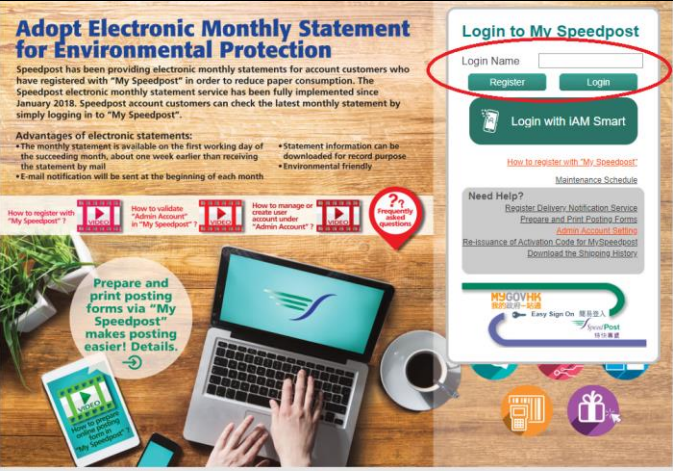
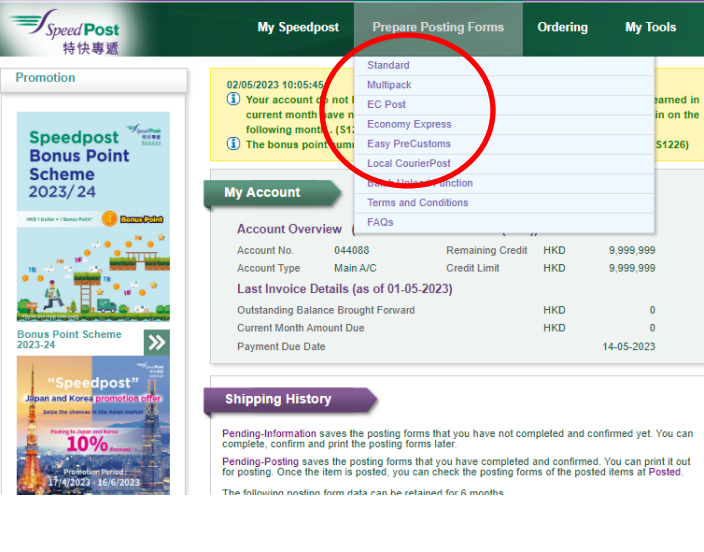


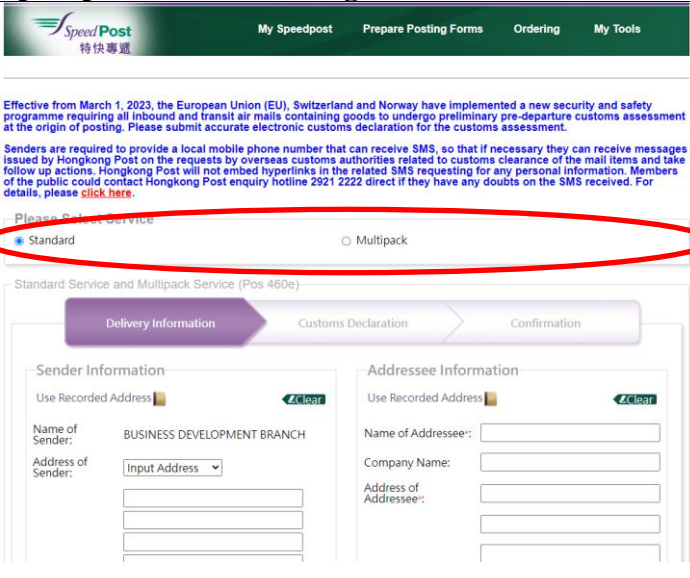
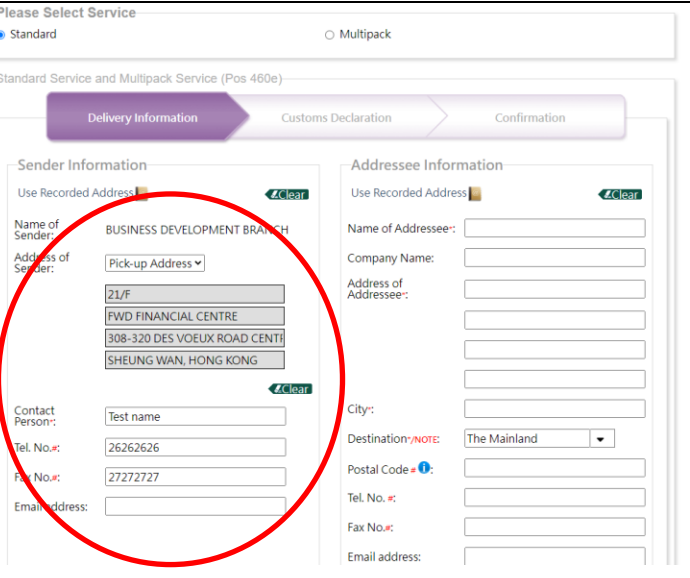
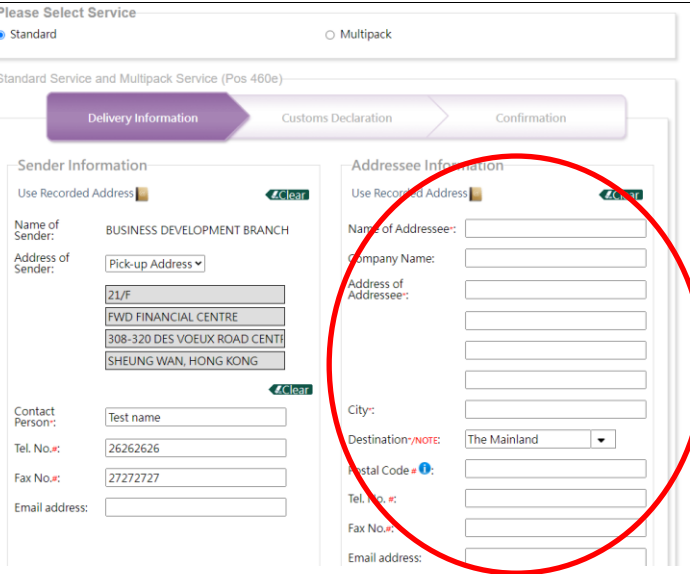
Simple User guide –Prepare Speedpost On-line Posting Form Function

「我的特快專遞」設有「列印投寄表格」功能，讓客戶可於線上填寫投寄資料，並透過個人電腦列印投寄表格，省卻以人手填寫表格的時間，快捷方便。

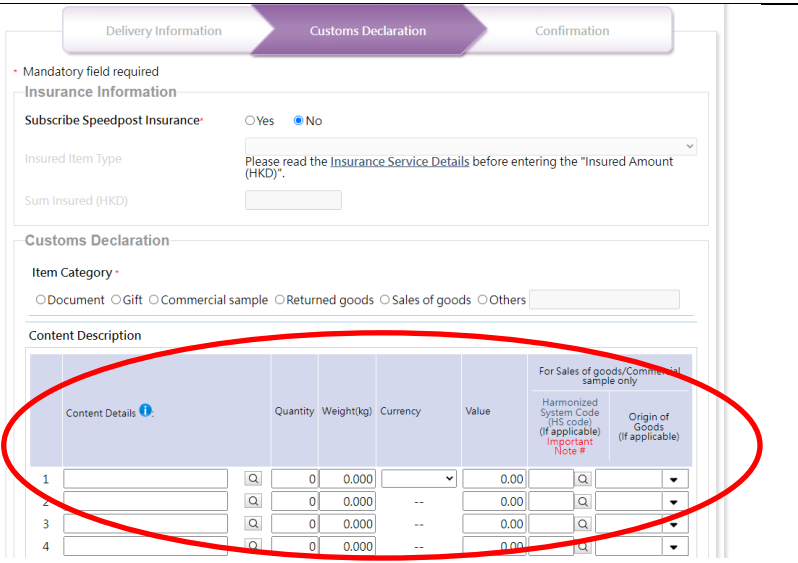
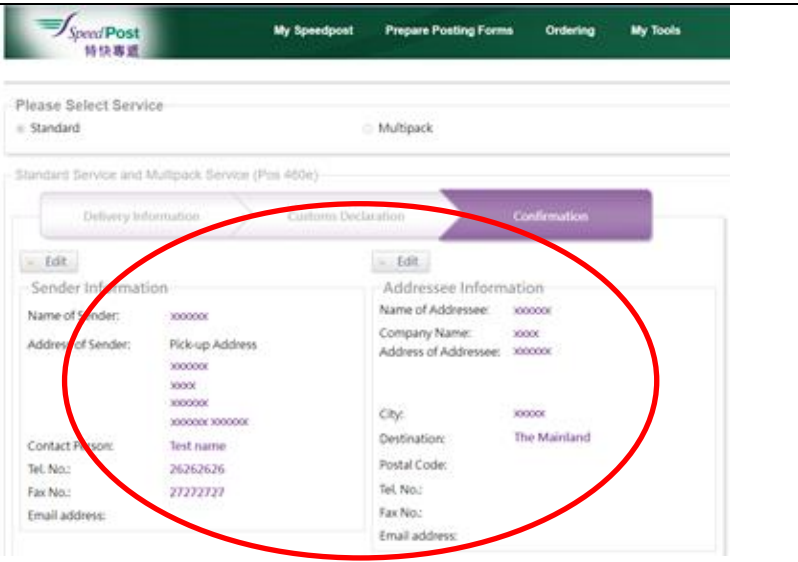
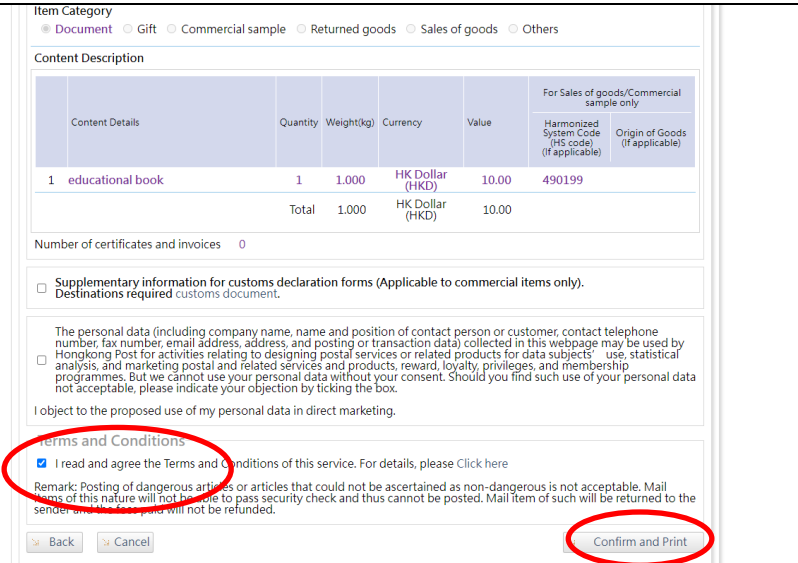
“Print Out Posting Form Function” available in “My Speedpost” allows you to enter posting information online and print out posting forms via your computer, making posting more easy and efficient and save you a lot of time in filling the form manually.

Step 使用步驟	Screen 螢幕
<p>1. Go to webpage of “My Speedpost” and enter login name and password.</p> <p><i>(If you don't have the login account, please register immediately. It is simple and easy.)</i></p> <p>進入「我的特快專遞」，輸入登入名稱及密碼 (如沒有登入帳戶，請即登記，步驟簡單。)</p>	
<p>2. Select the icon “Prepare Posting Forms” and click the relevant Speedpost service.</p> <p>選擇「填寫投寄表格」，點擊合適的特快專遞服務</p>	

Simple User guide –Prepare Speedpost On-line Posting Form Function

<p>3. Select the service required and fill out a new posting form for the item to be posted. 選擇所需服務，並為擬投寄物品開設新的投寄表格</p>	 <p>Effective from March 1, 2023, the European Union (EU), Switzerland and Norway have implemented a new security and safety programme requiring all inbound and transit air mails containing goods to undergo preliminary pre-departure customs assessment at the origin of posting. Please submit accurate electronic customs declaration for the customs assessment.</p> <p>Senders are required to provide a local mobile phone number that can receive SMS, so that if necessary they can receive messages issued by Hongkong Post on the requests by overseas customs authorities related to customs clearance of the mail items and take follow up actions. Hongkong Post will not embed hyperlinks in the related SMS requesting for any personal information. Members of the public could contact Hongkong Post enquiry hotline 2921 2222 direct if they have any doubts on the SMS received. For details, please click here.</p> <p>Please Select Service <input checked="" type="radio"/> Standard <input type="radio"/> Multipack</p> <p>Standard Service and Multipack Service (Pos 460e)</p> <p>Delivery Information Customs Declaration Confirmation</p> <p>Sender Information Use Recorded Address <input type="checkbox"/> Clear Name of Sender: BUSINESS DEVELOPMENT BRANCH Address of Sender: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Addressee Information Use Recorded Address <input type="checkbox"/> Clear Name of Addressee: <input type="text"/> Company Name: <input type="text"/> Address of Addressee: <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>4. The account information will be automatically shown in the “Sender Information” section. 客戶資料自動顯示在「寄件人資料」部份</p>	 <p>Please Select Service <input checked="" type="radio"/> Standard <input type="radio"/> Multipack</p> <p>Standard Service and Multipack Service (Pos 460e)</p> <p>Delivery Information Customs Declaration Confirmation</p> <p>Sender Information Use Recorded Address <input type="checkbox"/> Clear Name of Sender: BUSINESS DEVELOPMENT BRANCH Address of Sender: <input type="text"/> <input type="text"/> <input type="text"/> Contact Person: <input type="text"/> Test name Tel. No.: <input type="text"/> 26262626 Fax No.: <input type="text"/> 27272727 Email address: <input type="text"/></p> <p>Addressee Information Use Recorded Address <input type="checkbox"/> Clear Name of Addressee: <input type="text"/> Company Name: <input type="text"/> Address of Addressee: <input type="text"/> <input type="text"/> <input type="text"/> City: <input type="text"/> Destination:NOTE: The Mainland Postal Code: <input type="text"/> Tel. No.: <input type="text"/> Fax No.: <input type="text"/> Email address: <input type="text"/></p>
<p>5. Enter the Addressee’s information 輸入收件人資料</p>	 <p>Please Select Service <input checked="" type="radio"/> Standard <input type="radio"/> Multipack</p> <p>Standard Service and Multipack Service (Pos 460e)</p> <p>Delivery Information Customs Declaration Confirmation</p> <p>Sender Information Use Recorded Address <input type="checkbox"/> Clear Name of Sender: BUSINESS DEVELOPMENT BRANCH Address of Sender: <input type="text"/> <input type="text"/> <input type="text"/> Contact Person: <input type="text"/> Test name Tel. No.: <input type="text"/> 26262626 Fax No.: <input type="text"/> 27272727 Email address: <input type="text"/></p> <p>Addressee Information Use Recorded Address <input type="checkbox"/> Clear Name of Addressee: <input type="text"/> Company Name: <input type="text"/> Address of Addressee: <input type="text"/> <input type="text"/> <input type="text"/> City: <input type="text"/> Destination:NOTE: The Mainland Postal Code: <input type="text"/> Tel. No.: <input type="text"/> Fax No.: <input type="text"/> Email address: <input type="text"/></p>

簡便使用守則 - 特快專遞網上填寫投寄表格功能
Simple User guide –Prepare Speedpost On-line Posting Form Function

Step 使用步驟	Screen 螢幕
<p>6. Enter the information of the item to be posted 輸入擬投寄物品資料</p>	
<p>7. Check whether the information entered is correct 請核對輸入的資料是否正確</p>	
<p>8. Read the Terms and Conditions and check this box for confirmation and printing. 閱讀條款及細則，並按以下方格進行確認和打印。</p>	

Simple User guide –Prepare Speedpost On-line Posting Form Function

9. The posting form will be displayed on the screen. Print the form by clicking the print icon.
投寄表格將顯示於屏幕上，點擊打印圖標列印表格。

The screenshot shows a web browser window displaying the Speedpost online posting form. The form is titled "報關單 CUSTOMS DECLARATION" and includes the following sections:

- Header:** SpeedPost EMS logo, item number EE 920 535 517 HK, and a barcode.
- Sender Information:**
 - 寄件人姓名及地址 (NAME AND ADDRESS OF SENDER): BUSINESS DEVELOPMENT BRANCH, 21/F, FWD FINANCIAL CENTRE, 308-320 DES VOEUX ROAD CENTRAL, SHEUNG WAN, HONG KONG.
 - 賬戶號碼 (Account No.): 044088
 - 聯絡人 (Contact Person): Test name
 - 電話 (Tel): 26262626, 傳真 (Fax): 27272727
 - 地址 (Address): 香港 HONG KONG
- Recipient Information:**
 - 收件人姓名及地址 (NAME AND ADDRESS OF ADDRESSEE): xxxxxx, xxxxxx, xxxxxx
 - 城市 (City): xxxxxx
 - 目的地 (Destination): China, Mainland
 - 郵政編碼 (Postal Code): xxxxxx
 - 電話 (Tel): xxxxxx
 - 傳真 (Fax): xxxxxx
 - 電郵 (E-mail): xxxxxx
- Insurance:** 投保特快專遞保額 (Speedpost Insurance) with Yes/No options.
- Customs Declaration Table:**

品名 (Description of contents)	數量 (Quantity)	原產地 (Origin of goods)	價值 (Value)	HS 編碼 (HS code)	稅率 (Rate)	總值 (Total value)
1. books	1	1.000	490100		HKD1.00	
2.						
3.						
4.						
- Declaration Text:** 報關單聲明 (CUSTOMS DECLARATION) with checkboxes for "I am the declarant" and "I am not the declarant".
- Footer:** 報關單 (CUSTOMS DECLARATION) and Customs Pre-Advice.