顧客申辦事項作業流程及處理時限表

Application Guidelines for Postal Mail Services

項目名稱	申請作業流程	辨理時限	應備證件
Application	Application Process	Required Time	Required Certificates
Items			
申請新聞紙雜	(一) 申請人填寫「郵政新聞紙、雜誌登	4-5 天	(一)公司行號申請者:檢附公司
誌登記	記申請書」1 式 3 份。	4-5 days	登記證明文件或商業登記證
Application	(二) 郵局經辦員、主管審核後轉送責任		明文件正本與影本(正本驗畢
for the	中心局核發交寄登記證。		發還)。
Registration	(1)Fill in "Application Form for the		其他私法人、團體及私立學
of Newspapers	Registration of Postal Newspapers		校等:檢附相關主管機關核
and Magazines	and Magazines" in triplicate.		准設立證件正本與影本(正本
	(2) After approval made by clerk and		驗畢發還)。
	superior official, the application		政府或民意機關發行者:申
	should be transferred to responsibility		請書應加蓋機關印信。
	center office for the presentation of		(二) 最近發行之同一期新聞紙或
	registration certificate.		雜誌3本。
			(三)發行人(與刊物記載之發行人
			相符)之身分證影本1份。
			(四)同時申請自印「郵資已付戳
			記」。
			(1) For companies and business
			firms: Submit company
			registration certificate or
			business registration, both
			original and copy (original to
			be returned after verification).
			Other private body corporate,
			groups or private schools
			should submit certificate of
			approval for establishing
			issued by responsible
			institution, both original and
			copy (original to be returned
			after verification).
			For institutions of government
			or advocacy groups:
			Application form should be
			chopped with institution seal.

			(2) Three copies of the same issue
			of newspapers or magazines
			released recently.
			(3) One copy of the identification
			card of the publisher (identical
			to the publisher listed in the
			periodical).
			(4) Apply for the self-printed
			"Postage Paid" mark
			spontaneously.
申請廣告回信	(一) 填寫申請書1式2份,1份留底,	4-5 天	(一) 附回郵樣張2份。
登記	1份隨樣張2份寄責任中心局核發	4-5 days	(二) 公司、行號申請,須附縣市
Application	登記證。		政府核准公司登記或商業登
for the	(二) 繳納預存郵資。		記證明文件正本及影本 1 份
Registration of	(三) 政府機關、公立學校、公營事業或		(正本驗畢發還)。
Business	股票上市公司,除免具保證書外,		(1)Submit two specimens of
Reply Card	並免繳預存郵資。		business reply card.
	(1) Fill in application form in duplicate,		(2)Company business firm should
	one kept as file, the other submitted		submit one original and one
	to the responsibility center office		copy of company license or
	along with two copies of the sample		business registration document
	for the presentation of registration		issued by county or city
	certificate.		government. (Original to be
	(2) Deposit reserved postage.		returned after verification).
	(3) Government institutions • public		recurred arter verification).
	schools \ state-run business or		
	publicly listed companies should be		
	exempted from submitting letter of		
	guarantee and depositing reserved		
中华和田東田	postage.	15 🔨	(一) 八司仁贴、圃蛐由生,石四
	(一) 申請人填寫專用信箱租用申請書		(一)公司行號、團體申請,須附
信箱	1份、領取掛號郵件印鑑單2份及	15 minutes	主管機關核准設立或登記之
Application	專用信箱中文或英文登記卡1份。		證件正本及影本。(正本驗畢
for Leasing	(二) 開具保證金及租金收據。		發還)。
Exclusive	(三) 編定信箱號碼及發給信箱鑰匙。		(二) 個人申請,身分證驗畢當場
Postal Mail	(1) Fill in one copy of the application		發還。
Box	form for leasing exclusive postal mail		(1)Companies • business firm and
	box, pick up two copies of chop slip		other groups should submit one
	for registered mail item and one copy		original and one copy of
	of registration card of exclusive		approval for establishing or
	postal mail box in Chinese or		registration certificate issued by

	English.		responsible institution.
	(2) Issue the receipt of deposit money		(Original to be returned after
	and rental money.		verification.)
	(3) Offer a postal mail box number and a		(2)For personal applications: ID
	key for the box.		card should be returned after
			verification on the spot.
申請自行加印	各地郵局皆可受理,申請人應填寫合約	4-5 夭	(一)個人應持身分證正本及印
郵資已付戳記	書1式2份,由經辦員、主管審核後,	4-5 days	章,在臺無戶籍人民(含本國
Application	送責任中心局續辦。		人及外國人)持護照正本及居
for	Application shall be handled at all the		留證正本,親自到受理局窗口
Self-printed	post offices throughout the country.		申請。
"Postage-paid"	Applicant should fill in agreement in		(二)政府機關、公私立學校、公營
Mark	duplicate. Preliminary verification to be		事業單位及公法人申請者,應
	conducted by clerk and superior official		加蓋印信及負責人簽名或蓋
	and then send to responsible post office		章。
	for further procedures.		(三)公司行號申請者:
			1. 公司登記證明文件或商業
			登記證明文件正本。
			2. 負責人身分證影本。
			3. 申請書上應加蓋公司章及
			負責人簽名或蓋章。
			(四)私人團體及其他團體申請者:
			1. 主管機關核准設立證件正
			本。
			2. 負責人身分證影本。
			3. 具有所得稅扣繳單位統一
			編號之任何文件影本。
			4. 申請書上應加蓋戶名章及
			負責人簽名或蓋章。
			(五)如個人本人或公司負責人無
			法親自來局申請,得委託他人
			代為辦理。惟委託人應於申請
			表單之記事欄記載並簽章證
			明,並攜帶委託人及代理人之
			身分證正本,免另附書面。
			(1)Applicants must bring ID card
			and seal and apply at the post
			office counter. If the
			applicant (domestic or
			foreign) does not have a
			household registry, passport and
<u> </u>	I	1	

- residence permit must be brought.
- (2)Applicants from government organizations, public schools, private schools, public enterprises, or corporate bodies must have the organization's seal as well as the seal or signature of the person in charge on their application form.
- (3)Applicants from public or private companies should bring:
 - a. a certified copy of proof of the company's registered enrollment or a certified copy of the company's commercial registration;
 - b. a copy of the ID of the person in charge of the company.
 - Seal of company and chop or signature of the person in charge.
- (4)Applicants from private or other groups should:
 - a. bring original approval documents from the responsible organization;
 - b. bring a copy of the ID of the person in charge;
 - c. bring a copy of the income tax document listing the uniform serial number;
 - d. have the group's seal as well as the seal or signature of the person in charge on their application form.
- (5)Application from a proxy is allowed, but the proxy must

Mail Item				bring their original ID
applying. The application form must also bear the proxy's signature 全質 中詩人填寫「個內掛號画件及包裏金 (一)一般重單 4-10 天 (二)一般重調 4-10 天 (三)一般重調 4-10 天 (三) (四) (cards. The application form
查詢國內掛號 申請人填寫「國內掛號画件及包裏查 (一)一般查單 (一)原交等執據(驗華發選)。 第一人 (一)原文等執據(驗華發選)。 (二)原文等執據(驗華發選)。 (二)原文等執據(驗華發選)。 (二)原文等執據(驗華發選)。 (二)原文等執據(驗華發選)。 (二)原文等執據(驗華發選)。 (二)原文等執據(驗華發選)。 (二)原文等執據(驗華發選), (二)原文等執法((1) General enquiry: 4-10 days (2) Fax enquiry: Free of charge. Application made by fax, except for speedpost item which is still free of charge, should be charged with NTS15 each case. (2) 日本 (1) Fill in one copy of "Application for Omestic Mail Items" (2) Submit the original receipt of mailing. (3) Hand in one copy of "Application Form for Compensation for Domestic Mail Items" (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 中韓國際郵件 (一) 外國郵政授權補償者: 30 分 (一) 对關政府 (1) 原文等執緣。 2. 內對國政府 (2) 原本資格 (2) 原文等執緣。 2. 內對人政府 (2) 原本資格 (2) 原文等執緣。 2. 內對人政府 (2) 原本資格 (2) 原文等執緣。 2. 內對人政府 (2) 原文等執緣。 2. 內對人政府 (2) 原文等執緣。 2. 內對人政府 (2) 原本資格 (2) 原本資格 (2) 原本资格 (2) 原本 (2				must indicate that a proxy is
整調				applying. The application form
查詢國內掛號 郵件申請人填寫「國內掛號画件及包裏查 單」或「傳真查詢國內各類掛號郵件查 Enquiry for Domestic Registered of Domestic Registered Mail Item" of Domestic Registered Mail Item" or Fax Enquiry Form of Domestic Registered Mail Item" with one acknowledgement—of-receipt and submit the original receipt of mailing for verification.(一) 申請人填妥郵件補償申請書 1 份 (二) 附數原交寄執據。(一) 申請人填妥郵件補償申請書 1 份 (二) 附數原交寄執據。(一) 申請人填妥郵件補償申請書 1 份 (二) 附數原交寄執據。(一) 學交等執據。(一) 學交等執據。中時國內郵件 (五) 附數原交寄執據。 (四) 下面 (四) 下面 <td></td> <td></td> <td></td> <td>must also bear the proxy's</td>				must also bear the proxy's
查詢國內掛號 郵件申請人填寫「國內掛號画件及包裏查 單」或「傳真查詢國內各類掛號郵件查 Enquiry for 				
Enquiry for Domestic Registered of Domestic Registered of Domestic Registered of Domestic Registered Mail Item" or "Fax Enquiry Form of Domestic Registered Mail Item" or "Fax Enquiry Form of Domestic Registered Mail Item" with one acknowledgement-of-receipt and submit the original receipt of mailing for verification. P 特國內郵件 (一) 申請人填妄郵件補償申請書 1份。 (二) 序文等執據。 (二) 等外,一律收取傳真費 15元。 enquiry: 4-10 days (2) General enquiry: Free of charge. Application made by fax, except for speedpost item which is still free of charge, should be charged with NTS15 each case. P 特國內郵件 (一) 申請人填妄郵件補償申請書 1份。 (三) 出具「郵件遺失毀損補資金收據 1 份產點是印花稅業。 (三) 出具「郵件遺失毀損補資金收據 (1) Original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation to be given after proper verification. 中請國際郵件 (一) 中國郵政投權補償者:	查詢國內掛號	申請人填寫「國內掛號函件及包裏查	(一)一般查單	(一)原交寄執據(驗畢發還)。
Domestic Registered	郵件	單」或「傳真查詢國內各類掛號郵件查	4-10 天	(二)一般查詢一律免費,申請以傳
Domestic Registered	Enquiry for	單」及回執各1份,並繳驗原執據。	(二) 傳真 1-3 天	真查詢者,除快捷郵件免費
Mail Item		Fill in one copy each of "Enquiry Form	(1) General	外,一律收取傳真費 15 元。
Registered Mail Item" with one acknowledgement—of-receipt and submit the original receipt of mailing for verification. 中請國內郵件 (一) 申請人填妥郵件補償申請書 1 份。 (四) 審核無稅後交替執懷。 (三) 出具「郵件邊失毀損補賞金收據 (1) Original receipt of mailing. (2) Fax enquiry: 1- 3 days (2) General enquiry: Free of charge. Application made by fax, except for speedpost item which is still free of charge, should be charged with NT\$15 each case. (一) 原交等執據。 (三) 出具「郵件邊失毀損補賞金收據 (二) 守務之行補償金。 (1) Fill in one copy of "Application Form for Compensation for Mail Items". (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政投權補償者: 1. 填妥郵件補償申請書 3 份。 2. 附繳原交寄執據。 2. 寄件人身分證、印章。 (五) 不行號章及負責人印章。 (五) 以一,	Registered	of Domestic Registered Mail Item" or	enquiry: 4-10	(1)Original receipt of mailing
acknowledgement—of-receipt and submit the original receipt of mailing for verification. 中請國內郵件 (一) 申請人填妥郵件補償申請書 1 份。	Mail Item	"Fax Enquiry Form of Domestic	days	(to be returned after
the original receipt of mailing for verification. 中請國內郵件 (一) 申請人填妥郵件補償申請書 1 份。 補償 (二) 附繳原交等執據。 Application (三) 出具「郵件遺失毀損補賞金收據」 (四) 審核無能後交付補償金。 (1) Fill in one copy of "Application Form for Compensation Mail Items" (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 補償 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 Application (2) Sender's ID card and Chop. (3) Seal of company or business firm and chop of the person in charge. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 Application for 3. 出具「郵件遺失毀損補賞金收據。 2. 寄件人身分證、印章。 3. 公司、行號章及負責人印章。 (一) 同上		Registered Mail Item" with one	(2) Fax enquiry:	verification).
werification. fax, except for speedpost item which is still free of charge, should be charged with NT\$15 each case. 申請國內郵件 補償 (二) 附繳原交等執據。 (三) 出具「郵件遺失毀損補賞金收據」 1 份並貼足印花稅票。 (四) 審核無能後交付補償金。 (1) Fill in one copy of "Application for Domestic Mail Items". (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 補償 1. 填妥郵件補償申請書 3 份。 Application for 3. 出具「郵件遺失毀損補賞金收 據」1 份並貼足印花稅票。 (二) 同上		acknowledgement-of-receipt and submit	1- 3 days	(2)General enquiry: Free of
which is still free of charge, should be charged with NTS15 each case. 申請國內郵件 (一) 申請人填妥郵件補償申請書 1 份。		the original receipt of mailing for		charge. Application made by
# should be charged with NTS15 each case. # 詩國內郵件 (一) 申請人填妥郵件補償申請書 1 份。 # 20-30 分 (一)原交寄執據。 (三) 出具「郵件遺失毀損補賞金收據」 (三)公司、行號章及負責人印章。 (三)公司、行號章及負責人印章。 (五) 所述助足印花稅票。 (五) Seal of company or business firm and chop of the person in charge. (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者: 30 分 (一) 1. 填妥郵件補償申請書 3 份。 3. 出具「郵件遺失毀損補賞金收		verification.		fax, except for speedpost item
申請國內郵件 (一) 申請人填妥郵件補償申請書 1 份。				which is still free of charge,
申請國內郵件 (一) 申請人填妥郵件補償申請書 1 份。				should be charged with NT\$15
補償 (二) 附繳原交寄執據。 Application (三) 出具「郵件遺失毀損補賞金收據」 for 1 份並貼足印花稅票。 Compensation (四) 審核無訛後交付補償金。 for Domestic Mail Items Mail Items Form for Compensation for Domestic Mail Items". (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 2. 附繳原交寄執據。 3. 出具「郵件遺失毀損補賞金收				each case.
Application (三) 出具「郵件遺失毀損補賞金收據」 (三)公司、行號章及負責人印章。 (1)Original receipt of mailing. (2)Sender's ID card and Chop. (3)Seal of company or business firm and chop of the person in charge. (2)Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 中請國際郵件 (一)外國郵政授權補償者: 30分 (一) 1. 填妥郵件補償申請書 3份。 2. 附繳原交寄執據。 2. 寄件人身分證、印章。 (二)同上	申請國內郵件	(一) 申請人填妥郵件補償申請書1份。	20-30 分	(一)原交寄執據。
for Compensation (四) 審核無訛後交付補償金。 (四) 審核無訛後交付補償金。 (1) Fill in one copy of "Application Form for Compensation for Domestic Mail Items". (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 中請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 2. 附繳原交等執據。 2. 所繳原交等執據。 3. 出具「郵件遺失毀損補賞金收	補償	(二) 附繳原交寄執據。	20-30 minutes	(二)寄件人身分證、印章。
Compensation for Domestic Mail Items Mail Items Form for Compensation for Domestic Mail Items". (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 中請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 Application for Application for 3. 出具「郵件遺失毀損補賞金收	Application	(三) 出具「郵件遺失毀損補賞金收據」		(三)公司、行號章及負責人印章。
for Domestic Mail Items (1) Fill in one copy of "Application Form for Compensation for Domestic Mail Items". (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 中請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 Application for 3. 出具「郵件遺失毀損補賞金收 Compensation	for	1 份並貼足印花稅票。		(1) Original receipt of mailing.
Form for Compensation for Domestic Mail Items". (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 Application	Compensation	(四) 審核無訛後交付補償金。		(2) Sender's ID card and Chop.
Mail Items". (2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 補償 1. 填妥郵件補償申請書 3 份。 Application for 3. 出具「郵件遺失毀損補賞金收 7. 公司、行號章及負責人印章。 6. 公司、行號章及負責人印章。 7. (二) 同上	for Domestic	(1) Fill in one copy of "Application		(3) Seal of company or business
(2) Submit the original receipt of mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 Application 2. 附繳原交寄執據。 2. 寄件人身分證、印章。 for 3. 出具「郵件遺失毀損補賞金收 Compensation 據」1 份並貼足印花稅票。 (二) 同上	Mail Items	Form for Compensation for Domestic		firm and chop of the person in
mailing. (3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 4. 如果「郵件遺失毀損補賞金收 3. 公司、行號章及負責人印章。 3. 公司、行號章及負責人印章。 (二) 同上		Mail Items".		charge.
(3) Hand in one copy of "Receipt of Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 Application 2. 附繳原交寄執據。 2. 寄件人身分證、印章。 3. 公司、行號章及負責人印章。 Compensation 據」1 份並貼足印花稅票。 (二) 同上		(2) Submit the original receipt of		
Amount of Compensation for Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 30 minutes 1. 原交等執據。 2. 寄件人身分證、印章。 3. 出具「郵件遺失毀損補賞金收 「你」 3. 出具「郵件遺失毀損補賞金收 「你」 3. 公司、行號章及負責人印章。 (二) 同上		mailing.		
Missing or Damaged Mail Items" affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者: 1. 填妥郵件補償申請書 3 份。 Application for 2. 附繳原交寄執據。 5. 附繳原交寄執據。 6. 公司、行號章及負責人印章。 7. 公司、行號章及負責人印章。 8. 公司、行號章及負責人印章。 8. 公司、行號章及負責人印章。 9. (二) 同上		(3) Hand in one copy of "Receipt of		
affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者:		Amount of Compensation for		
(4) Total amount of compensation to be given after proper verification. (4) Total amount of compensation to be given after proper verification. 申請國際郵件 (一) 外國郵政授權補償者: 30 分 (一) 補償 1. 填妥郵件補償申請書 3 份。 Application for 2. 附繳原交寄執據。 3. 出具「郵件遺失毀損補賞金收 体」」1 份並貼足印花稅票。 3. 公司、行號章及負責人印章。 (二) 同上		Missing or Damaged Mail Items"		
given after proper verification. (一) 申請國際郵件 (一) 補償 1. 填妥郵件補償申請書 3 份。 Application 2. 附繳原交寄執據。 for 3. 出具「郵件遺失毀損補賞金收 Compensation 據」1 份並貼足印花稅票。 (一) 3. 公司、行號章及負責人印章。 (二) 同上		affixed with required revenue stamps.		
申請國際郵件 (一) 外國郵政授權補償者: 30 分 (一) 補償 1. 填妥郵件補償申請書 3 份。 1. 原交寄執據。 Application for 2. 附繳原交寄執據。 2. 寄件人身分證、印章。 3. 出具「郵件遺失毀損補賞金收		(4) Total amount of compensation to be		
補償 1. 填妥郵件補償申請書 3 份。 30 minutes 1. 原交寄執據。 Application for 2. 附繳原交寄執據。 2. 寄件人身分證、印章。 3. 出具「郵件遺失毀損補賞金收		given after proper verification.		
Application 2. 附繳原交寄執據。 2. 寄件人身分證、印章。 for 3. 出具「郵件遺失毀損補賞金收 3. 公司、行號章及負責人印章。 Compensation 據」1份並貼足印花稅票。 (二) 同上	申請國際郵件	(一) 外國郵政授權補償者:	30 分	(-)
for 3. 出具「郵件遺失毀損補賞金收 3. 公司、行號章及負責人印章。 Compensation 據」1份並貼足印花稅票。 (二) 同上	補償	1. 填妥郵件補償申請書 3 份。	30 minutes	1. 原交寄執據。
for 3. 出具「郵件遺失毀損補賞金收 3. 公司、行號章及負責人印章。 Compensation 據」1份並貼足印花稅票。 (二) 同上	Application	2. 附繳原交寄執據。		2. 寄件人身分證、印章。
	for	3. 出具「郵件遺失毀損補賞金收		
	Compensation	據」1份並貼足印花稅票。		(二) 同上
i i i i i i i i i i i i i i i i i i i	for	4. 審核無訛後交付補償金。		(1)

International	(二) 查詢逾3個月(國際快捷逾1個月)		a. Original receipt of mailing.
Mail Items	無結果,先行補償者:		b. Sender's ID card and Chop.
Wan Items	1. 2. 3. 同上。		c. Seal of company or business
	4. 出具書面聲明: 不合補償條件		firm and chop of the person in
	時願退還補償金。		charge.
	5. 審核無訛後交付補償金。		(2)-ditto-
	1. Compensation for international mail		(2)-unto-
	items authorized by foreign postal		
	administration:		
	(1) Fill in "Application Form for		
	Compensation for Domestic Mail		
	Items" in triplicate.		
	(2) Submit the original receipt of		
	, ,		
	mailing.		
	(3) Hand in one copy of "Receipt of		
	Amount of Compensation for		
	Missing or Damaged Mail Items"		
	affixed with required revenue stamps.		
	(4) Total amount of compensation to be		
	given after proper verification.		
	2. Enquiry without result made after three		
	months (International Speedpost Item		
	after one month) with amount of		
	compensation to be given beforehand:		
	(1), (2) & (3): -ditto-		
	(4) Submit written declaration stating		
	that total amount of compensation		
	shall be returned to the post office in		
	case the application fails to comply		
	with required conditions.		
	(5) Compensation fee to be given after		
	proper verification.		
申請郵件撤回	(一) 郵件未投遞前,寄件人可付費申請		
Application	撤回 (但郵件尚在原寄局,申請者		
for Withdraw	得免付費)。	(1) General: 4 -7	(二)撤回郵件如給有執據,應繳
from the Post	(二) 填寫申請書 1 份,送交原寄局辦	•	回。
	理。	(2) Fax: 1-3 days	(三)檢附與原寄郵件所書相同之
	(1) Applicant may pay additional charge		封面式樣1件。
	for applying for withdraw from the		(1)Sender's ID card and chop; and,
	Post before the mail item being		store guarantee if necessary.
	delivered. (Applicant may be		(2)Receipt of mailing to be

exempted from the charge if the mail item is still at the original post office.) (2) Fill in one copy of application form and send to the original post office for further process. 中 詩				<u> </u>
bearing a receipt. (2) Fill in one copy of application form and send to the original post office for further process. 申 詩鄭件改 (一,政件人或代收人國地址變更, 得中				_
(2) Fill in one copy of application form and send to the original post office for further process. 中 詩郵件 改 (一) 收件人或代收人因地址變更。将中 4-5 天				
and send to the original post office for further process. 申 請鄭 件 改 (一) 伙件人或代收人因地址變更,得中 4-5 天 請將郵件改商新地址投遞。 Application for (三) 申請改投改寄,自申請之日起 2 (三) 收件人或代收人之处名。 (二) 收件人或代收人之处名。 (二) 收件人或代收人之原地址。 及等同一地址改投或 及等同一地址设投或 及等同一地址设投或 或次等」或其他周奏学者,該郵件不受理改投或改资。 (1) In case the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing for the address is limited to one time only. (4) Application for re-delivering or re-directing not allowed" by sender is not accepted. 申請報領中掛 (一) 伙件人符向郵件招领郵局申請辦 1-3 天 招领中之排號函件改投上班地點。 1-3 在		,		
# 詩郵件改(一) 軟件人或代收人因地址變更、得申 4-5 天 特請書應書明下列事項並由申請 技 改資新地		** **		
中請郵件改 投、改寄新地 址 Application for Re-delivering or Re-directing to a New Address (二) 填寫申請書 1 份, 送交當地郵局辦 理。 (二) 填寫申請書 1 份, 送交當地郵局辦 理。 (三) 申請改投改等,自申請之日起 2 個月為有效期限。同一地址改投或 改等同一新地址者,其申請以 1 次為限。 a New Address (四) 等件人於封面郵件印証「不得改投 或改等」或其他问義字者, 該郵件 不受理改投或效等。 (1) In case the address of the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing for the mail item with the cover marked "Re-delivering or re-directing for the mail item with the cover marked "Re-delivering or re-directing for allowed" by sender is not accepted. 中請君領中掛 览函件改投上 現地點 Application for Claiming Registered Mail Items to 中請改投之郵件以普通、限時掛號 函件為限。但信用卡函件不得以電 活申請。 中請書處由軟件人簽名蓋章。 The following items should be				
提、改事新地 提 (二) 填寫申請書 1 份,送交當地郵局辦 理。 (三) 收得人或代收人之類地址。 (三) 收件人或代收人之類地址。 (四) 等件人於封而郵件印註「不得改投。 或改等」或其他同義字者,該郵件 不受理改投或改等。 (1) In case the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing not allowed" by sender is not accepted. 申請紹領中掛 (一) 收件人得向郵件招領郵局申請將		1		
世 (二) 填寫申請書 1 份, 送交當地郵局辦 (一) 牧件人或代牧人之短名。	申請郵件改	(一) 收件人或代收人因地址變更,得申	4-5 天	申請書應書明下列事項並由申請
Re-delivering or (三) 申請改投改等,自申請之日起 2 個月為有效期限。同一地址改投或 改等同一新地址者・其申請以 1 次為限。 Application form should declare the following items and shall be signed and chopped by the applicant: (1)Name of the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing in address from one address is limited to one time only. (一) 枚件人得向郵件招领部局申請將 1-3 天 押請書或電話應申明下列事項: 指编中之構造函件改投上班地點。1-3 days 年	投、改寄新地	請將郵件改向新地址投遞。	4-5 days	人簽名蓋章:
Re-delivering or Re-directing to a New Address (四) 等件人於封面郵件印註「不得改投 成资。 (1) In case the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the mail item with the cover marked "Re-delivering or re-directing in the diddressee or the addressee's agent. (2)Original address of the addressee or the addressee's agent. (3)New address of the addressee's agent. (3) Valid time for re-delivering or re-directing in did it to the local post office for processing. (3) Valid time for re-delivering or re-directing in did it to th	址	(二) 填寫申請書1份,送交當地郵局辦		(一)收件人或代收人之姓名。
Re-delivering or Re-directing to a New Address (四) 寄件人於封而郵件印註「不得改投 或改寄」或其他同義字者,該郵件 不受理改投或改寄。 (1) In case the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing to allowed" by sender is not accepted. 中請招領中掛(一) 收件人得向郵件招領郵局申請將 1-3 天 申請書或電話應申明下列事項: 日初中之掛號函件改投上班地點。 由活發投之郵件以普通、限時掛號 新局延件申請辦理。 (二) 以書面郵客、傳真或以電話向招領 新局延件申請辦理。 (三) 申請改投之郵件以普通、限時掛號 西科教授、但信用卡函件不得以電 话。 (四)申請書應由收件人簽名蓋章。 The following items should be	Application	理。		(二)收件人或代收人之原地址。
or Re-directing to a New Address (四) 寄件人於封面郵件印註「不得改投 或改等」或其他同義字者,該郵件 不受理改投或改等。 (1) In case the addresse or the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 中請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天	for	(三) 申請改投改寄,自申請之日起 2		(三)收件人或代收人之新地址。
Re-directing to a New Address (四) 等件人於封而郵件印註「不得改投 或改等」或其他同義字者,該郵件 不受理改投或改等。 (1) In case the addresse of the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 中請招領中掛 (一) 軟件人得向郵件招領郵局申請將 1-3 天 申請書或電話應申明下列事項: 超領中之掛號函件改投上班地點。 1-3 days (一) 收件人姓名、地址、聯絡電話。 本理地點 Application for Claiming Registered Mail Items to 「三) 申請改投之郵件以普通、限時掛號 (三) 申請書應由收件人簽名蓋章。 The following items should be	Re-delivering	個月為有效期限。同一地址改投或		Application form should declare
a New Address (四) 等件人於封面郵件印註「不得改投 或改等」或其他同義字者,該郵件 不受理改投或改等。 (1) In case the addressee or the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 中請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 招領中之掛號函件改投上班地點。1-3 days (二) 以書面郵等、傳真或以電話向招領 郵局逐件申請辦理。 (二) 以書面郵等、傳真或以電話向招領 郵局逐件申請辦理。 (三) 申請改投之郵件以普通、限時掛號 (三)收件人上班地址。 (四)申請書應由收件人簽名蓋章。 The following items should be	or	改寄同一新地址者,其申請以 1		the following items and shall be
成改等」或其他同義字者,該郵件 不受理改投或改等。 (1) In case the address of the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 申請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 招領中之掛號函件改投上班地點。 在中國 中 大學 中	Re-directing to	次為限。		signed and chopped by the
不受理改技或改等。 (1) In case the address of the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 申請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 招領中之掛號函件改投上班地點。 (二) 以書面郵客、傳真或以電話向招領 郵局逐件申請辦理。 (二) 以書面郵客、傳真或以電話向招領 郵局逐件申請辦理。 (三) 申請改投之郵件以普通、限時掛號 函件為限。但信用卡函件不得以電 话。 (三) 收件人上班地址。 (三) 收件人上班地址。 (四) 申請書應由收件人簽名蓋章。 The following items should be	a New Address	(四) 寄件人於封面郵件印註「不得改投		applicant:
(1) In case the address of the addressee or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 中請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 招領中之掛號函件改投上班地點。 1-3 days (二) 以書面郵寄、傳真或以電話向招領 郵局逐件申請辦理。 (二) 以書面郵寄、傳真或以電話向招領 部局逐件申請辦理。 (二) 以書面郵寄、傳真或以電話向招領 部局逐件申請辦理。 (三) 申請改投之郵件以普通、限時掛號 函件為限。但信用卡函件不得以電 话。 (四)申請書應由收件人簽名蓋章。 The following items should be		或改寄」或其他同義字者,該郵件		(1)Name of the addressee or the
or the addressee's agent change, the sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 中請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 申請書或電話應申明下列事項: 招領中之掛號函件改投上班地點。 (二) 以書面郵客、傳真或以電話向招領 新月記名days 本月即にはいています。 本月即にはいています。 本月のでにはいています。 本月のでにはいています。 本月のでは、一般件人は名、地址、聯絡電話。 本月のでにはいています。 本月のでは、一般件人と発生が表現の表別では、一般件人と表名、ます。 本月のでは、一般件人と表名、表示では、表述を表示を表示といいます。		不受理改投或改寄。		addressee's agent.
sender may apply for re-directing. (2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 中請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 申請書或電話應申明下列事項: 招領中之掛號函件改投上班地點。 (二) 以書面郵寄、傳真或以電話向招領 話。 Application for Claiming Registered Mail Items to 話申請。 (5) New address of the addressee or the addressee's agent. (6) New address of the addressee or the addressee or the addressee's agent.		(1) In case the address of the addressee		(2)Original address of the
(2) Fill in one copy of application form and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 中請招領中掛 (一) 收件人得向郵件招領郵局申請將 記多天 招領中之掛號函件改投上班地點。 1-3 在 中請書或電話應申明下列事項: 招领中之掛號函件改投上班地點。 1-3 days		or the addressee's agent change, the		addressee or the addressee's
and send it to the local post office for processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 中請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 招領中之掛號函件改投上班地點。 1-3 days (一)收件人姓名、地址、聯絡電話。 郵局逐件申請辦理。 (二)以書面郵寄、傳真或以電話向招領 郵局逐件申請辦理。 (三)收件人上班地址。 (三)收件人上班地址。 (三)收件人上班地址。 (三)收件人上班地址。 (三)收件人上班地址。 (四)申請書應由收件人簽名蓋章。 The following items should be		sender may apply for re-directing.		agent.
processing. (3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 中請招領中掛 流函件改投上 班地點 (一) 收件人得向郵件招領郵局申請將 1-3 天 招領中之掛號函件改投上班地點。 1-3 days (一)收件人姓名、地址、聯絡電話。 新局逐件申請辦理。 (二)掛號函件选現招領日期。 (三) 申請改投之郵件以普通、限時掛號 (三) 收件人上班地址。 (三) 收件人上班地址。 (三) 收件人上班地址。 (三) 收件人上班地址。 (三) 收件人上班地址。 (四)申請書應由收件人簽名蓋章。 The following items should be		(2) Fill in one copy of application form		(3)New address of the addressee or
(3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 中請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 招領中之掛號函件改投上班地點。 1-3 days (一)收件人姓名、地址、聯絡電話。 新局逐件申請辦理。 (二)以書面郵寄、傳真或以電話向招領 新局逐件申請辦理。 (二)掛號函件號碼及招領日期。 (三)申請改投之郵件以普通、限時掛號 (三)收件人上班地址。 (三)收件人上班地址。 (三)收件人上班地址。 (四)申請書應由收件人簽名蓋章。 The following items should be		and send it to the local post office for		the addressee's agent.
re-directing is due within two months after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 申請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天		processing.		
after application. Application destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 申請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天		(3) Valid time for re-delivering or		
destined for new address from one address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 申請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 申請書或電話應申明下列事項: 据函件改投上 招領中之掛號函件改投上班地點。 (二) 以書面郵寄、傳真或以電話向招領 話。		re-directing is due within two months		
address is limited to one time only. (4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 申請招領中掛 (一) 收件人得向郵件招領郵局申請將		after application. Application		
(4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 申請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 申請書或電話應申明下列事項: 招領中之掛號函件改投上班地點。 1-3 days (一)收件人姓名、地址、聯絡電話。		destined for new address from one		
re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 申請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 申請書或電話應申明下列事項: 招領中之掛號函件改投上班地點。 1-3 days (一)收件人姓名、地址、聯絡電話。		address is limited to one time only.		
cover marked "Re-delivering or re-directing not allowed" by sender is not accepted. 申請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 申請書或電話應申明下列事項: 招領中之掛號函件改投上班地點。 1-3 days (一)收件人姓名、地址、聯絡電話。 新局逐件申請辦理。 (二) 以書面郵寄、傳真或以電話向招領 新局逐件申請辦理。 (二)掛號函件號碼及招領日期。 (三) 申請改投之郵件以普通、限時掛號 函件為限。但信用卡函件不得以電 (四)申請書應由收件人簽名蓋章。 The following items should be		(4) Application for re-delivering or		
re-directing not allowed" by sender is not accepted. 申請招領中掛 (一) 收件人得向郵件招領郵局申請將 1-3 天 申請書或電話應申明下列事項: 超領中之掛號函件改投上班地點。 1-3 days (二) 以書面郵寄、傳真或以電話向招領 新局逐件申請辦理。 (二)掛號函件號碼及招領日期。 (三)申請改投之郵件以普通、限時掛號 区)申請改投之郵件以普通、限時掛號 区)申請書應由收件人簽名蓋章。 The following items should be		re-directing of the mail item with the		
not accepted. 申請招領中掛(一)收件人得向郵件招領郵局申請將 1-3 天		cover marked "Re-delivering or		
申請招領中掛(一)收件人得向郵件招領郵局申請將 號函件改投上 班地點 Application for Claiming Registered Mail Items to The following items should be 中請書或電話應申明下列事項: (一)收件人姓名、地址、聯絡電話。 (二)掛號函件號碼及招領日期。 (三)收件人上班地址。 (四)申請書應由收件人簽名蓋章。 The following items should be		re-directing not allowed" by sender is		
號函件改投上 班地點 Application for Claiming Registered Mail Items to 招領中之掛號函件改投上班地點。 (二)以書面郵寄、傳真或以電話向招領 郵局逐件申請辦理。 (三)申請改投之郵件以普通、限時掛號 函件為限。但信用卡函件不得以電 話申請。 (一)收件人姓名、地址、聯絡電 話。 (二)掛號函件號碼及招領日期。 (三)收件人上班地址。 (四)申請書應由收件人簽名蓋章。 The following items should be		not accepted.		
班地點(二) 以書面郵寄、傳真或以電話向招領 Application話。 (二)掛號函件號碼及招領日期。 (三)申請改投之郵件以普通、限時掛號 Registered(三)收件人上班地址。 (四)申請書應由收件人簽名蓋章。 The following items should be	申請招領中掛	(一) 收件人得向郵件招領郵局申請將	1-3 天	申請書或電話應申明下列事項:
Application郵局逐件申請辦理。(二)掛號函件號碼及招領日期。for Claiming(三)申請改投之郵件以普通、限時掛號(三)收件人上班地址。Registered函件為限。但信用卡函件不得以電(四)申請書應由收件人簽名蓋章。Mail Items to話申請。	號函件改投上	招領中之掛號函件改投上班地點。	1-3 days	(一)收件人姓名、地址、聯絡電
for Claiming (三) 申請改投之郵件以普通、限時掛號 Registered 函件為限。但信用卡函件不得以電 Mail Items to 話申請。 (三) 收件人上班地址。 (四)申請書應由收件人簽名蓋章。 The following items should be	班地點	(二) 以書面郵寄、傳真或以電話向招領	-	話。
for Claiming for Claiming Registered Registered Mail Items to (三)申請改投之郵件以普通、限時掛號 (三)收件人上班地址。 (四)申請書應由收件人簽名蓋章。 The following items should be	Application	郵局逐件申請辦理。		(二)掛號函件號碼及招領日期。
Mail Items to 話申請。 The following items should be		(三) 申請改投之郵件以普通、限時掛號		(三)收件人上班地址。
Mail Items to 話申請。 The following items should be		函件為限。但信用卡函件不得以電		(四)申請書應由收件人簽名蓋章。
		話申請。		The following items should be
	Be	(四) 寄件人於封面郵件印註「不得改投		declared in the application form or

Re-delivered	或改寄」或其他同義字者,該郵件		by telephone call:
to Office	不受理改投或改寄。		(1)Addressee's name, address and
	(1) Addressee may apply to the claiming		corresponding telephone
	office for claiming registered mail		number.
	items to be delivered to his/her office.		(2)Registered number of the mail
	(2) Application shall be made by written		item and claiming date.
	documents, by fax or by telephone to		(3)The address of the office of the
	the claiming office.		addressee.
	(3) Mail items to be applied are limited		(4)Application form should be
	to ordinary or prompt delivery mail		signed and chopped by the
	items only and should be made item		addressee.
	by item. Mail items with credit cards		
	shall not be made by telephone calls.		
	(4) Mail items marked "Re-delivering or		
	re-directing not allowed" or similar		
	marks on the cover shall not be		
	accepted for re-delivering or		
	re-directing.		
申請投遞前掛	(一)收件人得申請將寄交住家之掛號	1-5 天	申請書應書明下列事項並簽名蓋
號函件改投上	函件改投上班地點。	1-5 days	章:
班地點	(二)填寫申請書1份,以郵寄或傳真方		(一)收件人姓名、住家地址、聯絡
Application	式向當地郵局申請辦理。		電話。
for	(三)為便利收受郵件及配合處理作		(二)收件人上班地址。
Re-delivering	業,以封面書明申請人本人為收件		Application should declare the
Registered	者為限。		following items together with
Mail Items to	(四)經查證後永久有效,經選定掛號函		signature and chop:
Office before	件改投地址後,如不繼續改投時,		(1)Addressee's name, address and
Being	請以書面通知原申請之投遞郵局。		corresponding telephone
Delivered	(1) Addressee may apply for registered		number.
	mail items destined for residence to		(2)The address of the office of the
	be re-delivered to his/her office.		addressee.
	(2) Fill in one application form to be sent		
	or faxed to local post offices for		
	application.		
	(3) To facilitate delivery and to comply		
	with processing, this service is		
	limited to mail item marked the		
	applicant as its addressee on the		
	cover only.		
	(4) The application shall be good forever.		
	Any alternation for such re-delivery		

	shall be made by written application		
	to the original applying office.		
申請晚間投遞	(一)收件人得申請將掛號函件改以晚	1-2 天	申請書或電話應申明下列事項:
限時掛號函件	間之限時郵班投遞,並加納限時	1-2 days	(一)收件人姓名、地址、聯絡電
Application	費。		話。
for Registered	(二)填寫申請書1份,以郵寄、傳真或		(二)申請書應由收件人簽名蓋章。
Prompt	以電話向當地郵局申請辦理。		The following items should be
Delivery Mail	(三)申請人地址以「限時投遞區」為		declared in the application form or
Item to be	限。如不繼續接受晚間投遞時,請		telephone call:
Delivered at	以書面或電話通知當地投遞郵局。		(1)Name, address and
Night	(四)寄件人亦得於交寄「限時掛號函		corresponding telephone of the
	件」時,加貼「限時晚間投遞」專		addressee.
	用簽條,指定晚間投遞。		(2)Application should be signed
	(1) Addressee may apply for delivering		and chopped by the addressee.
	registered mail items at night with		
	night prompt delivery shifts and pays		
	an extra prompt delivery charge.		
	(2) Fill in application form and send or		
	fax to local post offices for		
	application.		
	(3) Address of the addressee shall be		
	restricted by "Prompt Delivery		
	Zone." Termination of such delivery		
	shall be made by written application		
	or telephone to local delivering		
	offices.		
	(4) Sender may affix a "To be Delivered		
	at Night" slip on a registered prompt		
	delivery mail item while sending it to		
	commission the night delivery.		
身心障礙者申	(一)身心障礙者得申請到府上門收寄	1-4 小時	電話申請應申明下列事項:
請到府收寄掛	掛號郵件。	1-4 hours	(一)申請人姓名、地址、聯絡電
號郵件	(二)以電話向當地郵局申請辦理。		話。
Application	(1) The disabled may apply for registered		(二)交寄之郵件種類。
for Registered	mail items to be collected at home.		Application should declare the
	(2) Call local post offices for application.		following items:
Be Collected	-		(1)Applicant's name, address and
at Home Made			
			corresponding telephone
by the			corresponding telephone number.
by the Disabled			

身心障礙者申	(一)身心障礙者得申請掛號郵件均按	1-3 天	(一)申請書應由申請人簽名蓋
請按址投遞掛	地址投遞(2 樓以上亦上樓按址投	1-3 days	章,並書名地址。
號郵件	交簽收)。		(二)檢附身障手冊影印本1件。
Application	(二)填寫申請書1份向當地郵局申請辦		(1)Application form should be
for Delivering	理。		signed and chopped by the
Registered	(1) The disabled may apply for		applicant.
Mail Items to	delivering registered mail items to the		(2)Submit one copy of "Handbook
the	commissioned address. (2nd floor		for the Welfare of the
Commissioned	with signature for delivery also		Disabled."
Address Made	accepted)		
by the	(2) Fill in one copy of application form		
Disabled	and send to the local post offices for		
	application.		
申請電子郵遞	(一)申請人填寫「電子郵遞帳戶申請	窗口收件寄臺北	(一)政府機關、公私立學校、公營
帳戶帳號	表」1 式 2 份。	郵局電子郵件科	事業單位及公法人申請者,應
Application	(二)郵局經辦員、主管審核後1份退申	審核通過,投交	蓋印信或關防。
for Electronic	請人,1份連同轉帳同意書於日終	申請人共約 4-5	(二)公司行號申請者,檢附公司登
Mail	彙總當日之申請書表格,以郵政公	天	記證明文件或營業登記證明
Account	事掛號寄臺北郵局電子郵件科處	Upon receipt at	文件正本及負責人身分證正
	理。	the counter, the	本。
	(1) Fill in "Application Form of	application form	※申請書上應加蓋公司章及
	Electronic Mail Account" in	shall be sent to	負責人簽名或蓋章。
	duplicate.	the Electronic	(三)法人團體及非法人團體申請
	(2) One copy shall be returned to the	Mail Section of	者,檢附主管機關核准設立證
	applicant after being verified by clerk	Taipei Post	件或登錄證明文件正本。具有
	and superior official. Another copy	Office for	所得稅扣繳單位統一編號之
	with a letter of consent for bank	approval and	文件正本、負責人身分證正
	transfer in the daily accumulated list	then revert to the	本。
	of application and a copy of relative	applicant: 4-5	※申請書上應加蓋戶名章及
	certificate to be mailed with "On	days	負責人簽名或蓋章。
	Postal Service" registered mail to the		 (四)個人應持身分證件(身分證、
	Electronic Mail Section of Taipei		護照及居留證等)正本親自向
	Post Office for further processing.		郵局窗口辦理。
			(1)Government institutions, public
			or private schools, state-run
			business units and public body
			corporate should seal or chop.
			(2)Business firms should submit
			copies of company license or
			business registration certificate
			Sasiness registration confinedic

together with the copy of ID

card of the person in charge.
(3)Application made by private
groups or other groups should
submit with registration No. or
establishing certificate
approved by responsible
institutions. The copy of the
document with unification code
of a levying unit with income
taxation and ID card of the
person in charge.
(4)Personal applicant should take
original identification
certificates (ID card, passport or
alien resident certificate to
apply at the counter personally.