

Office of origin (to which the form is to be returned). Fax No. 原寄局(指本查單應退至之原寄郵政). 傳真號碼	Date of inquiry 查詢日期	References 案號
	Date of duplicate 副本日期	
	Service of destination. Fax No. 寄達局. 傳真號碼	

Particulars to be supplied by the service of origin 由原寄局提供之資料

Reason for inquiry 查詢之理由	<input type="checkbox"/> Item not arrived 郵件未收到	<input type="checkbox"/> Contents missing 內件遺失	<input type="checkbox"/> Damage 破損	Date of arrival 到達日期
	<input type="checkbox"/> Advice of receipt not completed 收件回執未妥填	<input type="checkbox"/> Advice of receipt not returned 收件回執未退回	<input type="checkbox"/> Unexplained returned of item 退回之件未註明原因	<input type="checkbox"/> Delay 延誤
Item under inquiry 查詢之郵件	<input type="checkbox"/> Priority 優先處理	<input type="checkbox"/> Non-priority 非優先處理	<input type="checkbox"/> Parcel 包裹	No of item 郵件號碼
	<input type="checkbox"/> Letter 信函	<input type="checkbox"/> Printed paper 印刷物	<input type="checkbox"/> Small packet 小包	Weight 重量
	Amount of insured value 保價金額(SDR)	Amount of indemnity, including charges (in SDR) 補償金額, 含郵資(SDR)		
Special indications 特別標示	<input type="checkbox"/> By airmail 航空	<input type="checkbox"/> Surface 水陸	<input type="checkbox"/> S.A.L.陸空聯運	<input type="checkbox"/> Express 快遞
Posted 交寄詳情	Date 日期	Office 局名	<input type="checkbox"/> Receipt Seen 收據已閱	
	Charges paid (national currency) 已付郵資(國幣)	Other fees (national currency) 其他資費(國幣)		
Sender 寄件人	Name and full address. Telephone No. 姓名及詳細地址、電話號碼			<input type="checkbox"/> The sender requests the addressee's declaration on a CN18 form. 寄件人要求收件人之郵件已收到(或未收到)聲明書。
Addressee 收件人	Name and full address. Telephone No. Email 姓名及詳細地址、電話號碼、電子郵件			
Contents (precise description) 內容(詳細列明)				

Particulars to be supplied by the office of exchange 由互換局提供之資料

Mail in which the item was sent abroad 發往國外之總包	<input type="checkbox"/> Priority/Air 優先處理/航空	<input type="checkbox"/> S.A.L 陸空聯運	<input type="checkbox"/> Non-priority/Surface 非優先處理/水陸		
	No 號碼	Date 日期			
	Dispatching office of exchange 寄發互換局				
	Office of exchange of destination 寄達互換局				
	No of the bill/list 清單號數	<input type="checkbox"/> Letter bill (CN31 or CN32)函件清單		<input type="checkbox"/> Special list (CN33)掛號函件清單	
	Serial No. 編號	<input type="checkbox"/> Dispatch list (CN16)保價函件封發清單		<input type="checkbox"/> Parcel bill (CP87)包裹清單	
	Date and signature 日期及簽署				
	<input type="checkbox"/> Bulk advice 彙登總數				

Particulars to be supplied by the intermediate services 由轉遞郵政提供之資料

Mail in which the item was sent abroad 發往國外之總包	<input type="checkbox"/> Priority/Air 優先處理/航空 No 號碼	<input type="checkbox"/> S.A.L 陸空聯運 Date 日期	<input type="checkbox"/> Non-priority/Surface 非優先處理/水陸
	Dispatching office of exchange 寄發互換局		
	Office of exchange of destination 寄達互換局		
	No of the bill/list 清單號數	<input type="checkbox"/> Letter bill (CN 31 or CN32) 函件清單	<input type="checkbox"/> Special list (CN33) 掛號函件清單
	Serial No 編號	<input type="checkbox"/> Dispatch list (CN16) 保價函件封發清單	<input type="checkbox"/> Parcel bill (CP87) 包裹清單
<input type="checkbox"/> Bulk advice 彙登總數	Date and signature 日期及簽署		

Particulars to be supplied by the service of destination 由寄達郵政提供之資料

In case of delivery 如已投遞	<input type="checkbox"/> The item was duly delivered to the rightful owner. 本件已投交有權收件之人。	Date 日期
	In case of damage or delay, give the reason in the "Final reply part" under "Any other comments". 郵件如有破損或投遞延誤時應於"最後答覆"欄"其他必要通知"中列述其原因。	
In case of non-delivery 如無法投遞	The item 本件 <input type="checkbox"/> is being held at 存放於	Name of office 局名
		Name of office 局名
	<input type="checkbox"/> was returned to the office of origin 已退回原寄局	Date 日期
		Reason 理由
	<input type="checkbox"/> was redirected 已予改寄	Date 日期
		New address in full 詳細地址
	<input type="checkbox"/> The item has not been received at the office of destination. 本件未經寄達局收到。 <input type="checkbox"/> The addressee's CN18 declaration is attached. 隨附收件人之郵件已收到(或未收到)聲明書。	
Delivery office 投遞局	Name, date and signature 姓名、日期及簽署	

Final reply 最後答覆

The investigations made in our service have been unsuccessful. If the item under inquiry has not been received back by the sender, we authorize you to compensate the inquirer within the prescribed limits and to debit us in a CP75 or CN48 account, as appropriate. 本郵政調查無結果，倘查詢之件未經退交寄件人，則本郵政授權貴郵政按章向申請人補償並登列於本郵政之 CP75 或 CN48 帳中。		
<input type="checkbox"/> The full amount paid 補償金全數	<input type="checkbox"/> Half of the amount paid (bulk advice) 補償金半數(彙登總數)	<input type="checkbox"/> Reference 案號
<input type="checkbox"/> According to the agreement between our two countries, you have to compensate the inquirer. 經雙方協議，貴郵政應對申請查詢者負補償責任。		
Any other comments 其他必要通知		
Designated operator of destination. Date and signature 寄達郵政、日期及簽署		