



香港學界體育聯會

**HONG KONG SCHOOLS SPORTS FEDERATION**

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**Handling of Underpaid Mail Effective 1<sup>st</sup> September 2016**

Since 19<sup>th</sup> April 2016, Hongkong Post has ceased to provide delivery of underpaid mail items. The addressee now receives a notification card requiring payment of the surcharge and collection of the mail must be made at a designated post office, delay in receiving underpaid mail is therefore inevitable.

The Federation pays high concern on underpaid mail, and wish to remind Member Schools that it is the responsibility of the sender to ensure that sufficient postage has been affixed to all postal mail. Under such circumstances, with effect from 1<sup>st</sup> September 2016, the Federation will not accept underpaid mail and no liability will be assumed for any underpaid items not collected from the Post Office. All underpaid items will be return to the sender by Hongkong Post.

In case of enquiries, please contact the Secretariat office at 2711 9182 or 27112823.

Kelvin Chung  
Secretary General

To : All member schools

Date: 24<sup>th</sup> August 2016

**聯會處理郵資不足的郵件 (2016年9月1日生效)**

自 2016 年 4 月 19 日起，香港郵政將不會上門派遞郵資不足的郵件。收件人將獲發通知書到指定郵政局，領取郵件及繳付欠資費用，造成延誤。

聯會關注有關郵件因郵資不足而造成延誤的問題，並提醒會員學校投寄郵件前支付足夠郵資是發件人的責任，因此聯會決定由 2016 年 9 月 1 日起不會受理任何郵資不足的郵件，亦不負責前往郵局支付及收取該等郵件。郵資不足夠的郵件將由香港郵政退還給寄件人。因此，請寄件人必須在投寄郵件時支付足夠郵資。

如有疑問，請致電 2711 9182 或 2711 2823 與聯會秘書處聯絡。

秘書長 鍾樹培

致 : 各會員學校

日期: 二零一六年八月廿四日