

月結賬戶申請表格
Account Opening Form

參考編號：(本公司專用)

顧客資料 Customer Information

公司名稱 Company Name	
登記地址 Company Address	
香港寄件地址 (如同上無需填寫) Shipper Address in H.K. (Not applicable if same as above)	
商業登記編號 Business Registration (BR) Certificate No.	
業務性質 Nature of Business	員工人數 Number of Employee(s)
聯絡人/申請人 Contact Person	小姐/先生 Ms./ Mr.
公司聯絡電話 Telephone No.	ext.()
電郵地址 E-mail Address	傳真機號碼 Fax No.

會計部聯絡資料 Details of Accounts Department

會計部聯絡人 Contact Person of A/C Dept.	小姐/先生 Ms./ Mr.	聯絡電話 Telephone No.	傳真機號碼 Fax No.
電郵地址 E-mail Address			
如已有本公司之月結賬戶，請列出有關帳號： Please state the existing or relevant credit account number in our company if necessary:			
推薦員工 Referee	(請注明本公司職員姓名及員工編號) (Pls. state our staff name or staff number)		

***** 須附文件 Documents Required *****
 請必須附帶下列檔，以便處理。 You must attach the following documents for proceeding of application.
 以下資料只用作開設帳戶用途。 The documents required are used by us for this application only
 如客戶未能于申請月結賬戶時提交已簽署之「已知托運人航空保安聲明」，則本公司將保留追究權利。
 We shall reserve all our rights to take legal action if customer fails to submit the "Known Consignor Aviation Security Declaration" when apply credit account.

- 公司有效商業登記副本 Copy of BR 聯絡人/申請人名片 Name Card of Contact Person
 已知托運人航空保安聲明 Known Consignor Aviation Security Declaration

本人確認上述資料真實無誤。本人已細閱並同意附頁之所有條款。本公司同意將被視為上述條款及細則中提及的公司作為托運人，並知悉如月結單上所述的日期起計 30 天內仍未繳付運費，順豐速運(香港)有限公司保留權利取消本月結賬戶，並循法律途徑追討有關損失。除非雙方訂立新的協定，否則當月結賬戶生效時，上述條款將即時具有約束力，並同時取代所有雙方事前協議、陳述、談判和討論。

We confirm that all information given above is true and complete. We have read and understand and hereby confirm with the terms and conditions on additional sheet(s). We agree that we will be deemed as the shipper as referral to in the said terms and conditions, and acknowledge in the event of failure to pay the sum due to S.F Express (HK) Ltd within (Thirty) 30 days from issuing date of the monthly statement, S.F Express (HK) Ltd is entitled to terminate the account, and sue for damages, costs and expenses incurred. The terms and conditions will be binding immediately when this account is effective, they supersedes and cancels all prior agreements, statements, representations, understandings, negotiations and discussions, whether oral or written, between the parties, unless new agreements are reached by parties afterwards.

x

公司授權人簽署及公司印鑒
Authorized Signature and Company Chop

申請日期
Date of Application

*填妥本表格後必須將正本及所須之檔一併以郵寄方式寄回本公司以下位址:

香港九龍新蒲崗太子道東 712 號友邦九龍金融中心 27 樓市場部收，並於信封面上注明《月結賬戶申請》

如對申請月結有任何查詢，請致電 2673 3911 與本公司市場部聯絡。

* Please post this original application form to the following address together with the documents required :

27/F, AIA Financial Centre, 712 Prince Edward Road East, San Po Kong, Kowloon, Marketing Department.

Please remark **(Application of Credit Account)** on the envelope

If you have any enquiry about the application, please call 2673 3911 to contact our Marketing Department.

*順豐速運可能將客戶提供的資料用於本公司或本公司之業務夥伴作市場推廣及宣傳之用途。

The above information maybe used by S. F. Express or the S.F. Express's business partners for promotional purposes

本公司不欲收到任何市場推廣或宣傳之訊息。 Please check if you do not wish to receive promotional materials from S.F. Express

順豐速運(香港)有限公司專用 For S.F. Express (HK) Ltd. Use Only

MD :	<input type="checkbox"/> CQ	Date :	<input type="checkbox"/> Q	<input type="checkbox"/> UQ	Area Code :	C N/ No. :	<input type="checkbox"/> R	<input type="checkbox"/> A	<input type="checkbox"/> NR
S N/No. :	<input type="checkbox"/> R	<input type="checkbox"/> NR	Reason :			Date :			
M N/No. :	<input type="checkbox"/> R		<input type="checkbox"/> NR		Signature				
Reason :						Date :			
FAD :	Result :		<input type="checkbox"/> Approve		<input type="checkbox"/> Not Approve		Signature :		
Reason :						Date :			

本《快件運單契約條款》及《月結付款方式條款》(下稱“本契約”)為本公司與寄件人之間訂立的契約,寄件人一經簽署本《快件運單契約條款》及《月結付款方式條款》的背頁,即被視為已明確理解和同意本《快件運單契約條款》及《月結付款方式條款》的各項條款,並同意切實執行。

《月結付款方式條款》

1. 當本公司收到客戶填妥之申請書正本後會作審批,如獲通過會以書面通知客戶其編號及生效日期。月結賬戶生效時「月結付款方式條款」及「快件運單契約條款」亦同時生效。
2. 月結客戶需每月收寄快件達十票或以上,否則本公司有權隨時註銷其賬戶。
3. 月結客戶必須于月結單上印有的發出日起計三十天內繳付運費。
4. 如客戶于月結單上印有的發出日起計三十天內仍未繳付運費,本公司有權取消其月結賬戶,並循法律途徑追討一切損失。
5. 客戶可以郵寄方式繳付運費,或通知本公司會計部以安排專人帶同收據上門收取。
6. 客戶編號只供申請表上的公司使用。
7. 客戶如欲終止月結賬戶,請致電 27871222 通知本公司會計部,財務結賬需時約十五個工作天。
8. 如客戶超過六個月沒有使用本公司服務,本公司有權隨時終止客戶賬戶口而不再另行通知。
9. 本公司保留修改以上一切條文的權利,及有權隨時終止客戶賬戶口,並即收回一切賬款。
10. 客戶同意本公司在合乎相關法例的情況下可以使用、儲存、披露任何客戶詳情,及其轉讓給任何本公司認為有合理需要的人士(包括但不限於自然人、商號、公司、法團及非法團性質的團體)。
11. 本公司認為有需要或適當時,可將客戶詳情轉給在香港境內或境外的任何服務供應商,以便該(等)供應商為本公司進行資料處理或代表本公司向客戶提供任何服務。
12. 以上條款受香港特別行政區法律約束及解釋,雙方提交並同意香港法院的非專有司法管轄。
13. 以上條款如有任何變更,本公司將不另行通知,並視為自動更新。

《快件運單契約條款》

1. 定義

- 運單上,“順豐”均指順豐速運(集團)有限公司,及其下屬分公司和控股子公司,它的僱傭人、代理人和承包商。
- 如果發件地不在中國,那麼運送合約是寄件人同發件地所在國家或地區的順豐的區部、分部和獨立承包商簽署的。
- “包裹”是指能夠運輸的任何容器或信封。“快件”是指所有能夠被順豐接受的包裹。

2. 不接受貨物

寄件人同意其交運的快件是可運輸的,有下列情形之一的將不予運輸:

- 屬於國際航空貨運協會(IATA),國際民用航空組織(ICAO)及其它相關政府部門或組織所規定的有害物品、危險物品、以及屬於禁運或限運的物品;
- 未能按照有關海關規定辦理報關手續;或
- 順豐認為不能安全、合法運輸的物品(包括但不限於:動物、現鈔、不記名可議付票據、貴重金屬和礦石、火器、彈藥、人體、色情物品和非法的麻醉藥品/毒品)。

3. 查驗權力

應有關司法執法機關的要求,或者出於安全的需要,順豐有權在未事先通知寄件人的情況下對快件進行開封查驗。

4. 寄件人的保證和賠償責任

如寄件人違反有關法律法規或違反以下保證和陳述,寄件人應賠償因此而給順豐造成的損失和損害:

- 寄件人或其代理人提供的所有資訊都是完整和準確的;
- 貨物系由寄件人或其僱員在安全的前提下準備的;
- 為寄件人準備貨物的人員足可信賴;
- 寄件人應確保貨物具有合法權益,在準備、倉儲或運輸過程中順豐免受他人不當干擾;
- 貨物所有標識完整準確,位址清晰,包裝妥當,適於一般注意程度下的安全運輸;
- 符合有關海關和進出口的規定,以及其他法律法規的規定;
- 運單系由寄件人或其授權代表簽署,本協議對寄件人具有約束力。

5. 運輸和路線

- 順豐可以僱傭合約承運商來完成運輸業務和附帶服務,順豐及其僱傭人、代理人,合約承運商和次合約承運商來提供承包服務,所有各方均有權享有本條款和條件的權益。任何一方均無權放棄或變更本條款。
- 單一順豐運單所涵蓋的所有包裹應視為單一貨品運送。
- 順豐有權將貨品通過其認為合適的任何中轉站運送。
- 除非在寄交貨品前另有書面約定,順豐所提供的服務將僅限於收取、運送、必要情況下的通關以及交付貨品。
- 寄件人認可貨品可以連同其他寄件人的貨品一併運送,且順豐可能無法在所有處理中心對單一貨品的出入進行掌控。

6. 關稅、出口及進口

順豐為向寄件人提供服務而可以代表寄件人從事以下事項:

- 填寫各類檔,更正產品或服務專案的編碼,並按照有關法律法規的要求繳納相關稅費;
- 作為寄件人的貨運代理人辦理關稅及出口管制的有關手續,並在且僅在制定報關行完成貨物清關入關的手續時作為收件人;
- 應他人要求將承運的貨物交給收件人的進口代理,或運到其他地點,只要順豐有合理理由判斷他人已獲得必要授權。

7. 運輸延誤

順豐將按照其正常運送標準盡合理努力派送快件,但這些標準並不屬於承諾,也不構成協議的組成部分。順豐不對運輸延誤而導致的任何損失或損害承擔責任。

8. 派件與派送不能

- 快件將按寄件人提供的收件人地址派送,但不一定直接送達收件人本人。如果收件人的位址設有集中接收點,快件將被派送到該接收點。
- 有以下情形之一的,順豐將以合理的努力將快件退還寄件人,因此額外發生的費用由寄件人支付:收件人拒絕接收快件或支付運費;該快件被認為是不可接受的;海關認為寄件人低報了貨物的價值;無法合理確定或找到收件人,如不能退還,順豐可以對快件進行放棄,處置或變賣,且不就上述行為向寄件人或其他人承擔任何責任,所得收入將在扣除相關管理費以及處理費用後退還寄件人。

9. 費用和付款

- 順豐的運費將按照貨物實際重量計算標準和體積計算標準兩者中較高的計算,順豐可以對任何貨物重新稱重和測量以確認其計算資料。
- 寄件人應向順豐支付或返還運輸服務中由順豐自身收取或代表寄件人、收件人及任何第三方所發生的所有運費、倉儲費、關稅等稅費;當所寄運的快件屬於本協議第2條所稱的不接受貨物的情形時還應向順豐支付所有由此引發的賠償、損害、罰款和相關的費用。

10. 不可抗力因素

對於超出順豐控制範圍的原因而導致的損失或損害,順豐不承擔責任,這些原因包括但不限於:自然災害,如地震、龍捲風、風暴、洪水、大霧;戰爭、空難或禁運等不可抗力;快件固有的缺陷或特性(無論順豐是否知曉);暴亂或民間騷亂;非順豐僱員或與順豐沒有合同關係的人員的作為或不作為,如寄件人、收件人、第三方、海關或其他政府部門;勞資事件;對於電子音像圖片、資料或紀錄的電磁性損壞或刪除。

11. 順豐的責任

- 順豐基於本協定對寄件人所承擔的責任僅限於直接損失,且不過本條所規定的每公斤或每磅的限額。因寄件人可事先對特殊風險投保,順豐不承擔任何其他損失或損害(包括但不限於利潤、收入、利息及未來業務的損失);無論這些其他損失和損害是特殊的或是間接的,無論順豐是否在受理快件之前或之後知曉存在這些損失或損害的風險。
- 如快件採取包含空運、陸運或其他方式的多式聯運,除非另有證據,否則任何損失或損害將被推定發生在空運階段。順豐在任何一票目的地位於中國境外的快件運輸中所承擔的全部責任都不超過貨物實際現金價值,且不得超過以下各項中的最高額:100美元;或在空運或其他非陸運條件下為20.00美元/公斤或9.07美元/磅;或在陸運條件下為10.00美元/公斤或4.54美元/磅(但不適用於美國)。
- 每票快件只能提出一次索賠,且這種賠償將作為對有關損失及損害的全部和最終的解決方案,如寄件人認為本協議關於賠償的規定將不足以補償其損失,則應對貨物的價值自行投保,否則寄件人將承擔一切損失和損害的風險。
- 本第11條規定不影響本協議第7、10、12、13條規定。

12. 華沙公約

在空運條件下,如果派送的快件的最終目的地或停留國不在發件地所在國家或地區,則華沙公約在可適用的情況下,適用於並在大多數情況下限制順豐對快件丟失、損壞所應承擔的責任。

13. 法律適用

- 考慮到順豐的利益,除與所適用法律衝突,與本協議有關的一切爭議將受到快件發件地所在國家或地區法院的非排他管轄,並適用發件地所在國家或地區的法律,寄件人不可撤銷地接受該管轄。
- 本契約條款中如果有部分內容因強行法不得適用,不影響其他部分條款的效力。

14. 為避免異義,此契約內的英文文本與中文文本存有差異時,將以中文文本為準。

最後更新:2011-1-23

These terms and conditions of "waybill" and "payment of account (hereinafter "this Agreement")" are the legally enforceable agreements reached between shippers and S.F. Express (HK) Limited (hereinafter "SF"). Shippers will be deemed to have clear understanding and agrees to the aforesaid terms and conditions and commit themselves to due performance of the aforesaid terms and conditions upon their signatures on the back page.

Terms and conditions regarding payment of account

1. SF shall examine and approve the account application upon receiving of the due original copy of this account open form. Once the account is approved by SF, SF shall inform customers concerning the reference number and effective date of the account by written notice. The terms and conditions of the aforesaid agreements will be binding immediately when this account is effective.
2. SF is entitled to terminate this account at any time if customers deliver or receive less than (ten) 10 shipments per month.
3. All sums due to SF under this Agreement shall be payable by customers within (Thirty) 30 days from issuing date specified in SF's monthly statement.
4. If customers failed to pay the sums due to SF within (Thirty) 30 days from issuing date specified in SF's monthly statement, SF shall be entitled to terminate this account and to sue for full recovery of damages, costs and expenses incurred.
5. Customers can either pay the sum by mail or notification of accounts department of SF for an arrangement of payment with receipt at customers' premises.
6. The reference number for this account shall be used by the applicants stated in the application merely.
7. Customers are required to phone 2787 1222 to notify accounts department of SF for termination of this account. It probably takes (fifteen) 15 working days for settlement of balance.
8. SF is entitled to terminate credit account of customers at any time without notification if customers did not employ services of SF for (six) months.
9. SF reserves rights and sole discretion to amend the above terms and conditions, terminate the said credit account and request customers to settle the balance at any time.
10. Customers agrees that SF is entitled to use, store, reveal or transfer the particulars of customers to other persons (including but not limited to natural persons, shops, companies, incorporations or non-incorporation institutions) which SF deems fit, which shall be in compliance with the applicable laws and regulations.
11. SF is entitled to transfer the particulars of customers to sub-contractors (whatsoever inside or outside Hong Kong) when it deems fit, for those sub-contractors to provide services to customers or perform data procession for SF.
12. The terms and conditions of this Agreement shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region and the parties submit to the non-exclusive jurisdiction of the courts of Hong Kong Special Administrative Region.
13. Any changes will be updated automatically without prior notice.

Terms and conditions regarding waybill

1. Definitions
 - On this Waybill, "SF" refers to S.F. Express Group Co., Ltd, its subsidiaries and branches, and their respective employees, agents, and independent contractors.
 - If your shipment originates outside China, your contract of carriage is with the SF subsidiary, branch, or independent contractor who originally accepts the Shipment from you.
 - "Package" means any container or envelope that is accepted by us for delivery. "Shipment" means all packages which are tendered to and accepted by us on a single Waybill.
2. Unacceptable Shipments
Shipper agrees that its Shipment is acceptable for transportation and is deemed unacceptable if:
 - It is classified as hazardous material, dangerous goods, prohibited or restricted articles by IATA (International Air Transport Association), ICAO (International Civil Aviation Organization), any applicable government department or other relevant organization;
 - No customs declaration is made when required by applicable customs regulations; or
 - SF believes it cannot transport an item safely or legally (such items included but are not limited to: animals, currency, bearer form negotiable instruments, precious metals and stones, firearms, parts thereof and ammunition, human remains, pornography and illegal narcotics/drugs).
3. Right to Inspect
Your Shipment may, at our option or at the request of government authorities, be opened and inspected by us or such authorities at any time.
4. Shipper's Warranties and Indemnity
Shipper shall indemnify and hold SF harmless for any loss or damage arising out of Shipper's failure to comply with any applicable laws or regulations and for Shipper's breach of the following warranties and representations:
 - All information provided by Shipper or its representative is complete and accurate;
 - The Shipment was prepared in secure premises by Shipper's employees;
 - Shipper employed reliable staff to prepare the Shipment;
 - Shipper protected the Shipment against unauthorized interference during preparation, storage and transportation to SF;
 - The Shipment is properly marked and addressed and packed to ensure safe transportation to SF with ordinary care in handling;
 - All applicable customs, import, export and other laws and regulations have been complied with; and
 - The waybill has been signed by Shipper's authorized representative and the Terms and Conditions constitute binding and enforceable obligations of Shipper.
5. Transport and Routing
 - SF can hire independent contractors to complete the transportation and other services. Both SF and its contractors represent themselves, their employees, agents and its sub-contractors. All of them can take the rights and interests from this clause, and none of them has the rights to abandon or change this clause.
 - A waybill only contains one shipment.
 - SF has the rights to choose the applicable site to transfer the Shipment.
 - Unless there is any other written agreement while picking-up, the services SF can provide only be limited in pick-up, dispatch, transport, customs clearance if necessary.
 - Shipper agrees their shipment to be transported together with other shipments, and SF may not be in full control toward a single shipment in all facilities.
6. Customs, Exports and Imports
SF may perform any of the following activities on Shipper's behalf in order to provide services to Shipper :
 - Complete any document, amend product and service codes, and pay any duties and taxes required under applicable laws and regulations;
 - Act as Shipper's forwarding agent for customs and export control purposes and as Receiver solely for the purpose of designating a customs broker to perform customs clearance and entry; and
 - Redirect the Shipment to Receiver's import broker or other address upon request by any person who SF believes in its reasonable opinion to be authorized.
7. Delay of Shipments
SF will make every reasonable effort to deliver the Shipment according to SF's regular delivery schedules, but these are not guaranteed and do not form part of the contract. SF is not liable for any damage or loss caused by delays.
8. Deliveries and Undeliverable
 - Shipments cannot be delivered to PO boxes or postal codes. Shipments are delivered to the Receiver's address given by Shipper, but not necessarily to the named Receiver personally.
 - Shipments to addresses with a central receiving area will be delivered to that area. If Receiver refuses delivery or to pay for delivery, or the Shipment is deemed to be unacceptable, or it has been undervalued for customs purposes, or Receiver cannot be reasonably identified or located, SF shall use reasonable efforts to return the Shipment to Shipper at Shipper's cost, failing which the shipment may be released, disposed of or sold by SF without incurring any liability whatsoever to Shipper or anyone else, with the proceeds applied against service charges and related administrative costs and the balance of the proceeds of a sale to be returned to Shipper.
9. Shipment Charges & Billing
 - SF's Shipment charges are calculated according to the higher of actual or volumetric weight and any Shipment may be re-weighted and re-measured by SF to confirm this calculation.
 - Shipper shall pay for or reimburse SF for all Shipment charges, storage charges, duties and taxes owed services provided by SF or incurred by SF on Shipper's or Receiver's or any third party's behalf and all claims, damages, fines and expenses incurred if the Shipment is deemed unacceptable for transport as described in Section 2.
10. Circumstances beyond SF's Control
SF is not liable for any loss or damage arising out of circumstances beyond SF's control. These include but are not limited to: "Act of God"- e.g. earthquake, cyclone, storm, flood, fog; "Force Majeure" -e.g. war, plane crash or embargo; any defect or characteristic related to the nature of the Shipment, even if known to SF; riot or civil commotion; any act or omission by a person not employed or contracted by SF e.g. Shipper, Receiver, third party, customs or other government official; industrial action; and electrical or magnetic damage to, or erasure of, electronic or photographic images, data or recordings.
11. SF's liability
 - SF contracts with Shipper on the basis that SF's liability is strictly limited to direct loss only and to the per kilo/lb limits in this Section. All other types of loss or damage are excluded (including but not limited to lost profits, income, interest, future business), whether such loss or damage is special or indirect, and even if the risks of such loss or damage was brought to SF's attention before or after acceptance of the Shipment since special risks can be insured by Shipper.
 - If a Shipment combines carriage by air, road or other mode of transport, it shall be presumed that any loss or damage occurred during the air period of such carriage unless proven otherwise. SF's liability in respect of any one Shipment transported, without prejudice to Sections 7, 10, 12, 13, is limited to its actual cash value and shall not exceed the greater of \$US 100 or \$US 20.00 /kilogram or \$US 9.07/lb for Shipments transported by air or other non-road mode of transportation; or \$US10.00/ kilogram or \$US 4.54/lb for Shipments transported by road (not applicable to the US)
 - Claims are limited to one claim per Shipment settlement of which will be full and final settlement for all loss or damage in connection there with. If Shipper regards these limits as insufficient it must make its own insurance arrangements, failing which Shipper assumes all risks of loss or damage.
12. Warsaw Convention
If the Shipment is transported by air and involves an ultimate destination or stop in a country other than the country of departure, the Warsaw Convention, if applicable, governs and in most cases limits SF's liability for loss or damage.
13. Governing Law
 - Any dispute arising under or in any way connected with these Terms and Conditions shall be subject, for the benefit of SF, to the non-exclusive jurisdiction of the courts of, and governed by the law of, the country of origin of the Shipment and Shipper irrevocably submits to such jurisdiction, unless contrary to applicable law.
 - The invalidity or unenforceability of any provision shall not affect any other part of these Terms and Conditions.
14. For the avoidance of doubt, if there is any conflict between the English version and the Chinese version in this agreement, the Chinese version shall prevail.



已知托運人航空保安聲明
Known Consignor Aviation Security Declaration

注意: 此聲明是根據民航處規例的要求設定 #

Completion of this declaration is a Civil Aviation Department Requirement #

1. 本人作為 _____ (客戶或公司名稱) 之代表，並於下面簽署，謹此聲明，除非另外列出，所有由

本人/本公司 (請刪去不適用者) 交予 順豐速運(香港)有限公司 付運之空運貨件:

- i) 並不含有任何爆炸性或燃燒性之裝置，
- ii) 已盡力確保貨件在準備、儲存及運送過程中不受未經許可的干預，
- iii) 均由本人/本公司 (請刪去不適用者) 之可信賴員工負責備運。

2. 本人同意托運貨件之包裝及內容可因安全理由而受檢查。

1. On behalf of _____ (name of Known Consignor), I, the undersigned, confirm that, unless otherwise stated, all goods consigned for carriage by air by me/my (delete as appropriate) company to S.F. Express (Hong Kong) Limited:

- i) do not contain any explosive or incendiary device;
- ii) are protected to my best endeavor against unauthorized interference during preparation, storage and transportation; and,
- iii) are prepared by reliable staff employed by me/my company (delete as appropriate).

2. I agree that the packaging and contents of the consignments may be examined for security reasons.

Please type in **BLOCK LETTERS**. Thank you

公司名稱 (Company Name)	順豐速運帳戶號碼 (由順豐填寫) SF Express Account Number (To be filled in by SF)
公司地址 (Company Address)	
已知托運人簽署 (Signature of Known Consignor) X	簽署人名稱 (Name of person Signing)
職位 / 部門 (Position/ Department)	行業 (Nature of Business)
商業登記證號碼 (Company B.R. No.)	公司印鑒 (Company Chop)
日期 (Date)	

此登記有效期為 3 年 # This declaration is renewable every 3 years

* 如有任何資料更新，請致電本公司客戶服務部(熱線電話: 273 00 273)索取更改資料表格 或 於本公司網頁(www.sf-express.com)下載表格，填妥並寄回本公司地址：香港九龍新蒲崗太子道東712號友邦九龍金融中心27樓 行銷及市場推廣部 收。

* If you have any information updates, please complete the amendment form and return it to our Sales & Marketing Department (Address : 27/F, AIA Financial Centre, 712 Prince Edward Road East, San Po Kong, Kowloon) . You may get the form through our Customer Services Representatives (Hotline: 273 00 273) or download the form on the company's website (www.sf-express.com).