TEL: (852) 2730 0273 FAX: (852) 2317 0397 Email: szcs@sfmail.sf-express.com

Starting from 1 November 2022, please use SFHK's diversified self-service ordering tool to place order by directly filling the shipper information in the "sender" field.
This form will be no longer valid from 1 January 2023.

Pick-up Service Authorization Form (Hong Kong)

1.Authorizing Party

Company Name: _____ Contact Person: _____

Tel: _____ Fax: _____

Address: _____

Signature/Company Seal: _____

2.Shipper(HK) **Pick-up time:** _____

Company Name: _____

Address: _____

_____

_____

_____

Tel: _____ Contact Person: _____

3. Consignee

Company Name: _____

Address: _____

_____

Tel: _____ Contact Person: _____

Tax ID: _____

4.Shipment Description: _____

Declared Value: _____ Pieces: _____

Weight: _____ kg

Volumetric Weight (cm):

Length: _____ *Width: _____ *Height: _____

Bill of Lading No. _____

_____

5.Payment Option Shipper

★A/C No.: _____ ★Tel _____

★Company Name: _____

★Contact person: _____

・Tick both Shipper and 3rd Party Account if it is paid by 3rd party monthly account;

・The 3rd Party Account is only for HK/ Macau account customers, and information marked with★ need to be filled in.

Remarks:

1. If discrepancy exists between the declared weight and the calculated weight, Contact person: _____ Tel: _____ Fax: _____ will be contacted to reconfirm the freight charge. If customer chooses not to reconfirm, we will collect the charge based on the original shipment weight

2. According to the regulations of International Air Transport Association (IATA) and market conventions, the calculation method of the volumetric weight of dimensional shipments is as follows: charge according to the higher end between the dimensional weight and actual weight.

3. Please fax the form to (852) 2317 0397 or mail to szcs@sfmail.sf-express.com before 16:00 from Mon. to Fri. (15:00 for Non Industrial / Commercial Areas) and before 13:00 on Saturday. Pickup Authorization Service is not available on Sunday or holidays. Normally parcels will be sent out on the same day of pickup, while those picked up in ports, exhibition centers and the airport will be sent out in the next morning.

4. Charges will be settled at the latest exchange rate announced by S.F. Express when necessary.

5. Special warehouse entrance fee; Charges are based on the area where the payer is located and no conversion is required (About the fees details, please refer to the website):

・Pickup or deliver in Hong Kong (Warehouse, Logistics Center, Airport, Terminal, Wan Chai Convention and Exhibition Center, AsiaWorld-Expo): RMB300/ HKD300/ MOP300/ NTD1,200 per special warehousing point

・Pickup or deliver in Mainland China (Warehouse, Pier, Airport, Exhibition Center, Logistics Company/Center): RMB100/ HKD100/ MOP100/ NTD400 per special warehousing point

・Pickup or deliver in Mainland China (Customs Warehouse, Bonded Warehouse): RMB150/ HKD150/ MOP150/ NTD600 per special warehousing point

Prepaid Warehousing Fees：Except the warehouse gate charge, other fees which are caused by delivering shipments to special warehouse addresses will be reimbursed for actual expenses on the shipper.

6. Fuel surcharge is imposed on all shipments shipping from Hong Kong / Macau / Taiwan to Mainland China, Hong Kong, Macau and Taiwan.

7. Please call (852) 2730 0273 to confirm order in 30 minutes after faxing the form. Waybill number can be obtained in the next morning after 10:00am through calling us at (852) 2730 0273.

8. Should you have any inquiries, please contact our Customer Service Hotline at (852) 2730 0273.