

Easy PreCustoms Self-service Station

Function 3 :
Prepare and print new
posting labels

Customer can prepare and print new posting labels via this self-service station if the posting form has not been prepared for the relevant mail item.

(Applicable to Speedpost and Parcel only)

How to prepare and print
new posting labels?



輕鬆自助提供電子報關資料
轻松自助提供电子报关资料
A simple way to provide
e-Customs information

繁體中文

简体中文

ENGLISH

Select language on the main page.

註： 本自助平台只適用於特快專遞急件、空郵及平郵包裹

注： 本自助平台只适用于特快专递急件、空邮及平邮包裹

Note: This self-help station is applicable to Speedpost items, Air and Surface Parcels only.



Terms and Conditions

Hongkong Post "Easy PreCustoms" Self-service Station Terms and Conditions

Before using the Service, please carefully read the Terms and Conditions, the Privacy Statement and the Disclaimer, which constitute an Agreement between you and the Government of the Hong Kong as represented by the Postmaster General ("HKP"). When you confirm that "I read and agree the Terms and Conditions of this platform", you have read and fully understood this Agreement and agree to observe and be bound by the same.

1. USING THE SERVICE

On using the Service, you represent, undertake and warrant that:

1.1 you have submitted true and accurate personal, delivery and customs information to HKP;

1.2 your personal, delivery and customs information provided shall be the same as that indicated on the posting label affixed on the mail item.

1.3 you shall take full responsibility for any actions undertaken after provision of your personal, delivery and customs information.

2. THE SERVICE AND YOUR CELLULAR PHONE /COMPUTER SYSTEM

2.1 You shall at your own costs and expenses ensure that your Cellular phone/Computer system is compatible with the Service of HKP. HKP will not

Please click "Accept" for accepting the relevant Terms and Conditions

After reading the terms and conditions, scroll the window to the bottom and then click Accept.

Home

Accept

Please select postal service



Air Parcel



Surface Parcel



Air
Registered
Packet



Surface
Registered
Packet

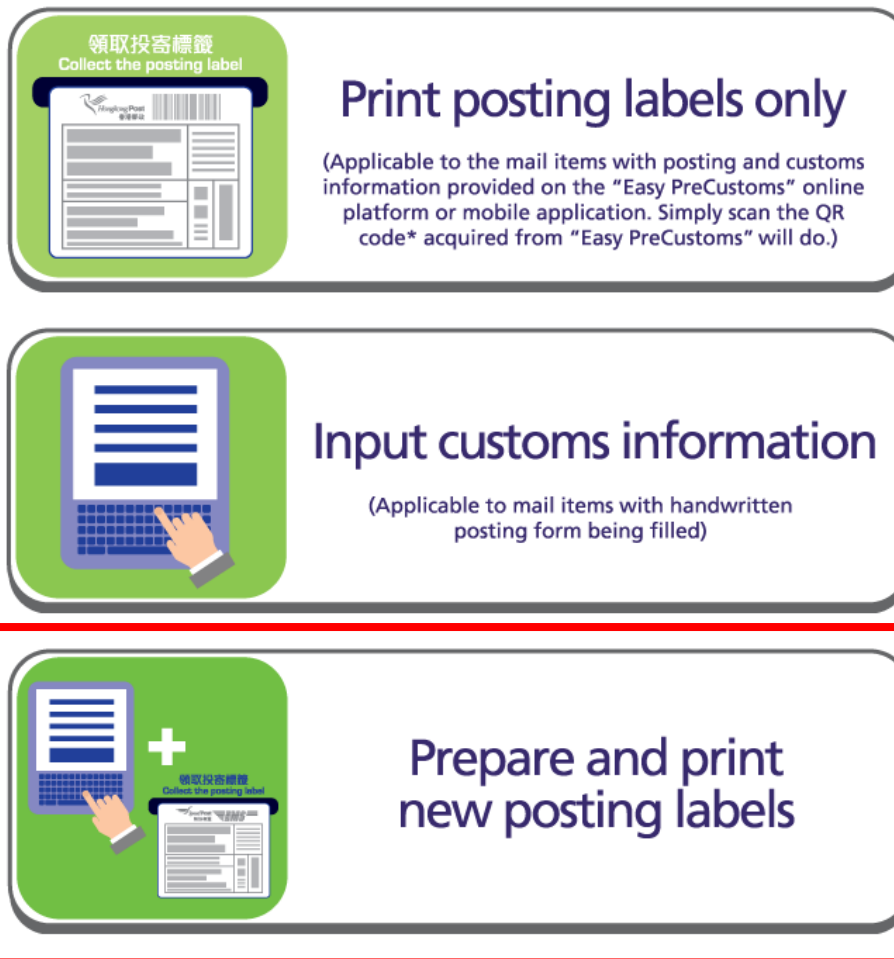


Air
Ordinary
Packet



Surface
Ordinary
Packet

Select a postal service



Select "Prepare and prepare new posting labels".



Sender Information

1. Sender Name: *

2. Address: *

3. Country/Region: Hong Kong SAR

4. Phone No.:

5. Email Address:

*Required Field

1. Please provide valid sender address in the case that the undeliverable item will be returned to the sender.
2. Please provide valid telephone number and the Email address both of which will be used for verification of sender's identity in retrieving the record.

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Recipient Information

6. Recipient Name: *

7. Address: *

8. City: *

9. Destination: *

10. Zip Code: *

11. Telephone No.:

12. Email Address:

*Required Field

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Next

Input recipient information.





Insurance Information

Subscribe Insurance
Service

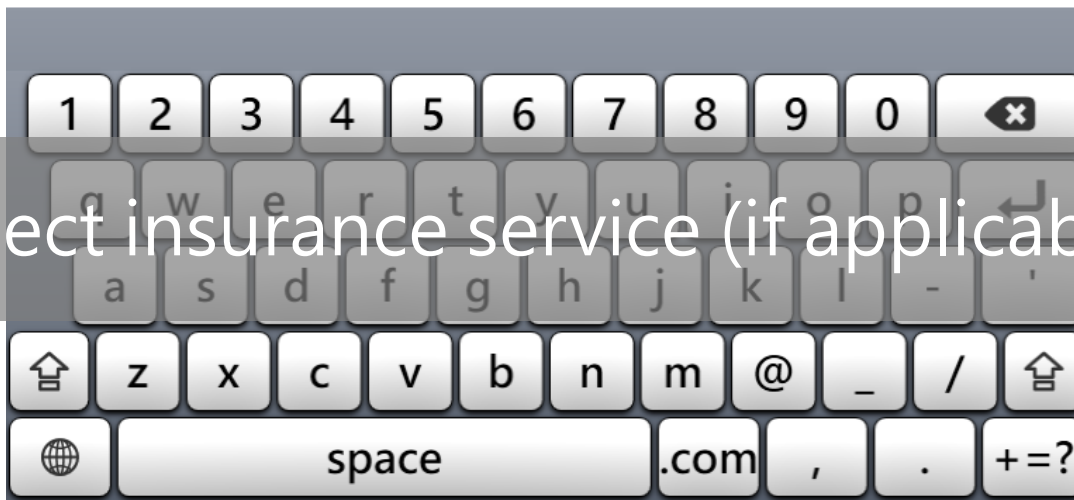
Yes No

Insured Amount (HKD)

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Select insurance service (if applicable).





Item Category

Documents

Gift

Sales of goods

Commercial sample

Returned goods

Select item category.

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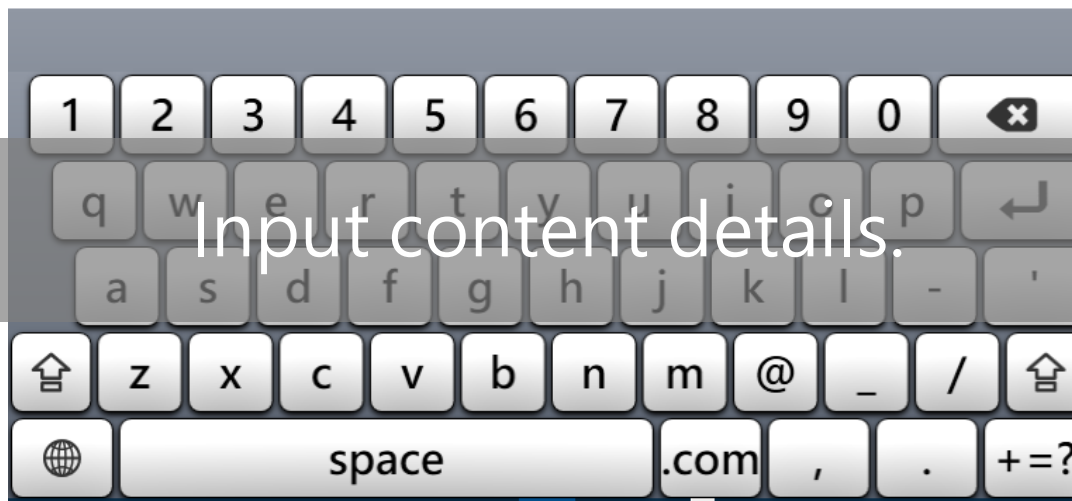
Content Details

Category of item : **Gift**

Content Details	Quantity	Weight (KG)	Value (HKD)
<input type="checkbox"/> Skincare product Additional Info.			
<input type="checkbox"/> Toy Additional Info.			
<input type="checkbox"/> Clothes Additional Info.			
<input type="checkbox"/> Shoes Additional Info.			
<input type="checkbox"/> Stationery Additional Info.			
<input type="checkbox"/> Accessories Additional Info.			
<input type="checkbox"/> Health care product Additional Info.			
<input checked="" type="checkbox"/> BOOK	2	1	100

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Sender's instructions

Sender's instructions in case of non-delivery. *

Return this parcel to the sender by the most appropriate means (air mail or surface mail). The sender shall pay for the

(1) charges incurred in returning the parcel (the charges will be collected by Hongkong Post on behalf of the destination postal administration)[#]

(2) Treat this parcel as abandoned

[#]The postal administration at the destination shall arrange for the return of the parcel by the most appropriate means in use, either by air or by surface.

*Required Field

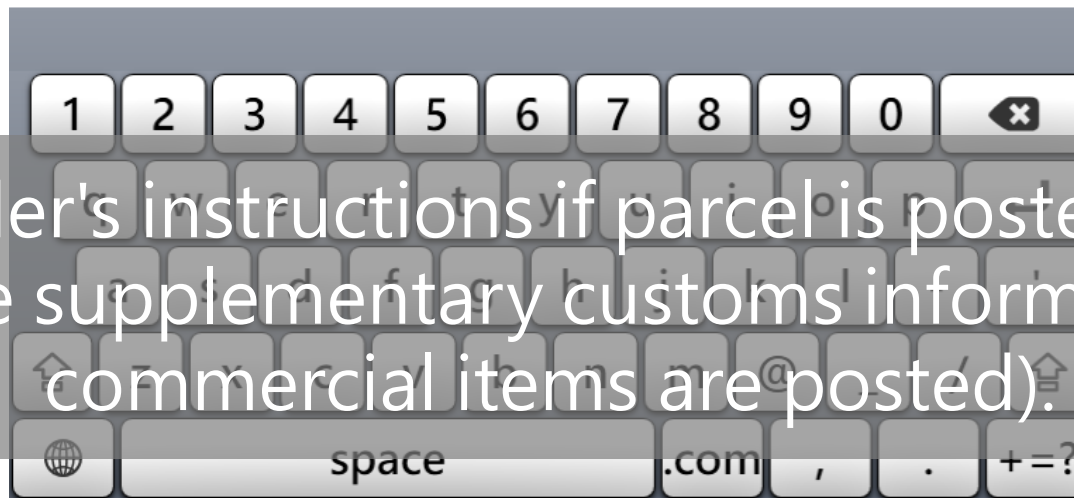
Supplementary information for customs declaration forms (commercial items only)?

YES NO

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Select sender's instructions if parcel is posted, and then provide supplementary customs information (if commercial items are posted).





Supplementary customs information

(Page 1, Total 2 Pages)

Sender's Customs Reference

Importer's Reference
(If known) (tax code / VAT No./ importer code - optional)

Importer's Telephone Number
(If known)

Importer's Fax Number
(If known)

Importer's Email Address
(If known)

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More



Supplementary customs information

(Page 2, Total 2 Pages)

Comments
(e.g.: goods subject to quarantine, sanitary / phytosanitary inspection or other restrictions)

Licence

Certificate

Invoice #
(An invoice should be attached to each commercial item)

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Provide supplementary customs information (if applicable)



Information Entered

Name and address of sender

[Edit](#)

CHAN TAI MAN
RM 301, 3/F, HO FAT BUILDING, 231
CASTLE PEAK ROAD, CHEUNG SHA WAN
Hong Kong SAR

Telephone number : 22222222

Name and address of addressee

[Edit](#)

Noah O De Boos
96 Chunningham Street
MEANDARRA
4422
Destination : Australia (WA)
Telephone number :
E-Mail :

Category of item : Gift

[Edit](#)

Detailed description of contents	Net Weight	Value	Quantity	HS tariff number	Country of origin of goods
1 BOOK	1.000	HKD 100.00	2		
Total weight 1.000 kg			Total value HKD 100.00		

Sender's instructions in case of non-delivery

[Edit](#)

Return this parcel to the sender by the most appropriate means (air mail or surface mail).
The sender shall pay for the charges incurred in returning the parcel (the charges will be

Supplementary customs information

[Edit](#)

Sender's Customs Reference :

XAT1212415
Importer's reference (maximum 47 alphanumeric code)
GAS1212511

Importer's telephone/fax/e-mail :

Comments :

Licence No (s) :

After checking the entered information, click Submit to complete the data entry procedure.

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Print Posting Label

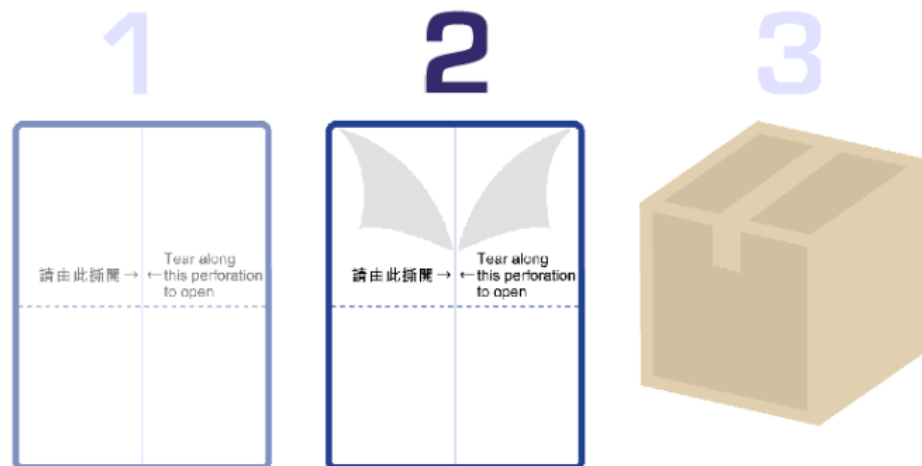


The self-service station will print the posting label which can then be collected at the printer exit.

Next(5)

Print Posting Label

Please affix the posting label on the mail item



The mail item can be posted at the counter after the label is being affixed properly.

Complete and Exit(11)

End