

MAILING SERVICE REQUEST FORM

Form III

Categories

Fax: 2543-6271 Tel: 2543-8913

(Please refer to Notes 3 & 4 and ✓ in the appropriate box)

E-mail: info@jcihk.org

1. JC (NOM or LOM) Project	
2. JCIHK (NOM) Supporting Project	
3. Non-JC Charitable Organization Project	
Project / Publication Name:	

Applicant Name:	Chapter:
Position:	
Tel. No. (Off. / Mobile):	E-mail:
Circular Arrival Date:	Time:
Total Copy of Circular:	Mailing Date (please refer to year plan):
Signature:	Application Date:

Notes:

1. Total copies of circular to be posted is 1,990 (as of Jan 2026)
2. All requests for mailing service are subject to approval by JCIHK. **Mailing dates as announced by NSG are for indicative purpose only. In order to reduce the operating loss, we expect at least 3 publications for each mailing date. Circular / Publication will continue to be received before the actual mailing date.**
3. Category 2 and 3 are usually free of charges.
4. Category 1 is subject to fee schedule as below:

Category 1	Any pages up to 25g:	HK\$2,854.5
	Any pages up to 40g:	HK\$4,669
	Any pages up to 90g:	HK\$6,946
	Any pages up to 230g:	HK\$10,345

Office Use:

Debit Note No.: _____ Amount: _____