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申請人應仔細校對印刷稿，然後填寫回條及簽署作實；並根據回條上的指示，在指定限期前將印刷稿連同所需費用交回政府物流服務署。稿件祇供校對一次。

如申請人未能在指定限期前交回印刷稿，將視作撤銷刊登公共啟事處理，惟申請人仍須繳交全部有關費用。收費表刊載於憲報第 6 號副刊的封面內頁及政府物流服務署網頁內。費用並不包括知識產權署或公司註冊處等其他政府部門的收費。

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