## APPLICATION FOR NEW MAIL DELIVERY SERVICE



## P O BOX PRIVATE BAG

FOR WHAT PURPOSE DO YOU APPLY FOR THE SERVICE?

## **CLIENT PARTICULARS**

BOX / PRIVATE BAG NUMBER		 
COLLECTION POINT / NAME OF POST OFFICE		
POST CODE		
ID NUMBER / PASSPORT NUMBER		
SURNAME		
DIALLING CODE AND TELEPHONE NUMBER (HO	DME)	
DIALLING CODE AND TELEPHONE NUMBER (W		
CELL PHONE NUMBER		
E-MAIL ADDRESS		 
BUSINESS REGISTRATION NUMBER		
NAME OF BUSINESS / ORGANISATION		
DIALLING CODE AND TELEPHONE NUMBER		
DIALLING CODE AND FAX NUMBER		
PHYSICAL ADDRESS		
PHYSICAL ADDRESS    I		
PHYSICAL ADDRESS	Ade available to clients / business	Image:
PHYSICAL ADDRESS	Ade available to clients / business	Image: Date stamp

## TERMS AND CONDITIONS OF RENTING POSTBOX/PRIVATE BAG

- 1. Rental applies from 1 January to 31 December of each year and is payable before 31 December. A part of a calendar quarter is regarded as a full quarter.
- Transfer of rights from one post office to another is subject to approval in writing by the post office and the availability of a postbox at the new post office. Payments must be settled within 21 (twenty one) days from the date of allocation of the postbox. Failure to comply will result in the service being forfeited, and postboxes/private bags closed down.
- 3. Transfer of box rights from one renter to another will only be considered in case of a *bona fide* change of business or for other valid reasons, at the discretion of the Post Office.
- 4. Anyone trading under two or more names are required to rent a postbox/private bag in each name. Any group of companies under joint management are required to rent a seperate postbox/private for each company. Two or more individuals or companies should not rent a postboxjointly, unless they are business partners or are permitted in writing by the Post Office.
- 5. Mail delivered incorrectly or accidently addressed to a wrong postbox must be marked "not for box" .........." and reposted immediately. Should the renter transgress or flagrant neglect is shown by the renter or the key holder in that such mail is detained or delayed, the postbox may be forfeited and the return of keys demanded.
- 6. The collection of mail over the counter is prohibited, except in exceptional circumstances where a key has been reported lost and arrangements have been made for a new lock to be installed. (The receipt issued by the post office for the installation of a new lock must be produced when collecting mail until the new lock has been fitted.)
- 7. Two keys are supplied on payment of a refundable key deposit and the rental fee (if applicable). On the service termination, both keys must be returned to the branch manager, whereafter the key deposit will be refunded. Lost keys must be reported to the branch manager so that the postbox can be fitted with a new lock. The renter is liable for the cost of a new lock and keys (enquire from branch manager).
- 8. No other locks except the locks supplied by the Post Office may be fitted to a postbox. The fitting of locks is solely the responsibility of the post office.
- 9. The renter must on demand pay for damage to his postbox and lock or damage to other postboxes or locks, if caused through his action or mission. If a renter refuses or fails to pay these expenses, the postbox may be forfeited and return of keys demanded. He may forfeit further rights to rent a postbox. Faulty locks are replaced free of charge, provided that both keys are returned to the branch manager.
- 10. The annual renewal notice must be completed and submitted annually for verification and/or change of information. Failure to submit the annual renewal notice and to pay the rental fee (if applicable) before 31 January every year will result in closure.
- 11. If the volume of mail necessitates this, the post office may request the renter to rent an additional postbox or a private bag.
- 12. Only mail for persons indicated on the application form for redirection of mail (available from the branch manager) will be redirected.
- 13. An application form must be completed fully and submitted at the post office for redirection of mail, change of address and/or termination of service. The applicable fee is payable for redirection of mail (enquire from branch manager).
- 14. Clients staying in areas where a street delivery service is impossible, for example; farms, agricultural holdings, rural and developing areas etc. are entitled to one free postbox at the nearest mail collection point or post office according to the post office demarcations.
- 15. A postbox/private bag rented may not be used under a false or fictitious name, for an indecent purpose, for re-mailing purposes aimed at deriving a financial gain or for any other unlawful or illegal purposes.
- 16. An annual rental fee is applicable to all second postal addresses. Postboxes are regarded as a second postal address in the following instances:
  - \* If a client lives in an area where there is a street delivery, but he prefers to make use of a postbox.
  - \* If a client lives in an area where postboxes are provided as a first postal address, but he prefers to make use of an additional box.
  - \* If a client already has an address box at a service point (post office or mail collection print) that is not closest to his residential address.
- 17. If a postbox is used as the first residential and business/organisational address, the business/organisational rate is payable.
- 18. The Post Office will be entitled to verify the information on the application form.
- 19. The Post Office will be indemnified against any damages or losses or claims that may arise from using allocated services. This includes special, indirect, consequential or exemplary losses/damages.
- 20. The renter choose his/her domicilium citandi et executandi at the address as reflected on the application form or at the postbox/private bag number allocated.
- 21. The Post Office reserves the right to summarily terminate this agreement and to discontinue a service to a renter with three days written notification to the renter in the event it is found the service is used for any unlawful or illegal purpose whatsoever in contravention with section 15-16 and schedule 1 of the Postal Services Act 124/1998, which the renter declares him/herself to be fully acquainted with.
- 22. These terms and conditions may be amended from time to time as the Post Office deems appropriate. Amendments will be published in the Post Office Guide and will apply to every postbox/private bag rented under these terms and conditions.