



Singapore Post Limited  
P.O. Box Section  
10 Eunos Road 8  
Singapore Post Centre  
#05-37 Singapore 408600  
Tel: (65) 6845 6224/5/6/7  
Fax: (65) 6842 3776  
(Reg. No. 199201623M)

**Post Office (P.O.) Box/ Locked Bag/ Window Delivery Service Application Form**

SingPost Contact Person: \_\_\_\_\_

- NOTES:** (1) Applicant will be informed of the outcome of application by mail.  
(2) Annual service fees is calculated from 1 April to 31 March of following year. Pro-rated fees would apply for shorter duration.  
(3) An application fee of \$10.70 (inclusive of GST) is payable by cash or cheque at the time of application.  
(4) The rights to the Services hereunder are not transferable from person to person, company to company or from one location to another.

**A. TYPE OF SERVICE REQUIRED (Please mark 'X' in box where appropriate)**

Type of Service Required (hereinafter referred to as "Service"):

- Post Office Box       Locked Bag       Window Delivery

Name of Branch at which Service is Required: \_\_\_\_\_

Service Required with Effect from: \_\_\_\_\_ (Please refer to Clause 3.5 of Service Terms and Conditions)

If service is not available at the Branch indicated above, this application is to be:

- Placed on the waiting list       Treated as cancelled       Considered for alternative Branch at: \_\_\_\_\_

**B. MODE OF PAYMENT (Please mark 'X' in box where appropriate)**

- Cash       NETS       Cheque No.       GIRO (for subsequent Service renewal only)

**C. FOR BUSINESS APPLICATION (Applicant must be an Authorised Officer)**

Company's Name (IN BLOCK LETTERS): \_\_\_\_\_

Company Address: \_\_\_\_\_

Singapore ( )

Telephone No.: \_\_\_\_\_

Correspondence Address (if different from above): \_\_\_\_\_

Registration Certificate No.

(Please attach copy of the latest Business Registration Certificate for verification)

Singapore ( )

Authorised Officer's Name:

\*(Dr/ Mr/ Miss/ Mrs/ Mdm/ Ms)

Authorised Officer's Residential Address: \_\_\_\_\_

Singapore ( )

Designation: \_\_\_\_\_

Contact No.:

Office: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Nationality: \_\_\_\_\_

NRIC/ Passport No.#: \_\_\_\_\_

Email: \_\_\_\_\_

**D. FOR PERSONAL APPLICATION**

Applicant's Name (as in NRIC/ Passport, IN BLOCK LETTERS)

\*(Dr/ Mr/ Miss/ Mrs/ Mdm/ Ms)

Residential Address: \_\_\_\_\_

Singapore ( )

Nationality: \_\_\_\_\_

NRIC/ Passport No.#: \_\_\_\_\_

Correspondence Address (if different from above): \_\_\_\_\_

Singapore ( )

Occupation: \_\_\_\_\_

Contact No.

Office: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**E. CONFIRMATION OF SERVICES**

- 1) We/ I hereby certify that the above particulars are true and correct.  
2) We/ I have read the General Terms and Conditions and P.O. Box/ Locked Bag/ Window Delivery Service Terms and Conditions and agree to abide by them.  
3) We/ I agree that upon acceptance of this order form, this document shall constitute a fully binding agreement between ourselves/ myself and SingPost.

Applicant's/ Authorised Officer's Signature \_\_\_\_\_

Date \_\_\_\_\_

Company's Stamp \_\_\_\_\_

\* Delete whichever is inapplicable.

# To be produced for verification

(if applicable)

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**ISSUANCE AND ACTIVATION OF SERVICE**

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\* We/ I acknowledge receipt to the Authority Card and P.O. Box key.

<b>Applicant's/ Authorised Officer's Signature</b>	<b>*NRIC/ Passport No./ Company Stamp</b>	<b>Date</b>
<b>Counter Officer's Signature</b> <small>(confirmation of acceptance of payment)</small>	<b>Name</b>	<b>Date</b>
<b>*Counter/ Delivery Officer's Signature</b> <small>(confirmation of activation of P.O. Box/ Locked Bag/ Window Delivery Service)</small>	<b>Name</b>	<b>Date</b>

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**FOR OFFICIAL USE**

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**A. Processing and Approval of Application**

Rental Fee : \$

Selection Fee : \$

<b>Service Number</b>	<b>Account Number</b>	
<b>Processing Officer's Signature</b>	<b>Name</b>	<b>Date</b>
<b>Approving Officer's Signature</b>	<b>Name</b>	<b>Date</b>
<b>B. System Update</b>		
<b>Updating Officer's Signature</b>	<b>Name</b>	<b>Date</b>

\* Delete whichever is inapplicable.