



Singapore Post Limited
 (Reg. No. 199201623M)
 Sales & Marketing
 10 Eunos Road 8,
 #05-07, Singapore Post Centre
 Singapore 408600
 Tel: 6845 8000
 Fax: (65) 6842 4879

**SMARTPAC DOMESTIC
 SERVICE ORDER CONFIRMATION FORM**

SINGPOST CONTACT PERSON:

A. CUSTOMER PARTICULARS

Company's Name:

Company's Address:

Singapore _____

Nature/ Type of Business:

B. ADDITIONAL CUSTOMER PARTICULARS (FOR NEW CUSTOMERS ONLY)

Company/ Business:
 Registration No: _____
 (Please attach copy of the latest Business registration Certificate for verification)

Are you a GST registered company?
 No

GST Registration Number: _____
 (Please provide this information if your company is GST registered)

Personal Identification:
 NRIC No.: _____
 (Please attach a copy of NRIC for verification)

| Customer Account Number. | Customer / Representative Name & Department: | Customer Designation: |
|--------------------------|----------------------------------------------|-----------------------|
| | | |

| Customer Contact Number: | Customer Fax: | Customer Email: |
|--------------------------|---------------|-----------------|
| | | |

| Address to Deliver Carton Boxes to: | Payment by cheque (for cash-term customers only): |
|------------------------------------------------------------------|---------------------------------------------------|
| Attention to: _____ Address: _____ Singapore _____ | Cheque No: _____ Issuing Bank: _____ |

* Delivery will be made only after cheque is cleared

| C. DISTRIBUTION | | | |
|-----------------------------------------------------|----------|-----------------|--------------|
| NO OF SMARTPAC DOMESTIC | QUANTITY | UNIT RATE (S\$) | Amount (S\$) |
| | | | |
| D. OTHER CHARGES | | | |
| DESCRIPTION | QUANTITY | UNIT RATE (S\$) | Amount (S\$) |
| - Lettershopping (Please state) | | | |
| - Others (please specify) | | | |
| - Others (please specify) | | | |
| Sub Total for other charges | | | |
| 7% GST | | | |
| Grand Total | | | |
| PLEASE PAY THIS AMOUNT (inclusive of 7% GST) | | | |

E. CONFIRMATION OF SERVICES

- 1) We/ I hereby certify that the above particulars are true and correct and that we are/ I am authorized/have obtained consent from all concerned to request for the services in this Application Form.
- 2) We/ I have read the General Terms & Conditions and SmartPac Domestic Service Terms & Conditions and agree to abide by them.
- 3) We/ I will abide by the conditions of service indicated in this Application Form.
- 4) We/ I agree that upon acceptance of this Application Form, this document together with the General Terms & Conditions and SmartPac Domestic Service Terms & Conditions shall constitute a fully binding agreement between ourselves/ myself and SingPost.

| | | |
|---------------------------------|------|-----------------|
| Authorized Customer's Signature | Date | Company's Stamp |
|---------------------------------|------|-----------------|