



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

Postmarking Service Application Form

SingPost Contact Person: _____

A. PARTICULARS

Company/ Individual's Name & Address Singapore (_____) Nature/ Type of Business: Industry Classification Code: _____ (Please see overleaf)		Company/ Business Registration No: _____ (Please attach copy of the latest Business registration Certificate for verification)	
		Personal Identification (For Individual Applicants only) NRIC No. _____ (Please attach a copy of NRIC for verification)	
		Agent No. : (For Insurance & Property Agent) _____	
Customer Contact Name: *(Dr/ Mr/ Miss/ Mrs/ Mdm/ Ms)		Customer Designation:	Department/ Division:
Customer Email:		Customer Contact No.: Office: _____ Mobile: _____	Customer Fax No.:

B. SERVICES REQUIRED

Frequency of Posting * Daily / Monthly / Quarterly / Others: _____	Payment Required Non refundable annual account maintenance fee of S\$30.00 . (Exclusive of GST and subject to prevailing GST)
Estimated Volume of Posting (Minimum quantity must be at least 100 pieces per posting or an administrative fee will be levied)	Current Account with SingPost Account No.: _____ Type of Service: _____
	Account No.: _____ Type of Service: _____

C. 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 Postmarking 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.

 Authorised Customer's Signature

 Date

 Company's Stamp

Note: Please allow one week for processing.

FOR OFFICIAL USE

- Approved/ Not Approved *
- Customer ID: _____
- Customer A/C: _____

Processing Officer's Name	Signature	Date

* Delete whichever is inapplicable.

INDUSTRY CLASSIFICATION

Communications/Logistics	Property
Code	Code
TP Warehousing & Logistics	PRO01 Property Developers / Agents
TP Telecommunications & Post	
TP Transport - Air	Retail
TP Transport - Land	Code
TP Transport - Marine	RET01 Apparel & Personal Effects
	RET02 Appliances / Articles & Equipment
	RET03 Furniture & Furnishings
	RET04 Medicinal / Pharmaceutical Products
	RET05 Retail- Others
	RET06 Office Apparatus / Computer & Related Accessories
	RET07 Transport Equipment & Accessories
	RET08 e-tailers
Construction	
Code	Service
CO Fittings / Fixtures	Code
CO General Construction Activities	SVC01 Advertising
CO Structural / Mechanical Engineering	SVC02 Computer
	SVC03 Consultancy &
	SVC04 Education
	SVC05 IT Services
	SVC06 Entertainment
	SVC07 Healthcare &
	SVC08 Printing &
	SVC09 Service -
	SVC10 Optical Related
	SVC11 Travel Agencies
	SVC12 Events & Exhibition Organisers
	Utilities
	Code
	UTL01 Electricity / Gas / Water
	Wholesale
	Code
	WHO0 Agricultural Produce
	WHO0 Apparel & Personal Effects
	WHO0 Chemicals & Chemical Products
	WHO0 Construction Materials, Hardware / Plumbing
	WHO0 Electrical & Electronic
	WHO0 Food & Beverages
	WHO0 Furniture & Furnishings
	WHO0 Wholesale- Others
	WHO0 Machinery & Equipment
	WHO1 Medicinal / Pharmaceuticals Products
	WHO1 Solid / Liquid / Gaseous Fuels and Related
	WHO1 Office Apparatus / Computers
	WHO1 Transport Equipment & Accessories
	WHO1 Wood & Paper Products
	Others
	Code
	OTH01 Accounting Firms
	OTH02 Law Firms
	OTH03 Societies, Clubs & Non-Profit Organisations
	OTH04 Foreign Entity / Consulate
	OTH05 Religious Organisations