



MY MAIL BOX SERVICE APPLICATION FORM

SingPost Contact Person:

IMPORTANT NOTES:

1. After successful application at Post Office, My Mail Box number shall be issued with receipt confirmation. A letter of service activation with the assigned My Mail Box number will be sent to you subsequently via email (if any) or post to your linked local residential/company address.
2. Prior to application, the Customer is responsible to ensure that My Mail Box address is fit to the purpose of their requirements. Please note that this service is non-transferrable and subscription fee is strictly non-refundable.
3. For corporate application, please note that applicant must be an Authorized Officer. A Business Registration Certification as well an authorization letter bearing the entity's name and rubber stamp and must be duly signed by any manager, director, or partner of the entity must be submitted along with the application form.
4. Payment can be made via **CASH, NETS and CREDIT CARDS**.

(Field marked with * is mandatory)

A. APPLICATION TYPE* (Please mark 'X' in box where appropriate)

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

RESIDENTIAL

CORPORATE

Service Start Date*:

(Service start date must be within 7 days from date of application)

Service Duration*:

1 Year

2 Years

B. FOR RESIDENTIAL APPLICATION

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

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

Contact Details:

Mobile*:

Occupation:

Email*:

Nationality:

Residential Address as stated in NRIC / Passport*:

Singapore ()

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

Company's Name* (IN BLOCK LETTERS):

Registration Certificate No.*:

Authorised Officer's Name*:

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

Contact Details:

Mobile*:

Office:

Email*:

Fax:

Designation:

Nationality:

Company Address*:

Singapore ()

D. To indicate below if local residential/company address to be linked to My Mail Box service is different from address stated under Section B or C

My Mail Box linked Local Residential/Company Address:

(if different from above)

Singapore ()

E. AGREEMENT BY CONTRACTING PARTY

1) I hereby certify that the above particulars are true and accurate.

2) I agree that the contract between SingPost and me for the supply of services by SingPost shall comprise the following documents:

- (a) This executed Service Application Form for this service;
- (b) SingPost's General Terms and Conditions;
- (c) SingPost's Service Terms and Conditions applicable to this service; and

The above-mentioned documents shall be collectively referred to as "Contract Documents" in this Form and are available on SingPost website.

3) I agree that upon acceptance of this application form, this document shall constitute a fully binding agreement between myself and SingPost. By signing on the consent below, I confirm that I agree that SingPost shall not be liable for any omissions, false or incorrect information given by me under this application and I will indemnify the SingPost for any claims arising from this application.

Name of Applicant

Signature of Applicant/Authorised Officer & Date

Rubber stamp imprint
(For Corporate customer only)