

SingPost Sales Person : _____ Department : _____

PART A : APPLICANT'S ORDER FORM

Instructions : Applicant to fill in Part A when ordering; and Part D to acknowledge receipt.

Applicant's Name ¹ :		NRIC / Reg. No. ⁴ :	
Applicant's Authorized Representative ² :		Contact No. :	
Applicant's Account ³ :		Fax No. :	
Address to Deliver Envelopes to :		Email :	
		Postal Code :	

Types of Organisation : (Delete where applicable) SME⁵ / Large

S/No	Orders - Type of Envelope	Quantity	Unit price	Grand Total
A	A.M. Mail - Letterbox		\$ 2.90	\$ -
B	A.M. Mail - Doorstep		\$ 4.40	\$ -
	Grand Total			\$ -

Payment : By cheque ** **Cheque No. :** _____ **Name of Bank:** _____

** For non-corporate Applicants only
** Cheque payments must be cleared first before delivery of Order can be made

PART B : FOR OFFICIAL USE

For official Use - Philatelic

S/No	Orders Issued	Total Qty
A	A.M. Mail - Letterbox	
B	A.M. Mail - Doorstep	
	Grand Total	

Payment Mode: Cheque Credit

Issued by : _____
Officer's name and signature

Date : _____

PART C : FOR OFFICIAL USE

For official Use - Mail Delivery

Delivery Base Managers verified that order information in Part B are correct.

Issued by : _____
Officer's name and signature

Date : _____

PART D : APPLICANT'S ACKNOWLEDGEMENT

Items received correct :

S/No	Orders Issued	Total Qty
A	A.M. Mail - Letterbox	
B	A.M. Mail - Doorstep	
	Grand Total	

⁶Signed by _____
for and on behalf of Applicant

(Company Stamp)⁷ _____

Date : _____

By your signature below, you, the Applicant agree and represent that:

- (a) the sale of A.M. Mail envelopes by SingPost is on the A.M. Mail Envelopes Order Service Terms and Conditions as set out above;
- (b) you have read all of the A.M. Mail Envelopes Order Service Terms and Conditions, and agree to abide by these terms and conditions; and
- (c) the particulars and matters inserted by you at Part A of this Order Form are true and correct.

⁶Signed by _____ (Company Stamp)⁷ _____ Date: _____
for and on behalf of Applicant

¹ If Applicant is a company, please insert company name.
² If Applicant is a company, please insert authorized company representative name and designation in company. If Applicant is an individual, please insert 'As above'.
³ Please complete this part if Applicant is an existing corporate customer of SingPost who has an existing credit arrangement with SingPost.
⁴ Please insert NRIC if Applicant is individual. Insert Company Registration No. if Applicant is a company.
⁵ SME refers to company with less than \$100 million of annual sales turnover OR less than 200 staffs.
⁶ If Applicant is individual, Applicant to manually print Applicant's name and to sign. If Applicant is company, Applicant's authorized representative to manually print name and to sign.
⁷ Not applicable if Applicant is an individual.
⁷ Applicant to insert company stamp if Applicant is a company. Not applicable if Applicant is an individual.

PART E: FOR OFFICIAL USE

For official Use - Mail Delivery

Staff Name: _____

Delivery Base: _____

A.M. Mail Envelopes Order Service - Terms and Conditions

1. Applicant shall ensure that the particulars and matters are clearly and accurately stated in the A.M. Mail Envelopes Order Form.
2. SingPost will use its reasonable efforts to deliver the A.M. Mail envelopes to the Applicant:
 - (i) within three (3) to five (5) Working Days after the date of SingPost's receipt of the A.M. Mail Envelopes Order Form from Applicant, if Applicant has an existing credit arrangement with SingPost; or
 - (ii) within three (3) to five (5) Working Days after the date SingPost obtains confirmation of the bank's clearance of the Applicant's cheque, if Applicant does not have an existing credit arrangement with SingPost.
 In these terms and conditions, "Working Day" shall mean any day falling on Monday to Friday, except Saturdays, Sundays, public holidays in Singapore and eve of Lunar New Year.
3. Applicant who does not have an existing credit arrangement with SingPost must make full payment of the purchase of A.M. Mail envelopes (including any delivery charge and/or handling fee) by way of a bank cheque (drawn in favour of Singapore Post Limited) which shall be sent to SingPost at the following address:

A.M. Mail Officer-In-Charge

Singapore Post Ltd
10 Eunos Road 8 #05-07
Singapore Post Centre
Singapore 408600

For the avoidance of doubt, SingPost's credit terms and conditions shall apply to Applicant with existing credit arrangement with SingPost.

4. An additional delivery charge of Singapore Dollar Ten (S\$10) inclusive of GST shall be payable by Applicant for the delivery of the A.M. Mail envelopes to the Applicant. For any purchase order of above fifty (50) A.M. Mail envelopes, SingPost will waive such delivery charge.
5. An additional handling fee of Singapore Dollar Ten (S\$10) inclusive of GST shall be payable by the Applicant for any request for delivery of A.M. Mail envelopes to the Applicant less than the 3 Working Days mentioned in clause 2 above Provided Always that at least one (1) Working Day is required by SingPost for such delivery.
6. SingPost's liability for any damages or loss whatsoever to the Applicant in contract, tort (including negligence) or otherwise whosoever and whatever the cause thereof, arising by reason of or in connection with the A.M. Mail envelopes order service, shall be limited to and be no more than the provision of three (3) free A.M. Mail envelopes to the Applicant. For the avoidance of doubt, SingPost shall not be liable to pay the Sender any monetary compensation whatsoever. SingPost shall not in any case be liable for indirect or consequential loss or damage (including but not limited to loss of profits, business, anticipated savings).
7. SingPost shall not be liable for any loss or damage arising from its failure to perform any of its obligations herein if such failure is the result of circumstances outside its control including but not limited to the outbreak of war, any governmental act, act of war, explosion, accident, civil commotion, riot, industrial dispute, strike, lockout, stoppages or restraint of labour from whatever cause, whether partial or general, weather conditions, traffic congestion, mechanical breakdown, obstruction of any public or private road or highway or any other force majeure, fire, flood or any other act of God.
8. A person who is not a party to this contract has no rights under the Contracts (Rights of Third Parties) Act (Cap.53B) of the Republic of Singapore to enforce any terms of this contract.

¹ If Applicant is a company, please insert company name.

² If Applicant is a company, please insert authorized company representative name and designation in company. If Applicant is an individual, please insert 'As above'.

³ Please complete this part if Applicant is an existing corporate customer of SingPost who has an existing credit arrangement with SingPost.

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Not applicable if Applicant is an individual.

⁷ Applicant to insert company stamp if Applicant is a company. Not applicable if Applicant is an individual.