



Singapore Post Limited
 (Reg. No. 199201623M)
 Franking Section
 10 Eunos Road 8
 #05-37, Singapore Post Centre
 Singapore 408600
 Tel: 1605
 Fax: (65) 6842 3776

POSTAL FRANKING DOCKET

Note: This docket must be submitted by the second day of the following month. One docket must be submitted for each machine, whether it is in use or not. All submitted dockets will be retained by SingPost. Please return dockets to SingPost in an enclosed envelope. No postage stamp is needed.

Permit Holder's Name, Address & Contact Number				Permit No.	Identity Die No.	
					Month	Year
Date	Postal Purposes			Non-Postal Purposes * (Stamp Duties, Receipts, etc.)	Totalisator (Ascending Meter) Reading	
	Local Mail * (excluding misfranked) (1)	Foreign Mail * (excluding misfranked) (2)	Total Amount * (Misfranked for Local and Foreign Mail) (3)			
	\$	\$	\$	\$	b/f	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL					End of Month Credit Balance*	

* Please add columns (1), (2), (3) and (4) and record "End of Month Credit Balance".

We certify that the above particulars for the above described franking machine are correct and agree to indemnify SingPost against all actions, proceedings, suits, claims, costs (including legal costs on a full indemnity basis), expenses and liabilities (including fines and penalties) which SingPost may incur as the result of any incorrect information provided.

Signature of Authorised Officer

Designation of Officer

Company Stamp

Date