



Franking Service Terms & Conditions

1 DEFINITIONS

- (i) "Franking Machine" means the machine which is able to perform the Service, for which SingPost has issued a Permit to the Permit Holder;
- (ii) "Permit Holder" means the successful applicant of the Service;
- (iii) "Service" means the franking service provided by SingPost which imprints an impression on postal items showing the date of posting and value of postage paid, in place of postage stamp;
- (iv) "The Permit" means the permit issued by SingPost to the Permit Holder for use of a Franking Machine; and
- (v) "Working day" means any day from Monday to Friday (excluding public holidays).

2 FRANKING MACHINE PERMIT

- 2.1 The Permit Holder may purchase a Franking Machine from any approved franking machine agent listed at SingPost's website, which list may be amended by SingPost from time to time at its sole discretion.
- 2.2 The Franking Machine agent, upon completion of checks to its satisfaction, would provide a Certificate of Good Condition for the Franking Machine.
- 2.3 The Franking Machine agent may assist in application for the Permit.
- 2.4 SingPost may issue a Permit to a successful applicant, at its sole discretion.
- 2.5 The Permit is only issued to a person who is of full age and legal capacity or to a business organization registered with the Accounting and Corporate Regulatory Authority of Singapore. It is unlawful to use a Franking Machine without a Permit issued by SingPost.
- 2.6 The Permit Holder shall be fully responsible for the usage, physical and functional conditions of the Franking Machine.
- 2.7 The Permit is not transferable.
- 2.8 The Permit Holder shall be fully responsible for any liability associated with, or due to the improper use or loss of the Franking Machine, including but not limited to fraudulent use thereof.
- 2.9 The Permit Holder shall use the Franking Machine only for franking its own postal items and not for franking postal items for any other entity or person. The Permit Holder may use the Franking Machine to frank postal items belonging to the Permit Holder's subsidiaries and/or related companies, with prior written approval from SingPost. The Permit Holder shall submit documentary proof evidencing the relationship between itself and its subsidiaries and/or related companies to the satisfaction of SingPost, not less than fourteen (14) days prior to commencement of usage in this manner.
- 2.10 The date impression franked on the postal items must bear the actual date of posting. If the date impression franked on the postal item bears an inaccurate date, the postal item will be returned to the Permit Holder. When posting franked postal items, the Permit Holder shall ensure that the franked postal items are properly bundled with the "front" of each of the postal items in each bundle facing the same direction. The Permit Holder shall also ensure that the rubber bands or tie holding the bundles are not removed.



- 2.11 SingPost reserves the right to withdraw or cancel the Permit for any Franking Machine which has not been re-valued or topped up for more than three (3) months or if the Permit Holder fails to submit a Certificate of Good Condition required in accordance with Clause 7 within sixty (60) days from being notified by SingPost.
- 2.12 SingPost reserves the right to carry out inspection of the Franking Machine at the Permit Holder's premises from time to time, to ensure that the Franking Machine is in good working condition and that the Permit Holder is in compliance with all usage and security measures. SingPost shall give the Permit Holder seven (7) days' prior written notice of inspections.

3 POSTING OF FRANKED POSTAL ITEMS

- 3.1 Any franked items meant for Express Delivery, Speedpost Islandwide, Speedpost Worldwide or Registered Article Service must be handed over to SingPost's counter staff at the post office.
- 3.2 Franked postal items may be posted at all SingPost post offices.
- 3.3 Where SingPost has issued mail bags for the Permit Holder's use for carriage of the franked postal items, the Permit Holder shall not use the mail bags for any other purpose other than to carry the franked postal items to SingPost's post offices to effect the posting of the franked postal items.
- 3.4 The Permit Holder shall not part with possession of the mail bags for any reason whatsoever.
- 3.5 The Permit Holder shall return all un-usable, worn or torn bags to SingPost for its disposal.

4 FRANKING IMPRINT

- 4.1 The franking imprint on the franked postal items must be in red fluorescent ink.
- 4.2 The postage value and date impressions must be accurate, legible and complete.
- 4.3 The postage value and date impression must be franked on the top right hand corner of the envelopes or on the "surface" of the parcels and packets showing the recipient's address.
- 4.4 The name and return address of the sender must be indicated on the top left-hand corner of the envelope, or at the back of the envelope.
- 4.5 For parcels and packets, the Permit Holder can purchase franked labels from SingPost's post offices or from SingPost's authorised agents. The franked labels must be affixed at the top right hand corner of the "front" of the postal items.
- 4.6 Please refer to Appendix I for mail quality tips.

5 MONTHLY FRANKING DOCKET

- 5.1 The Permit Holder is required to submit a monthly franking docket to the Franking Section of SingPost by the second working day of the following month, regardless of whether the Franking Machine has been in use. The monthly franking docket forms are available free of charge from any SingPost post office or may also be obtained from SingPost's website. SingPost will also accept submission of clear photocopies of the franking docket.



- 5.2 The Permit Holder shall ensure that the monthly franking docket submitted clearly indicates the respective postage used for local, overseas and other postal services (i.e. Registration, Certificate of Posting etc), as well as the credit balance (if any).
- 5.3 Upon submission of the monthly franking docket, SingPost shall provide the Permit Holder with a monthly tax invoice. The Permit Holder may apply for Goods and Services Tax (“GST”) rebate from the Inland Revenue Authority based on amount of franked postage for local postal items only (where applicable). The Permit Holder should retain this tax invoice. Duplicate copies of the tax invoice are available upon payment of an administrative fee of Singapore Dollars Ten (S\$10.00)* per copy.

6 REFUND OF MISFRANKED IMPRESSION/LABELS

- 6.1 The Permit Holder can apply for a refund of franked covers/labels that are incorrectly franked and not transmitted through the post. Such refunds are subject to the following conditions:-
- a) SingPost’s receipt of a written letter from the Permit Holder requesting for refund, within one (1) month from the date of impression;
 - b) the whole envelope, cover, wrapper or label must be presented together with the written letter;
 - c) requests for refund for postal items bearing sender’s name other than that of the Permit Holder without Singapore Post’s prior written approval, will not be considered
 - d) refunds will only be by way of a cheque, made payable to the Permit Holder; and
 - e) SingPost reserves the right not to make any refunds due to illegible, unclear or incomplete franking impressions.
- 6.2 Where SingPost approves the refund, the Permit Holder shall pay an administrative charge as follows:
- a) for refund of misfranked impression/labels below the postage value of Singapore Dollars Two Hundred (S\$200.00), an administrative charge of Singapore Dollars Ten (S\$10.00)* shall apply.
 - b) for refund of misfranked impression/labels above the postage value of Singapore Dollars Two Hundred (S\$200.00), an administrative charge of 5%of the postage value plus prevailing GST shall apply.

7 SUBMISSION OF CERTIFICATE OF GOOD CONDITION

- 7.1 The Permit Holder must submit to SingPost a Certificate of Good Condition of the Franking Machine from an approved agent, confirming the operational worthiness of the Franking Machine:
- a) when applying for the Permit; and
 - b) subsequently once every two (2) calendar years, whether or not notified by SingPost to do so.
- 7.2 For electronic Franking Machines, the Permit Holder shall present the Franking Machine meter to the agent for servicing and certification. After certifying that the Franking Machine and meter is in



good working condition, the Franking Machine shall be returned to the Permit Holder upon re-activation by the agent.

- 7.3 For mechanical Franking Machines and meters with security seals, the Permit Holder shall present the Franking Machine and the accompanying record card at any SingPost post office for recording of the meter readings prior to certification by the agent. After certification, the Certificate of Good Condition with the Franking Machine and record card shall be re-submitted to the post office for sealing of the meter and for re-activation.

8 CANCELLATION OF PERMIT AND DISPOSAL OF FRANKING MACHINE

- 8.1 The Permit Holder may terminate the Service and apply to cancel the Permit. The Permit Holder shall submit a written termination letter together with the following:

- a) For electronic Franking Machines, the meter record card
- b) For mechanical Franking Machines, the Franking Machine and the meter record card,

to:

Raffles Place Post Office
10 Collyer Quay
#B1-11 Ocean Financial Centre
Singapore 049315

or

General Post Office
10 Eunos Road 8
#01-123/124/125, SingPost Centre
Singapore 408600

- 8.2 For a full refund of the unused credit in electronic Franking Machines which are in operating condition, the Permit Holder shall frank all the unused credits in a single or multiple impressions and present the impressions to SingPost together with the Permit Holder's termination letter. Upon satisfactory verification, SingPost shall refund the unused credit.
- 8.3 For electronic Franking Machines that are damaged beyond repair, and which cannot be used further, SingPost reserves the right to reject any doubtful and/or unsubstantiated claim for unused credit. Once the refund of the unused credit has been approved, the data chip in the electronic Franking Machine must be removed from the Franking Machine by the agent and handed over to SingPost for disposal.
- 8.4 For mechanical Franking Machines with security seals, the identity die from such mechanical Franking Machines shall be removed by the agent.
- 8.5 Each Franking Machine for which the Permit has been cancelled shall be removed by the Permit Holder from SingPost's premises within seven (7) days of the cancellation of the Permit for the Permit Holder's disposal. SingPost offers a disposal service for an additional cost of Singapore Dollars Twenty (S\$20.00)* per Franking Machine. In the event that such Franking Machines are not removed by the Permit Holder within the specified time, SingPost reserves the right to dispose the Franking Machines without compensation to the Permit Holder, and the cost of such disposal shall be borne by the Permit Holder.

9 CONDITIONS FOR TOP-UP

- 9.1 For electronic meters with remote-setting facilities, top-ups can be re-set remotely via phone, fax or the internet. The Permit Holder need not present the Franking Machine at any SingPost post office. Upon receiving the personal identifier number for the top-up, the Permit Holder shall re-value or top-up the credits immediately and in full.



- 9.2 For existing mechanical meters (with a value card), the meter and record card must be presented to the designated SingPost post office for re-setting.
- 9.3 For existing mechanical meters (without a value card), the meter and record card may be presented to any SingPost post offices for re-setting.
- 9.4 For a Franking Machine that has to be manually topped-up at the post office, the meter and record card must be presented to any SingPost post office on the list at SingPost's website at www.singpost.com for re-setting.

10 ADVERTISING SLOGAN IMPRESSIONS

- 10.1 The Permit Holder shall obtain prior the written approval of SingPost to use a slogan impression in any advertisement.
- 10.2 The approval of any slogan impression shall be at SingPost's sole discretion.

11 LIABILITIES OF THE PERMIT HOLDER

Fraudulent/Improper Use of Franking Machine

- 11.1 The Permit Holder shall be liable to indemnify and keep SingPost indemnified in full against any loss in postage/revenue arising from the fraudulent or improper use of a Franking Machine or the failure of a meter to record accurately the value of an impression made by the Franking Machine.

Loss or Damage to Franking Machine

- 11.2 In the case of loss or damage of the Franking Machine due to theft, fire or flood, the Permit Holder shall inform SingPost within seven (7) working days of the event. The Permit Holder shall lodge a police report promptly, and a copy shall be extended to SingPost.
- 11.3 SingPost reserves the right in its sole discretion whether to refund any unused credit left at the time of occurrence of the fire or flood, upon verification of the unused credit.
- 11.4 In the event of loss, theft or misuse of the Franking Machine, SingPost will not provide a refund for any unused credit in the Franking Machine.
- 11.5 Notwithstanding anything contained herein, the Permit Holder shall be liable to indemnify and keep SingPost indemnified in full against any loss in postage/revenue arising from the loss or damage to the Franking Machine.
- 11.6 In case of damage or breakdown of the Franking Machine, Permit Holder shall contact the agent as soon as possible for repair, determination of the cause of problem, and to verify the meter readings if necessary.

12 TERMINATION BY SINGPOST

- 12.1 SingPost reserves the right to immediately suspend, revoke or otherwise deal with the Permit and/or to immediately suspend or terminate the Service if:
 - a) there is any breach by the Permit Holder of any of the terms and conditions herein and SingPost has given fourteen (14) days' notice of such breach and the Permit Holder has failed to rectify such breach within that time; or



- b) in the event of the Franking Machine does not operate accurately and the meter fails to record accurately the value of an impression made by the Franking Machine.

13 ENTIRE AGREEMENT

- 13.1 The Permit Holder shall be bound by and shall fully observe and comply with all the SingPost General Terms & Conditions as well as such other terms and conditions as may be agreed between SingPost and the Permit Holder. The rights and protections conferred on SingPost under these Franking Service Terms and Conditions shall be additional to the rights and protections conferred on SingPost under the SingPost General Terms & Conditions and any other terms and conditions as may be agreed between SingPost and the Permit Holder. In the event that any of these Franking Service Terms & Conditions are inconsistent with the SingPost General Terms & Conditions, these Franking Service Terms & Conditions set out herein shall prevail.

14 ENQUIRIES

- 14.1 For further enquiries on Franking Machines and the Service, please contact SingPost at the following:

Phone: 1605; or

Fax: 6842 3776; or

Write to:

Singapore Post Limited
Franking Section
10 Eunos Road 8
#01-38A Singapore Post Centre
Singapore 408600

**All charges stated herein are exclusive of Goods and Services Taxes ("GST") and are subject to prevailing GST.*

APPENDIX I: MAIL QUALITY TIPS

To ensure that the postal article reaches the recipient safely and quickly, the Permit Holder shall comply with the following basic DOs and DON'Ts:

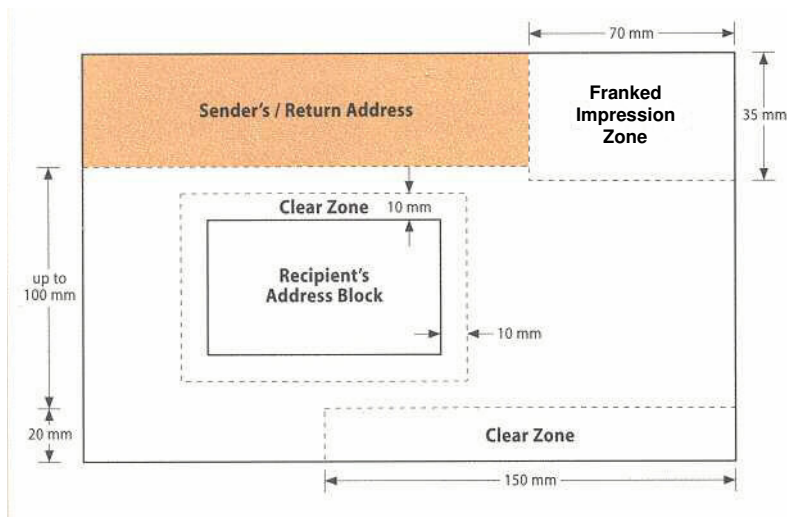
DOs:

DO frank impressions on the top right corner

DO address clearly, correctly and completely within section indicated as “Recipient’s Address Block”

DO use the correct 6-digit postal code

DO use white or very light coloured envelopes



DO seal on all sides

DO use standard-size envelopes :

C6 : 114 mm X 162 mm

DL : 110 mm X 220mm

C5 : 162 mm X 229 mm



DON'Ts:

DON'T enclose stiff objects

DON'T use coloured envelopes

DON'T print any wordings within the clear zone designated for barcode printing by SingPost for sorting purposes

DON'T staple