



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

**MY MAIL BOX (RESIDENTIAL) SERVICE APPLICATION FORM**

SingPost Contact Person:

**A. FOR PERSONAL APPLICATION**

<b>Applicant's Name</b> (as in NRIC/ Passport, IN BLOCK LETTERS) <small>*(Dr / Mr / Miss / Mrs / Mdm / Ms)</small>	<b>Nationality:</b>	<b>NRIC / Passport No.# :</b> <small>(photocopy to be attached)</small>
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<b>Occupation:</b>	<b>Contact No.</b> Home: Office: Mobile:	<b>Email:</b>
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**Local Residential Address stated in NRIC / Passport:**

Singapore (            )

**Rate Table**

Subscription Period	Fee for 1st Year	Renewal Fee for Subsequent Year
1 Year	S\$100	S\$100

Note: All charges stated herein are exclusive of Goods and Services Taxes ("GST") and are subject to prevailing GST.  
Each My Mail Box subscription may be renewed up to a maximum of 2 years only

Please indicate  if the local residential address to be linked to My Mail Box is different from residential address stated in NRIC/Passport

**My Mail Box linked Local Residential Address:**  
(if different from above)

Singapore (            )

**Please take note:**

- 1) Applicants will get the My Mail Box Number within 5 (five) working days.
- 2) SingPost will mail the assigned My Mail Box number to successful applicants at the Applicant's local residential address
- 3) All mail will be sent to the My Mail Box linked local residential address.

**B. AGREEMENT BY CONTRACTING PARTY**

- 1) We/ I hereby certify that the above particulars are true and correct.
- 2) We/ I have read the General Terms & Conditions and My Mail Box Terms & 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.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

\* Delete whichever is inapplicable.  
# To be produced for verification

**FOR OFFICIAL USE**

**Processing and Approval of Application:**

(a) Subscription Fee:	\$ _____
(b) Renewal Fee:	\$ _____
Total	\$ _____