Singapore Post Limited
(Reg No. 199201623M)
Bulk Mail Centre
10 Eunos Road 8
#01-38, Singapore Post Centre
Singapore 408600
Tel : (65) 68456651
Fax: (65) 68412990

SMS Mail Service Application on Postage Paid Impression (PPI) Mail

A. Particulars

Company Name & Address of Applicant Singapore ( )		**PPI Permit No / Account No.: _____**	
Contact Name (Dr/Mr/Miss/Mrs/Mdm/Ms)	**Designation**	**Department/ Section**	**Telephone Number**
Email address	**Fax Number**	**Mobile Number**	

B. Services required (Please tick ONE of the appropriate boxes below and fill in the details required)

SMS Mail Service Selection

PPI Number		**Mail Type** ☐ **Small Packets** ☐ **Letters (including CC)**	**Item Status Summary Report Emails** ☐ **Yes, email address:** ☐ **No**
Trigger SMS ☐ **Yes** ☐ **No** **Remove**	**SMS Sender ID** **(to be reflected in SMS message)**	**Automate Item Status File Transfer** ☐ **Yes** ☑ **No**	**Pre-advise File Processing** ☐ **Yes** ☑ **No**
SMS Message (Maximum 256 characters)			

C. Confirmation and Acceptance of Terms and Conditions

1) We / I herby certify that the above particulars are true and correct and that we are / I am authorised / have obtained consent from all concerned to request for the Postage Paid Impression (PPI) SMS Mail Service ("SMS Mail Service").
2) We / I understand that this SMS Mail Service is an add-on service to the Postage Paid Impression Service that we/ I have subscribed to. Accordingly, we/I agree that the prevailing General Terms and Conditions and the Postage Paid Impression Service Terms and Conditions (collectively, the "Contract") (and such subsequent versions of the same as may be issued by SingPost from time to time) govern the SMS Mail Service. This application form is supplemental to and shall be read as an integral part of the Contract and shall be deemed incorporated in the Contract. Except to the extent expressly amended by this application form, the terms and conditions of the Contract shall remain in full force and effect.
3) We / I agree that upon acceptance of this application form, this document together with the Contract shall constitute a fully binding agreement between ourselves / myself and SingPost.
4) We / I agree to the delivery standards as stipulated above, based on the type of SMS Mail Service requested for under this application.
5) We / I agree that SingPost will only process our/ my application for the SMS Mail Service upon the receipt of this application form, which must be duly completed and signed. We / I will not lodge any mail for delivery under the SMS Mail Service until we / I have received SingPost's confirmation on its acceptance of our / my application.

_____ _____

Authorised Officer's Signature / Name | Company Stamp / Date

D. For Official Use

To be completed by Admin Staff

Date of customer request: _____

SMS Mail Service Request Activated: YES ☐

NO ☐

Approved by: _____

Signature & Date: _____