

PLEASE COMPLETE USING BLOCK CAPITALS

Our reference number:

## NAME YOU WISH THE BOX TO BE REGISTERED IN

## CUSTOMER DETAILS

Title ( <i>Mr, Mrs, Miss, Ms.</i> )	Full name	Company
Address		
Postcode		
Tel. (home)	Tel. (work)	Email

I wish to apply for a PO Box situated at: *(please tick)*

Envoy House

☐

Town Post Office

☐

Alderney

☐

Sark

☐

I confirm that I reside or carry out business at the address above

☐

I enclose a full list of additional addressees on an attached document

☐
There are *(insert number)*


additional addressees

I enclose the relevant fee of

£

for box rental and additional addressees for the period of 12 months.

## SIGNATURE

Date

*The acceptance of this application is subject to the service terms and conditions (overleaf), the current Customer Charter and Guernsey Post Limited's general services terms and conditions.*

Office use only

PO Box number

Guernsey Post ref:

# Terms and Conditions

- All fees will be invoiced in advance.
- The service is available for 12 month periods.
- The PO Box facility will be granted only for the permanent address in the Bailiwick at which an applicant resides or carries on business. A change of address must be notified to us.
- Subject to availability of boxes, there is no maximum number of PO Boxes per customer per permanent address.
- The box number and dedicated postcode will become part of the address and should be shown on the holder's letterheads, invoices, statements etc. Incorrectly addressed post may be delayed or returned to sender. The postcode used in the address should be that of the PO Box and NOT that of the holders' premises.
- Guernsey Post will not disclose the full address of the user of the PO Box to anyone requesting the information unless there is a legal requirement to do so, or disclosure is made under Section 29, Crime and Taxation, of the Data Protection (Bailiwick of Guernsey) Law, 2001.
- A key to the box will be issued to the holder so that only his or her representative may obtain the correspondence.
- A check card will also be issued as Special Delivery, Express and Signed For items will not be put into the box but will be handed over to the person presenting the card.
- It is essential therefore to safeguard the key and card against loss or misuse. This is the responsibility of the boxholder. If lost, a charge of £75 will be raised to replace the lock and issue a new key and card.
- To maintain optimum security, no additional keys or cards will be issued. However, the box holder may have additional keys cut at his or her expense. All keys and cards must be surrendered when the box is given up.
- Items may not be collected outside the normal opening hours specified on the previous page. Items must be collected at least once per month. We may treat an item that is not collected within that time as undeliverable in accordance with the undeliverable letter policy, outlined in 'Customer Information' in our Guide to Services.
- There is a chargeable 3 month notice period. During this period, or for up to 4 months after it, all the post may be redirected to a single address or another PO Box (see page 27 in our Guide to Services for Redirection service).
- After the expiration of any post redirection service following on from, or concurrent with, the notice period for the PO Box facility, all post received will be deemed to be undeliverable and either returned to sender or destroyed in accordance with our undeliverable post policy.

Please Note: We cannot offer redirection facilities unless the PO Box is closed. All items must be redirected to a single new address in that instance or to another PO Box. This arrangement can be maintained for a maximum of 4 months.

We reserve the right to refuse an application for a PO Box without explanation, to close the Box at any time, or to vary, change or amend all, or any of, the terms and conditions relating to PO Box facilities offered by us. Please contact our Customer Services for full details.

The set up charge for a new PO Box is £115.00

## PO Box annual fees:

Envoy House - Collection over the counter	£189.00
Envoy House - physical box	£315.00
Town Post Office	£220.50
Alderney	£126.00
Sark	£126.00

## Additional addressees annual fee:

First 10	£29.40 each
Next 90	£17.59 each
Next 400	£12.08 each
Next 250	£5.51 each
More than 750	No additional charges

Lost key fee      £75.00

*When Guernsey Post finds an additional addressee that has not been declared, we reserve the right to add them to the list and apply a fee of £50 for them for the remainder of the year of charge.*

## Privacy Notice

Please be assured that we will treat your personal information with the utmost care and will never sell it to other companies or use it other than as stated in our privacy notice. The personal information you provide us is used primarily to deal with your enquiries or provide the service and products you request. You can find further details of our privacy notice at [www.guernseypost.com/privacy-notice](http://www.guernseypost.com/privacy-notice)

**For further details contact Customer Services on 711720**