

Keepsafe Terms and Conditions (July 2020)

- Completion of the Application Form and use of the Service indicates agreement with these Terms and Conditions
- You must provide the following with your application form;
 - * Photo identification, i.e.: passport, driving licence or Photo ID card
 - * Proof of address, e.g. a recent utility bill (no more than three months old)
- Post can be held for more than one person at the same address, provided their details and signatures are included on the application form
- All types of post can be held for a maximum of six months
- Completed forms should be handed in or posted (including a copy of your photo ID and proof of address); with your payment; to Guernsey Post headquarters seven working days before the Keepsafe is required to begin
- A £15.00 set-up fee is included in the price of setting up a new Keepsafe instruction
- To extend the Keepsafe period beyond your original instruction, you need to submit a new form to us at least seven working days before the expiry date
- If you are unable to give seven working days notice for an extension, it may result in another £15.00 set-up fee being charged.
- Unless you specify otherwise, all your held post will be delivered on the first delivery day after the agreed period. Normal deliveries will also resume from that day.
- Businesses with multiple addresses will be quoted a price on application. Please contact Customer Services for further information