

# Keepsafe Application Form

PLEASE COMPLETE USING BLOCK CAPITALS

**Important:** Please read the terms and conditions overleaf



# Keepsafe

You can relax on holiday...  
we'll protect your post.

Details & Application Form



[www.guernseypost.com/keepsafe](http://www.guernseypost.com/keepsafe)



Is this an extension of a current Keepsafe? Yes  No

Please send completed forms including a copy of your photo ID and proof of address (see terms and conditions overleaf).

I request that all post addressed to:

Address	Postcode
Tel. (home)	Tel. (work)
	Email

be retained by Guernsey Post from     to     inclusive

**ALL PERSONS WANTING THEIR POST RETAINED MUST SIGN HERE** (A parent or guardian should sign for a child below the age of 16)

Title (Mr, Mrs, Miss, Ms.)	Initial	Surname	Signature

Your post will be delivered as addressed at the end of the period. If you return to your address before the date given, please let us know so that we can deliver your post in the normal way. You may have a considerable amount of post and require it to be delivered to an alternative address. Please provide details below.  
I request that all post be delivered to (must be a Bailiwick address):

Address	Postcode	Contact number
Total amount paid	£	You will receive notification of your Keepsafe service to your current address. <b>7 days notice should be given before you want Keepsafe to commence.</b>

**Privacy Promise** 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 promise. 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 promise at [www.guernseypost.com/data-protection-policy](http://www.guernseypost.com/data-protection-policy)  
**Guernsey Post Limited** Registered Office: Envoy House, La Vrangue, St. Peter Port, GUERNSEY GY1 1AA Tel: 01 481 726241 Fax: 01 481 712082  
[www.guernseypost.com](http://www.guernseypost.com) Registration number 38693

# Keep your personal information secure when you go on holiday with our Keepsafe service



Bank statements, credit card details, utility bills, private details. What are the chances of your personal information staying personal if your post is stolen while you're on holiday?

Letters on your doormat are an obvious sign that you're not at home, the office or school. Especially if you share a common entrance with other flats or businesses.

Keepsafe from Guernsey Post gives you complete peace of mind that your letters and correspondence are safe and sound.

From only £25.00 for two weeks, we'll look after your post for short periods while you're away - at any time of the year. Just give us 7 working days notice.

Keepsafe is easy to set-up and very flexible. We can hold post addressed to one or more individuals or everyone at your specified address from as little as 2 weeks up to a maximum of 6 months. Then we deliver it to your door when you return.

You'd cancel the milk.  
You'd cancel the papers.  
So why not cancel the post?



## How to apply for the Keepsafe service:

After carefully reading the Terms & Conditions below, simply fill in the attached Keepsafe form, making sure that everyone who wants their post kept safe signs the form. Take your completed form together with your payment (cheque, cash, debit card or postal order) to any of our branches with proof of ID and address.

### Set-up charges\*

Weeks	Cost
2	£25.00
3-4	£35.00
5-6	£45.00
7-12	£55.00
Up to 4 mths	£60.00
Up to 5 mths	£65.00
Up to 6 mths	£70.00

### Renewal charges

Weeks	Cost
2	£10.00
3-4	£20.00
5-6	£30.00
7-12	£40.00
Up to 4 mths	£45.00
Up to 5 mths	£50.00

\*Includes a non-refundable set-up fee of £15.00

**Terms & Conditions** Post can be held for a maximum of 6 months. Photo identification is required, i.e. passport, driving licence or photo ID card. Proof of address is required, e.g. a recent utility bill (no more than 3 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. 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 7 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 Guernsey Post at least 7 working days before the expiry date. If you are unable to give 7 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 addressees will be quoted a price on application. Please contact Customer Services for further information.