



# Private box application form

## The box

This box is for

Business

Personal

If business, please enclose a copy of your Isle of Man company certificate of registration or incorporation. If personal, please enclose a letter of explanation as to the purpose of the box with proof of identification and address

## Additional facilities

Please indicate any additional facilities that you require

letters not bearing the box number to be transferred to the box

mail addressed to the box to be delivered to the registered address

## The box holder

The box is to be in the name of

Applicant's address

Postcode

email

tel

The application is being made by (if different)

invoice address (if different)

Postcode

email

tel

Your name (and position for company applications)

signature

date

Please ensure that you have read the attached Conditions of Service.

Please send payment with this form to: **Mail Support, FREEPOST 1167, Postal Headquarters, Douglas, ISLE OF MAN, IM87 6DL.** Should you have any queries please contact **01624 698465.**

## For official use only

Allocated box number

Postcode

start date

payment received ref info

## Tariffs | Conditions of Service | Collecting Your Mail

### Tariffs

Standard Fee for a Private Box where mail is called for:-	
PERSONAL	£80.00 per annum
BUSINESS	£135.00 per annum

### In addition to the standard fee the following services are available on request:

A: Delivery of the mail to the box holders normal address:-

PERSONAL	£80.00 per annum
BUSINESS	£135.00 per annum

B: "Normally" addressed mail (ie not including the box no.) transferred to the box:-

PERSONAL	£80.00 per annum
BUSINESS	£135.00 per annum

### Conditions of Service

- Renting a box

### How can I rent a box?

You can only rent a box at the delivery office which delivers mail to the address given on the application form.

### How the box address appears

The box Postcode is different from your normal address Postcode. The box address can be shown in full or abbreviated:

#### Full address

Any Company plc  
PO Box xxxx  
1 High Street  
ISLE OF MAN  
IM99 1XX

#### Abbreviated with name

Any Company plc  
PO Box xxxx  
ISLE OF MAN  
IM99 1XX

#### Abbreviated name omitted

PO Box xxxx  
ISLE OF MAN  
IM99 1XX

If you have requested an abbreviated address this is how your details will appear on our Postcode Address File. If an abbreviated address is used, Isle of Man Post reserves the right to give the full address to any member of the public on request.

This service is provided under the relevant postal scheme in Section 28 of the Post Office Act 1969. We are not permitted to advise you on the provisions of the Act, and suggest you obtain legal advice if you think you may breach them.

## Collecting Your Mail

### Where to collect it

Normally you collect your box mail from the delivery office. We will give you an authority card that you will need to show as proof of identity each time you collect your mail.

### Times at which you can collect it

Anytime during office/counter opening hours.

### If you move to another address

If you move to another address with the same Delivery Town you should inform Mail Support, IOM Post of your change of address. If you move to another Delivery Town you will have to close the box. You will be able to redirect the box mail for up to 3 months if you wish.

### If you do not collect your mail

Mail should be collected a minimum of once a month. If you fail to collect your mail for 3 consecutive months in a row, we will have to cancel the box and all mail will be returned to the sender(s).

### Deliveries to your home or business address

Mail that you want delivered to your business or home should be addressed in the normal way. We will redirect it to your box only if you ask us to do so (see additional facilities on the application form).

### If you want to cancel the box

To cancel the box, you must give at least a month's written notice to Mail Support, FREEPOST 1167, Postal Headquarters, Douglas, ISLE OF MAN, IM87 6DL. We do not make refunds for boxes cancelled within the 12 months of which the fee has been paid. We reserve the right to withdraw the service without notice at our discretion.

### Misuse of the box

The box cannot be used:

- \* For any illegal or fraudulent purpose
- \* By anyone not living or working at the address you give us on this form

We reserve the right to withdraw the service if you breach any of the Conditions of Service. Once we have withdrawn the box, we will treat any incoming mail as undeliverable.

### Situations in which we may temporarily suspend the service

The service is not available on days on which mail is not being delivered.

We reserve the right to suspend it when postal services are suspended generally.