



SWAZIPOST

APPLICATION FOR PRIVATE POST OFFICE BOX

I, [BLOCK LETTERS]_____hereby
apply for a post box office at your office subject to the conditions printed on the back of this application, the box to be registered in my
name.

Preferred Area for Post Box:_____

Category (Please tick): Business

Residential

ID of applicant:_____

Tel:_____ Cell:_____

Email Address:_____

Physical address:_____

Signature of applicant:_____

Date_____ 20_____

For conditions of lease see over-page]

CONDITIONS OF LEASE

1. The renter of a private post office box will accept under the following conditions, and will forfeit all the rights by non-compliance or failure to carry out any of the rules hereinafter set forth. He will be held liable for the observance of the regulations, and no other person will be recognised in connection herewith.
2. Upon acquiring a private box, a key deposit of E30.00 will be paid by the customer together with the rental fee which shall be quoted by Postmaster, Rentals are payable in advance and are calculated to the 31st March of each year, any portion of a calendar quarter being considered as a full quarter.
3. A penalty fee will be charged for late payment. However, after 31st March the box will be locked for month and in April it shall be re-let to a new owner.
4. A box may not be rented to a fictitious name, or for an improper purpose.
5. The transfer of private post office box rights from one post office to another and transfer of a box from one person to another is subject to the approval of the Managing Director, and will only be considered in cases of bona fide change of business or other sufficient reasons.
6. Persons or firms trading under two or more designations may be required to rent a box for each designation. Under this regulation any companies having a joint management may be required to rent a separate for each company.
7. Delivery into a private box is in all respects equivalent to personal delivery to the addressee.
8. Normally mail matters will be placed in box if it is addressed to, or to the care of, renter of the box, or simply to the box number. This condition does not, however, prohibit the delivery through the medium of this private post box of mail matter addressed to any person at this street address.
9. A person not being a renter, whose matter is addressed to a box, can only obtain such by means of a key of the box or through the renter.
10. Mail matter delivered in error, or accidentally addressed to a wrong box, must be immediately reposted, with words "Not for box..." written thereon. Should the case come to notice where this is not done or flagrant neglect is shown by the renter or the person in possession of the key in detaining or delaying such mail matter, the box may be declared and the return of the keys demanded by the Postmaster.
11. In exceptional circumstances, the loss of a key for instance, mail matter for any private box may temporarily be delivered at the counter, subject to compliance with provisions of paragraph 12.
12. Unless the renter be well known, or be identified by someone known to a responsible officer of the Corporation, the only admitted proof of identification shall be the receipt of the box rental.
13. Mail matter will readdressed for one box to another only in exceptional circumstances, and upon application to the Managing Director, Postmasters are not obligated to readdress mail matter unless the box is closed.
14. A private post office box is provided exclusively for the reception of mail which has passed through the post correspondence already delivered and private articles of any kind may not be placed in the box closed.
15. When a box is let, two keys are supplied, both of which are required to be returned to the Postmaster when the box is given up. If a key is lost, information must at once be given to the Postmaster in order that a new lock may be fitted, for which a *charge will be payable.
16. No lock may be placed or any box other than a lock supplied by the Department Corporation, and no repairs to a lock may be executed by the Corporation.
17. The renter of a box must defray all expenses for damage to such box or locks thereof, if caused by him or due to his negligence. Damaged keys are, however, replaced free of charge.
18. The Managing Director shall have the right to disclose the name and address of the renter of a private box to any applicant or furnish it for publication in a directory.
19. The forgoing conditions may at any time be augmented or revised, as the Managing Director may from time to time deem expedient., such condition or revision shall apply to every box rented under the forgoing conditions.
20. In case of liquidation of the company, the Managing Director of SPTC should be notified immediately.
21. In case of death of a box renter, the next of kin should notify the Managing Director immediately.