



Box Rental

Required Information

Operational Information for Samoa Post	Please Tick in box where appropriate
Request for P.O. Box	<input type="checkbox"/> Large P.O. Box (30 x 35cm) <input type="checkbox"/> Small P.O. Box (15 x 35cm)
P.O. Box given to applicant	Number

Personal Information about the customer	Please Circle where appropriate
Name of Applicant Mr / Mrs / Ms	
Residential Address	
Telephone Number	
Gender	Male / Female
Age of Applicant	

Business Information Applicant	
Name of Company/Organization	
Business Address	
Telephone Number of Company	

1.0 OBLIGATIONS AND RIGHTS OF SAMOAPOST

- 1.1 Samoa Post shall provide to the P.O. Box Holder a P.O. Box (with 2 keys) and shall assign o P.O. Box Number as indicated in the Application Form.
- 1.2 For postal items that due to their dimensions and/or specific delivery requirements cannot be deposited in the P.O Box Samoa Post shall deposit a notice in the P.O Box stating that this postal item can be collected at the counter of the post office.
- 1.3 Without prejudice to any other rights Samoa Post is entitled to take appropriate measures in the event that the P.O. Box Holder fails to empty his P.O Box on a regular basis. Samoa Post may hold the uncollected postal items for collection by the P.O. Box Holder at the counter of the post office. Samoa Post shall inform the P.O. Box Holder by placing a written notice in the P.O Box when this is done. In such event Samoa Post has the right to claim a reasonable fee as set out in its tariffs publication.
- 1.4 By providing the information in the Application form the P.O. Box Holder is deemed to have given his approval to Samoa Post to use this information in the course of providing any of its services.

2.0 OBLIGATIONS AND RIGHTS OF THE P.O.BOX HOLDER

- 2.1 The P.O Box holder is obliged to pay Samoa Post the Annual Fee for mail the box each year.
- 2.2 The P.O. Box holder shall inform Samoa Post of all changes in the information provided in the Application Form and of the loss of any P.O. Box key without delay.
- 2.3 In all circumstances the P.O. Box holder shall be responsible for the proper use of the P.O. Box and the safe-keeping of the keys. He or she shall be fully liable for the loss of the keys and shall compensate Samoa Post for the costs of replacement of the keys, including the costs of replacement of the lock (if necessary) and any administrative costs incurred.

3.0 ANNUAL FEE

- 3.1 The P.O. Box Holder shall pay Samoa Post an annual fee for the provision of the P.O. Box services, and can fees can change without prior notice in accordance with Samoa Post price changes. Annual Fee for existing current customers shall be the full annual fee regardless of the date of commencement of the service and the next annual fee (invoice) shall due on the 1st day January each year. The first annual fee must be paid in advance at the counter of the post office or any other place designated by Samoa Post.
- 3.2 The amount of the Annual Fee shall be invoiced in the beginning of the respective year and must be paid by the P.O. Box Holder before February 1st of that year. Without prejudice to its rights under clause 6.2 of these General Conditions. Samoa Post may take appropriate measures to prevent the P.O. Box holder using his P.O. Box if the P.O. Box holder fails to make due payment of any amount due, In such case Samoa Post may reallocate the P.O. Box.

4.0 TERM AND TERMINATION OF THE CONTRACT

- 4.1 The contract shall commence on the date of payment of the first Annual Fee as referred to, in clause 4.1 provided that the application Form has been duly signed. Each Contract will continue until Samoa Post has terminated the Contract by giving 3 months prior written notice or the P.O. Box holder returns the P.O. Box keys.

The Applicant acknowledges that this service is provided subject to the **General Conditions for Rental P.O. Boxes.**

Signature of the Applicant: _____

Date: _____