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ZAMBIA POSTAL

SERVICES CORPORATION

APPLICATION FOR PRIVATE *BOX/ BAG SERVICE

THE AREA MANAGER/POSTMASTER

I /We wish to apply for a private * Box/ Bag service at your office to be registered in the name indicated below:

Name of Applicant:

Type of Service required:

(Personal/ commercial / non- commercial)

Residential Address or plot No. of business
premises

Date

Signature of applicant

FOR OFFICIAL USE ONLY

*Box/Bag No. allocated

Initial Rental Collected

Receipt No.

Key deposit or Bag Cost
Collected

Receipt No.

DATE
STAMP

CONDITIONS

- a) A PRIVATE BOX/BAG MAY NOT BE RENTED IN A FICTITIOUS NAME OR FOR AN IMPROPER PURPOSE.
- b) THE RIGHT TO THE USE OF A PRIVATE BOX/ BAG MAY ONLY BE TRANSFERRED FROM ONE PERSON TO ANOTHER ON A WRITTEN REQUEST OF THE RENTER AND WITH THE WRITTEN AUTHORITY OF THE POSTMASTER GENERAL. ANY CHANGES IN THE TITLE AND NAME OF THE ORGANIZATION OR BUSINESS FIRM SHOULD BE NOTIFIED TO THE LOCAL POSTMASTER AS SOON AS POSSIBLE FOR THE PURPOSE OF MAINTAINING UP TO DATE RECORDS.
- c) WHERE CONVEYANCE OF THE BAG HAS BEEN ARRANGED BY THE CORPORATION, THE MEANS OF CONVEYANCE MUST IN NO CIRCUMSTANCES BE KEPT WAITING BY THE USER, OR MADE TO DETOUR FROM THE RECOGNIZED MAIL ROUTE.
- d) PARCELS AND REGISTERED ARTICLES MAY BE DELIVERED THROUGH THE PRIVATE BAG BEFORE THE RELEVANT RECEIPTS ARE SIGNED BY THE USER, PROVIDED THE USER HAS SIGNED AN INDEMNITY FORM IN ADVANCE, INDICATING THAT HE INDEMNIFIES THE POSTMASTER GENERAL AGAINST ALL LIABILITY IN RESPECT OF LOSS OR DAMAGE TO SUCH ARTICLES AND UNDERTAKES TO RETURN THE RECEIPTS BY FIRST RETURN POST, AFTER THEY HAVE BEEN PROPERLY SIGNED. THE LOCAL POSTMASTER MAY IN HIS DISCRETION REQUIRE BULKY AND FRAGILE PARCELS TO BE CALLED FOR AT THE POST OFFICE.
- e) WHERE WRITTEN PERMISSION HAS BEEN GIVEN TO THE USER BY THE POSTMASTER GENERAL, THE PRIVATE BAG MAY BE USED FOR THE TRANSMISSION OF POSTAL ARTICLES ADDRESSED TO PEOPLE RESIDING IN THE NEIGHBORHOOD OF THE USER'S PLACE. THE USER IS ALSO RESPONSIBLE FOR THE PROMPT RETURN TO THE POST OFFICE OF ANY RECEIPTS OR PARCELS AND REGISTERED ARTICLES SIGNED BY THE ADDRESSEE AND IS EXPECTED TO ENDORSE THE IDENTITY PARTICULARS OF THE ADDRESSES ON SUCH RECEIPTS. POSTAL ARTICLES, WHICH CANNOT BE DELIVERED TO THE ADDRESSEES WITHIN FORTY TWO DAYS, SHOULD BE RETURNED TO THE POST OFFICE. MIS SENT ARTICLES MUST BE RETURNED BY FIRST RETURN POST.
- f) THE POSTMASTER GENERAL HAS THE RIGHT TO TERMINATE THE USE OF A PRIVATE BOX/ BAG SERVICE IF ANY OF THE ABOVE CONDITIONS ARE NOT COMPLIED WITH BY THE USER, OR IF IN HIS OPINION, THE BOX / BAG IS BEING USED FOR AN IMPROPER PURPOSE.
- g) A PRIVATE BOX MAY NOT BE RENTED BY MORE THAN ONE PERSON, ORGANIZATION OR FIRM, EXCEPT THAT CORRESPONDENCE FOR EMPLOYEES, RELATIVES, FRIENDS OR ANY PERSON ADDRESSED CARE OF THE RENTER WILL BE PLACED IN THE BOX.
- h) DELIVERY INTO A BOX IS IN ALL RESPECTS DEEMED EQUIVALENT TO THE PERSONAL DELIVERY TO THE ADDRESSEE.
- i) ANY MAIL ITEM ERRONEOUSLY PLACED, OR WHICH DUE TO AN INCORRECT ADDRESS IS SORTED INTO A PRIVATE BOX/ BAG MUST BE RETURNED TO THE POST OFFICE WITHOUT DELAY ENDORSED WITH THE WORDS " NOT FOR BOX/ BAG NO. "

- j) IN THE EVENT OF TEMPORARY CLOSURE OF A PRIVATE BOX FOR ANY REASON, MAIL ITEMS FROM THAT BOX WILL BE DELIVERED AT THE COUNTER. THE RENTER OR HIS REPRESENTATIVE SHOULD IDENTIFY HIMSELF TO THE POSTMASTER BY PRODUCING HIS CURRENT BOX RENTAL RECEIPT.
- k) NO LOCK MAU BE FIXED TO A PRIVATE BOX BY THE RENTER OR ANY OTHER PERSON. REPAIRS AND REPLACEMENT OF LOCKS ARE CARRIED OUT BY THE CORPORATION AT THE EXPENSE OF THE RENTER. RENTERS ARE ALSO NOT PERMITTED TO MAKE ADDITIONAL KEYS, AS THESE ARE SUPPLIED BY THE CORPORATION ON THE PAYMENT OF THE APPROPRIATE CHARGE.
- l) ON THE EXPIRATION OF ANY RENTAL PERIOD THE POSTMASTER GENERAL MAY IN HIS DISCRETION REFUSE TO RE- LET A PRIVATE BOX TO ANY RENTER WITHOUT ASSIGNING ANY REASON FOR SO DOING.