



ZAMBIA POSTAL SERVICES CORPORATION

Application for Post Office Box/Private Bag Service: Commercial

The Area Manager/Postmaster

I/We wish to apply for a Box/private Bag Service at your Post Office.

*Type of service required:
(Commercial)

*Full Name of Applicant:

(In capital letters -as appears at PACRA or Registrar of Societies)

*Certificate of Incorporation or Association Registration Certificate / Registrar of Society Certificate number and date of registration.

Certificate/Registration Number:.....Date: ../../.....

Postal Address (if any):

*Physical Address:

*Company Telephone Number:

*Cell Phone No. of Authorized Signatory:

*Email Address

*Authorized Signatory:

* Name:

* Position:

*Date:

***Mandatory Fields**

Mandatory documents to be attached: Certified copy of Certificate of Incorporation/business names/trade names/Registrar of Societies.

FOR TERMS AND CONDITIONS OF RENT PLEASE SEE THE REVERSE SIDE OF THE APPLICATION FORM

FOR OFFICIAL USE ONLY

*Box/Bag Number Allocated:

*Initial Rental Collected:

Receipt No.

*Key deposit or Bag Cost Collected:

Receipt No.

DATE

STAMP

.....
Area Manager / Postmaster

TERMS AND CONDITIONS (MS 20 A)

- (a) A Post Box/ Private Bag may not be rented in a fictitious name or for an improper purpose.
- (b) The right to the use of a box/private bag may only be transferred from one person to another on the written request of the renter and with the written authority of the Postmaster General. Any changes in the title and name of organization or business firm should be communicated 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 are expected to endorse the identity particulars of the addressees on such receipts. Postal articles, which cannot be delivered to the addressees within forty-two days, should be returned to the post office. Missent articles must be returned by first return post.
- (f) A box may not be rented by more than one organization or firm, except that correspondence for employees or any person addressed care of the renter will be placed in the box.
- (g) Delivery into a box is in all respects deemed equivalent to personal delivery to the addressee.
- (h) Any mail erroneously placed, or which due to an incorrect address is sorted into a box/ private bag must be returned to the Post Office without delay endorsed with the words "Not for Box/Bag No." written on the address side of the cover.
- (i) In the event of temporary closure of a box for any reason other than nonpayment, mail items from the box will be delivered at the counter. The renter or his representative should identify himself with NRC or valid Passport/Driving Licence to the Postmaster and produce a latest box rental receipt.
- (j) No lock may be fixed to a box by the renter or any other person. Repairs and replacements 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.
- (k) The duration of this lease period shall be for a period of three (3) years and on the expiration of any rental period the Postmaster General may in his discretion refuse to re-let a box to any renter without assigning any reason for so doing provided that:
 - 1. During the lease period the customer shall be paying a yearly rental; the Corporation shall have the right to revise the yearly rental.
 - 2. If for any reason whatsoever, the yearly rental shall remain unpaid for three (3) months, the Corporation shall have the right to terminate the lease and the box shall be repossessed forthwith. Notwithstanding the termination of the lease, the Corporation shall have the right to demand for the full payment of the yearly rental.
- (l) The lease of the Postbox or bag shall terminate by either party giving 30 days notice for any reason whatsoever or none and the following conditions shall apply:
 - 1. Where the termination is at the instance of the customer, lease shall terminate forthwith. However, the customer shall not be entitled to a refund for the remaining period of the lease.
 - 2. Where the termination is at the instance of the Corporation and the termination is not as a result of any default by the customer; the Corporation shall refund the customer an amount proportionate to the remaining period of the lease period.
- (m) The Postmaster General has the right to terminate the use of a box/private 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.

Signature of Applicant: **Date:**.....