



nampost®

Number of Post Office Box/Private Bag allocated:

Name of Post Office:

APPLICATION FOR A POST OFFICE BOX/PRIVATE BAG

THE POSTMASTER

(Block letters)

Applicant name (individual or company applying):

Name (if applying on behalf of company):

Position:

Identity number of applicant:

Email:

Residential Address:

Telephone and Cellphone:

Business Address:

Telephone and Cellphone:

ANNUAL STANDING PAYMENT ORDER

(Block letters)

Bank Name	<input type="text"/>	Branch Code	<input type="text"/>
Account No.	<input type="text"/>	Renewal Date 30 September (annually)	
Amount (Subject to annual increase)	N\$	<input type="text"/>	

I, hereby undersigned, give permission for my/our account to be debited in favour of Namibia Post Limited for the amount stated above, if funds permit.

NamPost's Account details

Bank Name: Standard Bank Namibia
Account Name: Namibia Post
Corporate Finance Debtors
Account Number: 043220371
Code: 082372
Branch Name: Windhoek

Reference:

Post Box No:

Name of Post Office:

Signature of applicant:

Date:

Date stamp

TERMS AND CONDITIONS FOR THE LEASE OF A POST OFFICE BOX

The lessee of a private Post box shall be subject to the following terms and conditions and shall upon breach of any of the said terms and conditions forfeit all rights to a post box

1. Namibia Post Limited (hereinafter referred to as "NamPost") shall charge an annual lease fee in respect of the lease of a Post Box. Lease fees are subject to annual increases, are payable in advance and are calculated per quarter from October to September annually, a portion of a calendar quarter being considered a full quarter. A ten percent (10%) penalty will be charged per month for late lease fee payments
2. A lock and key installation fee is payable for all new leases. The installation fee shall be refunded upon termination of the lease, provided that both keys handed to the lessee at the commencement of the lease are returned and the payment receipt or a copy thereof is provided to the Postmaster
3. The Chief Executive Officer of NamPost determines the hours of access to post boxes and may vary the hours of access to post boxes without any prior notice
4. Post boxes may not be rented in fictitious names and/or for any improper purpose
5. The transfer of Post Box rights from one Post Office to another and the transfer of a box from one person to another are subject to the approval of the Chief Executive Officer and will be done upon application to and solely at his discretion. In the event that approval is granted to a lessee for the transfer of rights and a re-direction of postal articles are requested by the Lessee - a re-direction fee is payable per quarter in advance
6. Business entities are required to lease a post box in the name of the business. A business trading under two or more names are required to rent a separate post box for each company
7. Postal articles will be sorted in a post box only if it is addressed to, or to the care of, the Lessee of the Box
8. Postal articles addressed to persons other than the lessee of the post box, except as provided for in paragraph 7 above, will be returned to the sender
9. Post box sharing to generate income or at the expense of NamPost is not permissible. In the event that NamPost becomes aware of such practice it reserves the right to terminate the lease of the post box with immediate effect
10. No postal articles will be handed over to a person other than the lessee of a post box
11. Mail matters delivered in error, or accidentally addressed to a wrong post box must be so endorsed and re-posted immediately. Should a case come to the attention of NamPost that this is not being done or flagrant neglect is shown by the lessee or person in possession of the keys in detaining or delaying such mail matter, the lease of the post box may be forfeited
12. Any Lessee who willfully opens any postal item which he or she knows ought to have been delivered to another person or does not act whereby due delivery to that article to such person is prevented, obstructed or delayed, shall be guilty of an offence and liable on conviction to a fine not exceeding N\$ 2 000-00 or to imprisonment for a period not exceeding six (6) months or to both such fine and imprisonment
13. In exceptional circumstances, for example the loss of a key , mail matter from a private box may temporarily be collected at the counter, against a prescribed fee, provided the provisions of 10,11 and 12 are complied with.
14. The following proof of identification shall be required to identify a lessee:
 - 14.1 identity document
 - 14.2 valid passport
 - 14.3 Driver's license; and
 - 14.4 voters card
15. A post box is provided exclusively for the receipt of postal articles that has been transmitted through the post. A post box may not be used as storage space for postal articles already delivered. The placement of any private articles in a post box is prohibited
16. When a post box is leased two keys are supplied both of which must be returned to the postmaster when the lease of the box is cancelled or terminated.. An application for a new lock and key will only be considered upon the receipt of an application by the lawful lessee. The lessee shall be required to provide admissible proof of identification upon the submission of the application for a new lock and key
17. No lock other than a lock supplied by NamPost may be placed on a post box and no reimbursements as a result of negligence of the lessee
18. The lessee of a post box must defray all expenses for damage to his/her box or lock if caused as a result of negligence of the lessee
19. NamPost may refuse to let or re-let a box to any person without providing any reason for such refusal
20. NamPost reserves the right to publish the name and address of the lessee of a post box in trade directories and may disclose it to a third party as deemed necessary by NamPost
21. NamPost may require the lessee of a private box to hire a larger or an additional box or to apply for a private bag if the lessee 's volume of mail so necessitates
22. In the event that the lessee of a post box wants to terminate the lease, a notice of the termination must be given in writing, and such notice must state clearly when such termination must become effective. After the effective date of the termination, the lessee waives any claim to further use of that post box
23. If the post box lease is not renewed by 30 September annually all postal articles for the subscriber that are addressed to the post box will be sent either to the consignor or to the Return Letter Office
24. The afore going conditions may at any time be amended as the Chief Executive Officer of NamPost deems necessary and notice of such amendments shall be given by means of a notice on the post office notice boards
25. All fees, rates or charges referred to in this Terms and conditions shall be prescribed annually by Notice in the Government Gazette
26. These Terms and conditions must be read with and are subject to the Post and Telecommunications Act, Act 19 of 1992