

Private Box Application Form

For official use only				Form: 250624
Allocated Box No	Postcode	Start date	Payment received	Ref info

This PO Box is for ☐ Business ☐ Personal

The following information and/or documentation must be provided at the time of your application. Where indicated, originals or certified copies* must be provided. IOM Post Office will make all reasonable efforts to return original documentation within 10 working days. Alternatively original documents can be taken to the Isle of Man Post Office where your PO Box is, or will be when allocated, where they can be processed while you wait.

Requirements	Checklist	PO Use only Original/certified copy provided
1) For applicants which are: - regulated by the FSA (Financial Services Authority) - a public authority or a Government Body - have shares listed on a public stock exchange Letter headed paper which confirms that you fall into one of the above categories. If you have shares listed on a public stock exchange, please include confirmation of the stock exchange on which your shares are listed. No further information is required	☐	
2) Companies/partnerships/other legal entities - Certificate of incorporation (if relevant) - Full names of all directors/partners/equivalent - Full list and details of all entities associated with your organisation and PO Box - Full details of beneficial owners (see 'note' below) - Explanation of relationship between the beneficial owners and the applicant *Plus: One of: Current & valid Passport/Driving Licence/National ID Card for each of the directors/partners/equivalent and the **beneficial owners (Note: must include a photo)	☐ ☐ ☐ ☐ ☐ ☐	
3) Trustees and Express Trusts - Trust Deed - Full names of all trustees - Mailing address of trustees (if not provided in Section 1) - Full names of settlors under the trust - Full names of protectors under the trust - Full names of beneficiaries under the trust *Plus: One of: Current & valid Passport/Driving Licence/National ID Card for each of the trustees, settlors, protectors and beneficiaries (Note: must include a photo)	☐ ☐ ☐ ☐ ☐ ☐	

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Requirements	Checklist	PO Use only
		Original/certified copy provided
4) Sole Trader/Personal Applicant One of: Current and valid Passport/Driving Licence/National ID Card (Note: must include a photo) Plus, one of: Recent (less than 6 months old & must contain geographic address) *Utility Bill/Bank/Building Society Statement/Rates Bill. (Mobile bills are not accepted)	☐ ☐	
5) PO Box Cardholder(s) business/personal (if not applicant) One of: Current and valid passport/Driving Licence/National ID Card (Note: must include a photo) A letter from the Company Director on headed paper confirming length of employment and position held	☐ ☐	

*A **'certified copy'** is a copy which has been certified "as a true copy of the original" by: a) a member of the judiciary, a senior civil servant, or a serving police or customs officer; (b) an officer of an embassy, consulate or high commission of the country of issue of documentary verification of identity; (c) a lawyer or notary public who is a member of a recognised professional body; (d) an actuary who is a member of a recognised professional body; (e) an accountant who is a member of a recognised professional body; (f) a company secretary who is a member of a recognised professional body; (g) a director, company secretary or manager of a business regulated on the Isle of Man or an external regulated business as defined in the Code.

The certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position or capacity on it and provide his contact details. The certifier must state that it is a true copy of the original.

****Beneficial Owner** – The beneficial owner is the person who ultimately controls the business.

In a simple company structure it will be the directors and any shareholders who own more than 25% of the shares. In a more complex structure it may be the directors of the ultimate holding company or any shareholders of that holding company which own more than 25% of the shares. You should provide an explanation of how the beneficial owner is related to the applicant for the PO Box service.

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Confidentiality

IOM Post Office will keep all beneficial owner information confidential but may disclose it to the FSA or the Police if a formal request is made.

Additional Facilities

Please indicate any additional facilities that you require:

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Letters not bearing the box number to be transferred to the box

☐

Mail addressed to the box to be delivered to the registered address

The Box Holder	
Describe the type of mail received in the PO Box	
Nature of Business: Describe what the company does & services provided (Business applicants only)	
The Box is to be in the name of:	
Applicants Address	
	Postcode
Telephone	
Email address	
Preferred start date for the PO Box	
The application is being made by (if different to above)	
Your name (and position for company applications)	
	Signature
	Date
Name of PO Box cardholder(s) (if different to applicant)	
	Signature
	Date

Please ensure that you read the attached Conditions of Service and terms and conditions.

By signing this you agree and understand the terms and conditions.

Please send payment with this form to: Customer Services, Freepost 1167, Postal Headquarters, Douglas, Isle of Man, IM87 6DL or if wish to make payment in person then please make you application and payment at the Post Office where your Private Box will be. Should you have any queries please contact **01624 698465**.

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Tariffs | Conditions of Service | Collecting Your Mail

You will need to allow up to 10 working days for the PO box to be set up.

Tariffs

Standard Fee for a Private Box where mail is called for:

PERSONAL	£ 157.64 per annum
BUSINESS	£ 246.99 per annum

VAT is not applicable on this service.

In addition to the standard fee the following services are available on request:

A: Delivery of the mail to the Box holders normal address:

PERSONAL	£ 157.64 per annum
BUSINESS	£ 246.99 per annum

Prices exclude VAT. Service is subject to VAT at the standard rate.

B: "Normally" addressed mail (i.e. not including the Box no.) transferred to the Box:

PERSONAL	£ 157.64 per annum
BUSINESS	£ 246.99 per annum

Conditions of Service

Renting a Box

You can only rent a Box at the delivery office which delivers mail to the address given on the application form.

How the Box address appears

The Box postcode is different from your normal address Postcode. The Box address can be shown in full or abbreviated:

Full Address

Any Company PLC
PO Box XXXX
1 High Street
Isle of Man
IM99 XXX

Abbreviated with name

Any Company PLC
PO Box XXXX
Isle of Man
IM99 XXX

Abbreviated name omitted

Box XXXX
Isle of Man
IM99 1XX

If you have requested an abbreviated address this is how your details will appear on our Post Code Address File. If an abbreviated address is used, Isle of Man Post reserves the right to give the full address to any member of the public on request.

This service is provided under the relevant postal scheme in Section 13 of the Post Office Act 1993. We are not permitted to advise you on the provisions of the Act, and suggest you obtain legal advice if you think you may breach them.

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Collecting Mail

Where to collect it

You will collect your PO Box Mail from the nearest delivery office. A collection authority card will be issued which is to be used every time you collect your PO Box Mail. Mail will not be handed over if this card is not produced.

Times at which you can collect it

Anytime during office opening hours. See our website for details of our opening times.

If you move to another address

If you move to another address with the same delivery town you should inform Customer Services of your change of address. If you move to another delivery town you will have to close the box, but may be able to redirect the box mail for up to 3 months if you wish.

If you do not collect your mail

Mail should be collected a minimum of once a month. If after 3 months mail has not been collected, a member of our Customer Services team will contact you to arrange collection or close the PO Box, if no longer required.

Deliveries to your home or business address

Mail that you want delivered to your business or home should be addressed in the normal way. We will redirect it to your box only if you ask us to do so (see additional facilities on the application form).

If you want to cancel the box

To cancel the box, you must give at least a months written notice to Customer Services, Isle of Man Post Office, Postal Headquarters, Douglas, IM1 2AA. Refunds are not available during the first twelve month period, but after are available on a pro rata basis. We also reserve the right to withdraw the service for any reason.

Misuse of the box

The box cannot be used:

- For any illegal or fraudulent purpose.
- By anyone not living or working at the address you give us on the application form.

We reserve the right to withdraw the service if you breach any of the Conditions of Service. Once we have withdrawn the box, we will treat any incoming mail as undeliverable.

Situations in which we may temporarily suspend the service

The service cannot be accessed on days on which mail is not being delivered. We reserve the right to suspend it when postal services are suspended generally.

Data protection

Isle of Man Post Office takes your privacy seriously. The information you provide on this form will only be used for the delivery of this service and held in accordance with the Isle of Man General Data Protection Regulation. For the full privacy notice please visit: www.iompost.com/Privacy.