

# Statement of Service

## PO Box

October 2025

**PLEASE COMPLETE USING BLOCK CAPITALS.** Please return the completed form and any accompanying documents to Jersey Post by email to [business@jerseypost.com](mailto:business@jerseypost.com)  
For more information about this service and its rates, visit [www.jerseypost.com/pobox](http://www.jerseypost.com/pobox)

### 1. Client Information

Company Name:

Business Address:

Contact Name:

Contact Email:

Contact Telephone:

Collection options:

Business address

Please advise the delivery address:

Post Office

### 2. The Service

PO Boxes give businesses a consistent mailing address to support customer communication. Multiple PO Boxes can be used for different departments or correspondence types to streamline mail handling. Mail can be collected from select Post Offices or delivered directly to your business.

Choose whether you would like to collect your mail from a Post Office, or have it delivered.

Delivered

Collection\*

\*Please complete Section 5.

### 3. Commencement & Duration

The Service shall commence on  /  /  and is an annual service and shall remain in force until terminated by either party in accordance with the termination provisions set out in the terms of business.

### 4. Mail collection information

If applicable, please list below the people authorised to collect mail for your organisation.

These people must show photo ID at the Post Office Counter.

Person 1:

Position in organisation:

Person 2:

Position in organisation:

Person 3:

Position in organisation:

Please select **ONE** of the below locations from which you want to collect your mail.

Broad Street Post Office

Rue Des Pres Post Office

For further information, please contact the Business Team  
email [business@jerseypost.com](mailto:business@jerseypost.com)

[www.jerseypost.com](http://www.jerseypost.com)

## 5. Declare Your Named Entities

Please provide the number of legal entities associated with your business with whom you will be sharing the licensed postcode. It is the License holders responsibility to accurately declare this number at least annually.

**Number of entities:**      1-4 named entities  
(Free of charge)      5+ named entities\*  
(\*per entity per annum)

Specific number of entities (if above 4)

\*This option involves additional charges.

## 6. Declaration & Consent

The Client acknowledges receipt of a copy of this Statement of Service and associated terms and conditions, and confirms its agreement with the content therein. Furthermore, the Client hereby gives its consent for Jersey Post to collect, process and store personal information relating to the Client as required by Jersey Post for the administration and provision of the Services. Jersey Post is registered in accordance with applicable data protection legislation in Jersey.

### For and on behalf of the client:

Signature:

Position:

Print Name:

Date:  dd /  mm /  yy

For further information, please contact the Business Team  
email [business@jerseypost.com](mailto:business@jerseypost.com)

[www.jerseypost.com](http://www.jerseypost.com)

# PO Box and Terms & Conditions

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## Schedule 1 – The Service

### 1. Definition and interpretation

- a. **“Service”** is the provision of an annual license granting the approved applicant the sole use of a Jersey Post PO Box.
- b. **“Client”** means the customer/business in receipt of the Service.
- c. **“Charges”** means the ‘Annual license fee’ pricing, which is subject to change.
- d. **“Connected Entities”** a company that falls under the fiduciary responsibility of the client.

e. This Statement of Service is subject to Jersey Post’s Terms of Business, a copy of which is available at [www.jerseypost.com](http://www.jerseypost.com) or on request. Unless otherwise set out in this Statement of Service, defined terms shall have the same meaning as terms defined in Jersey Post’s Terms of Business. In the event of any inconsistency between this Statement of Service and the Terms of Business, this Statement of Service shall prevail.

### 2. The Service is comprised of the following sections

- a. The provision of a PO Box for the sole use of the approved applicant.
- b. The provision of an annual license granting the approved applicant the sole use of a Jersey Post PO Box.
- c. Connected Entities, being (1) any Associated Company, or (2) any Named User, or (3) any Subsidiary company, or (4) any business name used by the Client or by any Connected Entity. Where a client opts to receive no chargeable services there is no requirement to declare Connected Entities.

### 3. The Client’s Obligations

In order for Jersey Post to provide the Service, the Client shall:

- a. Ensure that all mailing items are addressed correctly according to Jersey Post’s addressing standards, and that the full postcode or zip code is included;
- b. Where appropriate, correctly declare all connected entities for whom mailing items may be received when using a PO Box / if this authorisation card was to be lost / misplaced a new request form to obtain another authorisation

### 4. Jersey Post’s Obligations

- a. Have the right to cancel or delay the Service or adapt the terms of the Service if the Client fails to comply with any of the Terms & Conditions;
- b. Provide the Client with access to all necessary documentation for the relevant service;
- c. Ensure Client’s mailing item(s) are made available for collection, or delivered in line with the agreed timeframes;

## Schedule 2 – Charges

### 5. Charges

An administration fee is charged at the time the service is commenced, and is a non-refundable charge. Additional charges may apply relating to additional services or facilities. The charges will be determined by Jersey Post annually and are subject to review at the discretion of Jersey Post. Details of the Charges can be found at [www.jerseypost.com](http://www.jerseypost.com).

#### a. Connected entities

A further rental charge is applicable based on the number of Connected Entities using either the PO Box Number. A schedule of the current charges is available on request. The Client may be required to certify that the number of Connected Entities is correct.

Any increase in the number of Connected Entities using the Service at any one time must be notified to Jersey Post within 7 days. Jersey Post may also require these additional Connected Entities to comply with its compliance procedures in place at that time as per Jersey Post’s Terms of Business.

### 6. Refunds

No refund will be made in respect of the Service:

- a. surrendered by the Client at any time; or
- b. suspended or terminated by Jersey Post following a breach of these Terms & Conditions by the Client

For further information, please contact the Business Team  
email [business@jerseypost.com](mailto:business@jerseypost.com)

[www.jerseypost.com](http://www.jerseypost.com)