

Permanent Change of Address PO Box/Premium Postcode

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

The purpose of this form is for a permanent change of delivery point of either a PO Box or JE1 Premium Postcode, which is provided under licence by Jersey Post.

1. Client Information

Company Name:

Correspondence Address:

Contact Name:

Contact Email:

Contact Telephone:

Collection options

Authorisation cards required, when collecting from Broad Street or Rue Des Pres.

Business address

Please advise the delivery address:

Rue Des Pres

Broad Street

2. Change to Service

Please ensure all business contacts and entities are aware of the address change to this PO Box/Premium Postcode. If mail is incorrectly addressed it will be returned to sender where possible.

PO Box Number:

Premium Postcode:

Old Address:

PO Box Postcode:

The new address must remain in Jersey.

The PO Box or JE1 can also not be redirected or merged with another PO Box or JE1.

New Address:

Moving date: dd / mm / yy

*It takes 10 working days for us to process your application. Please state at least 10 working days from when you wish the change of address to start.

3. Declaration & Consent

The Client acknowledges receipt of this statement and associated terms and conditions. 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 Service. Jersey Post is registered in accordance with applicable data protection legislation in Jersey.

I declare that I have full authority to effect this change of address with Jersey Post on behalf of the Company and acknowledge that it is a criminal offence to do so without the authority of that Company.

For and on behalf of the client:

Signature:

Position:

Print Name:

Date: dd / mm / yy

PO Box and Premium Postcode Terms and Conditions

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 or premium postcode.
- 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 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 or premium postcode 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 or premium postcode.
- 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 or Premium Postcode service/ if this authorisation card was to be lost/misplaced a new request form to obtain another authorisation can be obtained from the Business Team.

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.

a. Connected entities

A further rental charge is applicable based on the number of Connected Entities using either the PO Box Number or Premium Postcode. 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