



POSTAL FRANKING DOCKET

Note: This docket must be submitted by the second day of the following month. One docket must be submitted for each machine, whether it is in use or not. All submitted dockets will be retained by SingPost. Submission of dockets can be done via post or email¹.

Permit Holder's Name		Contact Number		Permit No.	Identity Die No.	
Address					Month	Year
Date	Postal Purposes			Non-postal Purposes * (Stamp Duties, Receipts, etc.) (4)	Totalisator (Ascending Meter) Reading	
	Local Mail * (Excluding misfranked) (1)	Foreign Mail * (Excluding misfranked) (2)	Total Amount for Misfranked Local and Foreign Mail* ² (3)		(5)	
	\$	\$	\$	\$	b/f	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL:					End of Month Credit Balance*	

* Please add columns (1), (2), (3) and (4) and record "End of Month Credit Balance".

We certify that the above particulars for the above described franking machine are correct and agree to indemnify SingPost against all actions, proceedings, suits, claims, costs (including legal costs on a full indemnity basis), expenses and liabilities (including fines and penalties) which SingPost may incur as the result of any incorrect information provided.

Signature of Authorised Officer

Designation of Officer

Company Stamp³

Date

¹ Authorised Officer to submit the completed Franking Docket Form via email for verification purposes.

² Completed Franking Docket Form, written letter and original envelopes/impressions must be submitted via post as per Franking Service Terms and Conditions.

³ For submission via post, please include signatory and company stamp in the docket form.