



Singapore Post Limited
10 Eunos Road 8
Singapore Post Centre
Singapore 408600
Tel: (65) 6845 8000
Fax: (65) 6842 4879
(UEN: 199201623M)

CORPORATE MAIL MANAGEMENT (CMM) FIXED RUN CUM PREPROCESSING SERVICE APPLICATION FORM

SINGPOST CONTACT PERSON*:

A. APPLICANT PARTICULARS

Contracting Party's Full name*			PO Number (If applicable)		
			Unique Entity No.+ as per ACRA records		
			Customer Account Number		
Authorised Representative Name*			Authorised Representative Designation*		
Authorised Representative Email*		Customer's Telephone No.*	Customer's Fax No.		Note for Cost Centre: SingPost will proceed invoicing without cost centre if there is no information provided.
Commencement Date*:	End Date*:	Total Months*:			

B. CORPORATE MAIL MANAGEMENT (CMM) FIXED RUN APPLICATION / CHARGES

CMM DETAILS & CHARGES

Note: Please submit application form at least 2 weeks before commencement of service

(Refer to the Request for Information form)

Fixed Charge Per Month

Prevailing GST (8%)

SUB TOTAL (inclusive of 8% GST)

\$	-
\$	-

C. ORDINARY MAIL PREPROCESSING APPLICATION / CHARGES (includes Postmarking)

Description	Charge Per Item (\$)	Estimated Quantity per month	Estimated Amount Payable per month
Local Mail			\$ -
Overseas Mail			\$ -
Prevailing GST (8%)			\$ -
SUB TOTAL (inclusive of 8% GST)			\$ -

D. REGISTERED MAIL PREPROCESSING APPLICATION / CHARGES (includes Postmarking)

Description	Charge Per Item (\$)	Estimated Quantity per month	Estimated Amount Payable per month
Local Registered Mail			\$ -
Overseas Registered Mail			\$ -
Prevailing GST (8%)			\$ -
SUB TOTAL (inclusive of 8% GST)			\$ -
GRAND TOTAL (inclusive of 8% GST)			\$ -

Please note for Preprocessing :

- 1) Preprocessing service Terms & Conditions will apply
- 2) SingPost will carry out the preprocessing service such as weighing the envelopes, records and later perform post-marking service on the envelopes to the correct postage
- 3) Mail acceptance at preprocessing section : Mondays to Fridays (by 3pm)
- 4) Mail accepted by the Preprocessing section will be processed within two (2) working days from the date of mail hand-over
- 5) Preprocessing Charges include complimentary 35 Cost Centres and Postmarking
- 6) Total Preprocessing charges is based on the actual amount billed or \$150 per month, whichever is higher (excluding postage)

7) Postage & Charges are as per SingPost prevailing rates.

8) CMM Service is compulsory for the application of preprocessing service

9) The Customer shall inform SingPost of their intention to renew this contract [1 month] before the End Date. If the Customer fails to inform SingPost of their intention to renew, SingPost reserves the right to impose a minimum of 10% increase in any and all applicable CMM rates for up to 24 months.

E. Acknowledgement and Acceptance of Services

- 1) We / I hereby certify that the above particulars are true and accurate.
- 2) We / I agree that the contract between SingPost and us / me for the supply of services by SingPost shall comprise the following documents:
 - (a) This executed Application Form;
 - (b) SingPost's General Terms and Conditions; and
 - (c) SingPost's Service Terms and Conditions applicable to this service.(the abovementioned documents shall be collectively referred to as "Contract Documents" in this Form).
- 3) We / I have read and understood the terms of the Contract Documents and agree to be bound by the term of the Contract Documents.

Authorised Customer's Signature

Date

Company Stamp

Effective 1 Jan 2023