

# Permanent Change of Address PO Box/Premium Postcode

2024

## PLEASE COMPLETE USING BLOCK CAPITALS.

Please return the completed form and any accompanying documents to Jersey Post, Business Support Team, Postal Headquarters, JERSEY, JE1 1AA or [business@jerseypost.com](mailto: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:	
Debtor ID:	<b>Collection options</b> Authorisation cards required, when collecting from Broad Street or Rue Des Pres.
Correspondence Address:	
Contact Name:	<input type="checkbox"/> Business address
Contact Email:	Please advise the delivery address:
Contact Telephone:	<input type="checkbox"/> Rue Des Pres <input type="checkbox"/> 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:	PO Box Postcode:
Premium Postcode:	<b>The new address must remain in Jersey.</b> The PO Box or JE1 can also not be redirected or merged with another PO Box or JE1.
Old Address:	New Address:
Effective from: <input type="text"/> / <input type="text"/> / <input type="text"/>	

\*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: <input type="text"/> / <input type="text"/> / <input type="text"/>

# 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](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 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.
- d. Further details of the services are available via [www.jerseypost.com/business/receiving/delivery-services/](http://www.jerseypost.com/business/receiving/delivery-services/)

### 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;
- c. when collecting from Broad Street or Rue Des Pres your business representative must present their Jersey Post authorisation ID card. If this authorisation card was to be lost/ misplaced a new request form to obtain another authorisation can be obtained from the Business Relations team;
- d. be a Jersey Post business account holder;
- e. be an active business registered with the Jersey Financial Services Commission and adhere to clause 10 in relation to residency in Jersey.

### 4. Jersey Post’s Obligations

For the Service Jersey Post shall:

- 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 and 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) or by calling the Jersey Post Business team on 01534 616617.

#### 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 service. 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 where:

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

### 7. Consent to Process Information

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. Further details of Jersey Post privacy policy can be located on our website [www.jerseypost.com/about-us/privacy-and-website-policy/](http://www.jerseypost.com/about-us/privacy-and-website-policy/)

### 8. Collection of Post

If opting to collect your Mailing Items from Broad Street or Rue Des Pres, you must collect your mail regularly and at least once a month. If you do not, we may dispose of uncollected Mailing Items, for example, by returning it to the sender or destroying it. We will attempt to contact you before disposing of any uncollected Mailing Items. It is the Client’s responsibility to check your PO Box regularly. For any special delivery items sent to your PO Box, such as signed for post, that have not been collected within 18 days will be returned to the sender. A notification card will be placed into your PO Box if we return the items to the sender.

### 9. Governing Law and Jurisdictions

These Terms and Conditions shall be governed by and construed in accordance with the laws of the Island of Jersey, including, but not limited to the Money Laundering (Jersey) Order 2008 (as amended). Jersey Post and the Client submit to the exclusive jurisdiction of the Jersey courts in respect thereof.

### 10. Residence in Jersey

In order to obtain a PO Box or Premium Postcode, the Client must be resident in Jersey and maintain a Jersey contact address for the duration of the term of service. Proof of the Client’s Jersey geographical contact address must be provided to Jersey Post in order to be eligible for the Service. To avoid doubt, the contact address may be that of the owner, director or secretary of the Company and must be ordinary resident in Jersey.