ADMAIL SERVICE ORDER FORM   **SINGPOST CONTACT PERSON:**

A.   PARTICULARS

Company's Name

Company/ Business
Registration No: _____
(Please attach copy of the latest Business registration Certificate for verification)

Company's Address

Are you a GST registered company?
☐ No   ☐ Yes (Please provide the GST registration number)

GST Registration Number: _____
(Please provide this information if your company is GST registered)

Singapore (   )

Nature/ Type of Business:

Personal Identification

Industry Classification Code: _____ (Please see overleaf)

NIRC No.: _____
(Please attach a copy of NIRC for verfication)

AM Code: _____

Agent No.: (For Insurance & Property Agent): _____

Customer Contact Name:	Customer Designation:	Customer Telephone:	Customer Fax:	Customer Email:

Customer Account Number.	Admail Ref. No	Lodgement Start Date	Lodgement End Date	Distribution Start Date

Earliest Bag Collection Date	Est Weight (gm)	Title of Mailer

B. DISTRIBUTION QUANTITY	
Description	**Quantity**
HDB	-
CONDO/PTE APARTMENTS	-
LANDED PROPERTIES	-
COMMERICAL	-
Total Quantity	

C. OTHER CHARGES (OPTIONAL)		
Description	**Rate (S$)**	**Please Tick (✔)**
BAGGING CHARGES (PER KG)	$0.20	
SELECTIVE DISTRIBUTION PREMIUM	$0.08	

ADMAIL RATE (PER PIECE)

WEIGHT NOT EXCEEDING	**HDB UNITS ONLY**	**CONDO / PRIVATE / COMMERCIAL**
25g	$0.06	$0.12
50g	$0.12	$0.17
100g	$0.20	$0.25
200g	$0.25	$0.30
300g	$0.30	$0.35

FOR ASSISTANCE

General Enquiries
(Sales & Marketing)   Tel: 6845-8000

Supply of Mail Bags & Labels
(Bulk Mail Centre)   Tel: 6845-6668

SERVICE ORDER

1)   The service order form together with the request in ANNEX 1 and an actual SPECIMEN of the Admail must reach SingPost at least 3 WORKING DAYS BEFORE THE COMMENCEMENT DATE OF DISTRIBUTION .

2)   If the quantity requested is less than that indicated quantity within the postal sector code, distribution will be provided at random without any selection.

PAYMENT

1) Payment must be made by cash, cheque or NETS at the time of posting.
   Cheques should be crossed and made payable to "SINGAPORE POST LIMITED"

2) Post dated and/or personal cheques will not be accepted.

NOTES

1) **Minimum posting per request is $500 and charges are subjected to prevailing GST.**

2) **An additional charge of $0.08 per item (subjected to volume discount) is applicable where selective distribution is required. For example. Selection of condominium name, HDB block, building name etc**

3) An additional charge of $0.20 per kg is applicable where bagging services are required. This is subject to a minimum charge of $50 (excluding prevailing GST).

4) SingPost shall make all attempts to deliver the mailer to the units according to the distribution list. However, if there are feedback of non-delivery, SingPost shall conduct an investigation and if results show that 70% of the housing units that are being disputed have received the mailers, SingPost shall not be liable to compensate for the mailers that are under dispute.

5) Distribution classification for housing types as:
   HDB units   Residential units, including shop units at the ground floor.
   Condo/ Pte units   Private apartments, HUDC, condominiums, hostels which <u>allow</u> unaddressed maildrop.
   Landed units   Terrace, semi-detached and detached bungalows and residential houses.
   Com units   Commerical (shop houses, offices including residential houses at lowrise bldgs, commerical bldgs, industrial/factory/office in flatted factory bldgs)

6) Please refer to Terms & Conditions for Admail Service

D.   CONFIRMATION OF SERVICES

1) We hereby certify that the above particulars are correct.

2) We have read the Terms and Conditions and agree to abide by them.

3) We will abide by the conditions of service indicated in this service order form (Including Annex 1 & 2)

_____   _____   _____
Authorised Customer's Signature   Date   Company's Stamp

INDUSTRY CLASSIFICATION

Communications/Logistics		Property	
TPT01	Warehousing & Logistics	PRO01	Property Developers / Agents
TPT02	Telecommunications & Post		
TPT03	Transport - Air	**Retail**	
TPT04	Transport - Land	RET01	Apparel & Personal Effects
TPT05	Transport - Marine	RET02	Appliances / Articles & Equipment
		RET03	Furniture & Furnishings
Construction		RET04	Medicinal / Pharmaceutical Products
CON01	Fittings / Fixtures	RET05	Retail- Others
CON02	General Construction Activities	RET06	Office Apparatus / Computer & Related Accessories
CON03	Structural / Mechanical Engineering	RET07	Transport Equipment & Accessories
		RET08	e-tailers
Finance			
FIN01	Banking Services	**Service**	
FIN02	Finance Services	SVC01	Advertising
FIN03	Insurance / Re-insurance Services	SVC02	Computer related
FIN04	Investment & Stock Brokering	SVC03	Consultancy & Business Activities
FIN05	Finance - Others	SVC04	Education
		SVC05	IT Services
Government		SVC06	Entertainment & Leisure
GOV01	Ministries	SVC07	Healthcare & Medical
GOV03	Statutory Board	SVC08	Printing & Publishing
GOV04	Town Councils & CCCs	SVC09	Service - Others
GOV05	Police Stations & NPP	SVC10	Optical Related
GOV06	Hospitals	SVC11	Travel Agencies
GOV07	Polyclinics	SVC12	Events & Exhibition Organisers
GOV08	Community Clubs/Centres		
GOV09	Education (Pri/ Sec/ JC/ Poly/U)	**Utilities**	
		UTL01	Electricity / Gas / Water
Holdings			
HLD01	Investment / Holding Activities	**Wholesale**	
		WHO01	Agricultural Produce
Hospitality		WHO02	Apparel & Personal Effects
HOT01	Hotels / Restaurants / Country Clubs	WHO03	Chemicals & Chemical Products
		WHO04	Construction Materials, Hardware / Plumbing
Manufacturing		WHO05	Electrical & Electronic
MFG01	Apparel & Personal Effects	WHO06	Food & Beverages
MFG02	Chemical & Chemical Products	WHO07	Furniture & Furnishings
MFG03	Electrical & Electronic Products	WHO08	Wholesale- Others
MFG04	Food & Beverages	WHO09	Machinery & Equipment
MFG05	Machinery & Equipment	WHO10	Medicinal / Pharmaceuticals Products
MFG06	Metal & Fabricated Metal	WHO11	Solid / Liquid / Gaseous Fuels and Related
MFG07	Non- metallic Mineral Products	WHO12	Office Apparatus / Computers
MFG08	Precision Instruments	WHO13	Transport Equipment & Accessories
MFG09	Rubber & Plastic	WHO14	Wood & Paper Products
MFG10	Tobacco		
MFG11	Transport Equipment & Accessories	**Others**	
MFG12	Manufacturing- Others	OTH01	Accounting Firms
MFG13	Wood & Paper Products	OTH02	Law Firms
MFG14	Furniture & Furnishings	OTH03	Societies, Clubs & Non-Profit Organisations
		OTH04	Foreign Entity / Consulate
		OTH05	Religious Organisations