

Subject to the customer observing the Terms and Conditions set out below, MailboxCSBS Limited T/As CSBS, ("the Company") agrees to provide a mailbox service ("the Mailbox Service") to the customer ("the Customer") for the term ("the Term") at the premises ("the Premises") specified in the Mailbox Service Agreement ("the Agreement").

1. The Mailbox Service provided by CSBS will consist of the following services:
 - i. The Company will provide the Customer with a mailbox for which the Customer will pay a Registration Fee for the service.
 - ii. Where the Customer request to use the Registered Office, service provided by CSBS as the Registered Address with Companies House, for the Customer's business, the Customer will provide all statutory information, including full names and addresses of company directors, in order to comply with Companies House requirements. For this service the Customer will pay an annual Registered Office Address Fee.
 - iii. CSBS will receive on behalf of the Customer's all mail any statutory mail all pre-paid mail addressed to the Customer's mailbox and will deposit the same in the Customer's mailbox.
 - iv. CSBS will receive on the Customer's behalf all items of Special, Registered or recorded delivery mail, provided that if the Customer refuses to accept any such items, the Customer will pay any costs or fees associated with its refusal or return.
 - v. The Company will receive items requiring cash on delivery, subject to the Customer making advance arrangements for their receipt and payment by the Company to the satisfaction of the Company.
2. Payment for the Mailbox Service ("the Payment") is payable in full in advance. There will be no refunds for cancellation by the Customer of the Mailbox Service or any part of it and all payments become due the date of the invoice.
3. The Company may in its absolute discretion refuse to accept delivery of any item for any reason, including, without limitation, that
 - i. there is no or insufficient prepaid postage; or
 - ii. any Payment is outstanding; or
 - iii. if it appears to the Company in its opinion that delivery of the item is in breach of Condition 6 of these Terms and Conditions; or
 - iv. if the Customer is using the Mailbox Service for the delivery of unreasonably large items of mail or an unreasonable volume of items of mail; or
 - v. if any item received bears the details of an individual or business name not listed as a Mailing Name within the Agreement; or
 - vi. if the Mailbox Service is being used for the storage or delivery of items of value.
3. vii. If the Company refuses to accept an item from or for a Customer, it will endeavour to inform the Customer at the Customer's last known address of that decision but the Company shall not be responsible for any loss, damage or other consequences to the Customer or any third party.
4. If the Customer fails to make any Payment on the date that the invoice is issued or if the Customer breaches any of these Terms and Conditions, the Company shall be entitled at any time thereafter to terminate the Mailbox Service forthwith without prejudice to any right of action or remedy of the Company in respect of any antecedent claim or breach of condition. The Customer following termination hereby authorises the Company at the Company's absolute discretion either to destroy any items of mail addressed to the Customer or any items on the Premises which are the property of the Customer, or to return them to the sender. A Late Payment Fee of £25.00 will be charged if payment is not received within 2 (2) days of the due date on 6 monthly and 12 monthly contract or in the instance of monthly contracts after the due date, this will include weekends. If full payment, including any late payment fees isn't made in full within 7 days of the invoice date the mailbox will be closed and the customer will have to pay and additional £25.00 admin fee to have the mailbox re-opened.
5. If any Payments or other sums are outstanding to the Company, the Company shall have a lien over all uncollected items until such payments are duly paid.
6. The Customer undertakes
 - i. not to use the Mailbox Service for any illegal, immoral, obscene or defamatory purpose and if it does so it acknowledges that the Company may report the same to the police or other relevant authority; and
 - ii. not to send or deliver or cause to permit to be sent or delivered to the Premises any illegal, defamatory, obscene, dangerous or bulky object or material.
7. If it appears to the Company in its opinion that the Customer is in breach of condition 6 of these Terms and Conditions, then the company may terminate the mailbox service with immediate effect. In this instance there will be no refund of the mailbox service or any part of it.
8. The Customer authorises the Company and any of its representatives to sign at their discretion and on the Customer's behalf for any deliveries addressed to the Customer's mailbox address.
9. If the Customer fails to remove any item of Mail within one month after a notice to that effect has been deposited in the Customer's mailbox ("the Notice Date") then the Customer hereby authorises the Company in its absolute discretion, either to destroy such items or return them to the sender at any time after the Notice Date without further notice to the Customer. The Company's costs or expenses incurred in connection with this Condition will be paid by the Customer to the Company in full upon demand.
10. Subject to the provisions of Condition 2 of these Terms and Conditions, the Customer may terminate the Mailbox Service at any time by giving 30 days notice on all mailboxes and subscription periods.
11. The Customer will indemnify the Company against any expense, liability, loss, claim or proceedings incurred by the Company arising out of or in the course of the use by the Customer of the mailbox or items deposited in the mailbox, except to the extent that the same is caused by the negligence of the Company.
12. The Customer may check by telephone or email to see if they have any mail. All customers will have to pass an internal security check before any personal information can be disclosed.
13. Packages and oversized mail received addressed to the Customer will be held for one week at no extra charge, after which a Package Holding Fee may be levied per item held, per day or fraction thereof.
14. In the event that the Customer receives more mail than their physical mailbox can hold for more than 50% of the time the Customer may be subject to an additional charge equivalent to the current Goldbox Mailbox Service charge, at the discretion of The Company. Where the Customer utilises the Mailbox Service for the regular receipt of parcels or significant volumes of mail, a Mail Handling Fee will be applied at the discretion of the Company.

Apex House • Thomas Street • Trethomas • CF83 8DP

MailboxCSBS Ltd is a trading style of Caerphilly Small Business Services

Registered Office: Apex House, Thomas Street, Trethomas, Caerphilly, CF83 8DP. Registered in England and Wales Registration No: 11470009

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15. The Mailbox Service is not to be used as a storage facility and all mailboxes must be emptied at least every 90 days, if the Customer does not provide funds to forward the mail and the mail is not collected for a period of greater than 90 days, then the Company reserves the right to cancel the said Mailbox.
16. The Mailbox Service is not to be used for the storage or delivery of items of value. The Company has no knowledge of the value of any item of mail and will not accept notification of value. Accordingly, the liability of the Company in respect of any damage or loss of any kind whatsoever is limited to £5 for each claim and in aggregate shall not exceed the amount of the Payment in any Term.
17. The Company shall not in any event be liable for any indirect or consequential loss, including loss of profit, however it may arise, nor for any liabilities, costs, claims, demands or expenses arising from any event beyond its control including, but not limited to, any loss, damage, delay or miss delivery on the part of the Royal Mail or any other body operating a mail or parcel delivery service.
18. In order to activate the mailbox service, the Customer is required to provide:
 - i. the full name, address and telephone number of all persons for whom mail is to be received, held or forwarded to them; and
 - ii. the nature of business to be undertaken or reason for rental where rental is not for business purposes. A business can be defined as an activity involving the sale of goods and services
 - iii. an original form of identification for all persons for whom mail is to be received, held or forwarded, of a type approved by the Company, including a proof of identity and a proof of address. " A full list is held at CSBS. A certified copy of the ID will be kept on file and will only be disclosed if requested by the police, HM Revenue and Customs, Trading Standards or other appropriate legal authority.
 - iv. An admin fee of £20.00 is chargeable on all individuals who apply for the use of a mailbox to cover the cost of Due Diligence.
 - v. Holders of a "Standard Box" are only permitted 2 names per mailbox and may only use the following format for the mailbox address, MB, Mailbox followed by their assigned Mailbox number. Any other method used will result in either the customer upgrading to a Premium Mailbox or the Customer hereby authorises the Company in its absolute discretion, either to destroy such items or to return them to the sender
 - vi. Holders of a "Premium" mailbox service are entitled to have up to 10 names listed as recipients of mail and can be a mixture of business and personal names. Each personal name must provide proof of ID and Residence and pay the admin fee of £20.00 to cover due diligence
 - vii. holders of a "Goldbox" mailbox service are entitled to have up to 2 personal names and one business name listed as recipients of mail. An admin fee of £20.00 is payable for each personal name.
19. The Customer may select a Mail Forwarding service. The Company will forward mail to an address nominated by the Customer on an agreed basis. For this service the Customer will pay only the cost of materials and postage or courier charges each time mail is forwarded.
20. Standard mailbox users will be charged at the discretion of the Company an admin fee to forward mail to the customer.
21. It is the responsibility of the Customer to notify the Company of any change to home, registered or business address; or any change to directors or other named recipients of mail in writing, during the period of the Mailbox Agreement.
22.
 - i. The rights and obligations of the Company and the customer under this Agreement shall be governed and construed in accordance with English law.
 - ii. The Customer may not assign any of its rights or benefits hereunder.
 - iii. These Terms and Conditions shall prevail notwithstanding any conflict with the terms and conditions of any order or contract submitted by the Customer in respect of the Mailbox Service or any other services provided by the Company.

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