



Tel: 029 2085 1681 E-mail: Admin@mailboxcsbs.co.uk Web: www.mailboxcsbs.co.uk

### Application for Personal Mailbox Services

Date: ...../...../.....

This application should be completed by the individual applying to open and use this mailbox account. If necessary, space is provided later in the application to list any additional names you wish to assign to your account.

Space is also provided later to confirm the main contact number and email address you wish to use.

We will require a single form of ID for the applicant completing this form and they should provide their details below:

Title (optional) ..... First Name (s) ..... Surname (s) .....

Address .....

Town ..... County .....

Country ..... Postcode/Zip code .....

Home Tel: ..... Mobile: .....

email: .....

### **Proof of Identification**

We must have one form of photo ID for the individual completing this form and named above.

### **Mailbox Type**

Please select the type of mailbox service you require.

<b>STANDARD</b>		<b>PREMIUM</b>		<b>GOLD</b>	
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### **Mailbox Term**

Please select the contract period required. The minimum rental under the **Gold Mailbox Service** is 6 months.

<b>Monthly</b>		<b>3 Months</b>		<b>6 Months</b>		<b>12 Months</b>	
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### **Mail Forwarding**

Please confirm if you require mail forwarding. If yes please indicate the frequency required.

A space is provided later in the application to list your forwarding address.

<b>Yes</b>		<b>No</b>		<b>Optional £10.00 Deposit Paid</b>	
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### **Mail Forwarding - Frequency**

Mailing alerts are only provided under the "On Request" frequency.

<b>Daily</b>		<b>Weekly</b>		<b>Fortnightly</b>		<b>Monthly</b>		<b>On Request</b>	
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### **Authorisation to sign for deliveries**

I / We hereby authorise CSBS to accept and sign for deliveries where a signature is required for anyone named on this application.

Sign ..... Print Name .....



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**Forwarding Address**

If you have any concerns regarding the layout of your forwarding address or any specific requirements with regards to this, please contact us separately to discuss further.

Title (optional) ..... First Name (s) ..... Surname (s) .....

Address .....

Town ..... County .....

Country ..... Postcode/Zip code .....

**Additional names**

Under the Standard Mailbox Service, you can assign a total of 4 names to your account, including the name listed above.

Under the Gold and Premium Mailbox Service, this is extended to 10 names.

These “names” can be individuals, businesses, trusts, trading styles, associations etc.

Please note: Limited companies can also be a name on an account, however registering your company or any directors with Companies House (and using our address for this purpose) incurs additional charges.

If applicable, please provide details of any additional names below. Additional names can be added at any time by providing the full details in writing.

**Name 2**.....

**Name 3**.....

**Name 4**.....

**Name 5**.....

**Name 6**.....

**Name 7**.....

**Name 8**.....

**Name 9**.....

**Name 10**.....



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**Main contact details**

Please provide details below for the method we will use, should we need to contact you regarding your account.

Contact Number: .....

email: .....

**Terms & Conditions**

Please sign below to confirm that you have read and agree to MailboxCSBS Terms & Conditions

Sign ..... Print Name .....

Please provide any additional information below:

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**For Office Use:**

**Authorised** ..... **Declined** .....

**Signed** ..... **Print Name** .....