



PRIVICOR HOLD MAIL SERVICE SUBSCRIPTION FORM

1. Client Details

Full Name

Surname/Last Name

Middle Name

Given Name

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Date of Birth

Nationality

Passport / NRIC No.

DD/MM/YYYY

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2. Registered Contact Details

Mobile

Home

Fax

Country Code + Number

Country Code + Number

Country Code + Number

+

+

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Email Address

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Address

Street

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Street

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Province

Postal Code

Country

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3. Service Subscription (please tick as required)



Hold Mail Service

Subscribe to your secure hold mail box at SGD800 per year



Standing Instructions

Give us your standing instructions at an additional SGD450 per year

Please destroy un-collected mails held at PRIVICOR every:



Yearly



Half-Yearly



Quarterly



Monthly

Payment by: Cash Cheque Credit Card

4. Agreement

I, the undersigned, hereby subscribe to the services as specified in section 3 and confirm the accuracy and authenticity of the information set out herein. I, further confirm that I have read and agree to the terms and conditions set out in the attachment to this subscription form.

Full Name

Signature

Date

TERMS AND CONDITIONS OF PROVISION OF HOLD MAIL SERVICE

DEFINITIONS

1. "Mail" means any communication in written form on paper including the wrapping but does not include any parcel, book, catalogue, newspaper, periodical or prohibited articles as defined under the Postal Services Regulations then prevailing
2. PRIVICOR will provide, for the sole use of the Client in his/her own personal capacity, a postal address in Singapore. The Client hereby request and authorize PRIVICOR to receive, retain and hold Mail addressed to him/her on his/her behalf, delivered to the postal address provided by PRIVICOR under this Agreement in accordance with the terms of this Agreement.
3. The postal address provided may only be used by the Client as a postal address to which Mail directed to it may be sent and not for any other purpose.
4. The Client agrees that PRIVICOR is entitled to refuse receipt or return Mail to the sender or otherwise destroy Mail not covered under this Agreement.
5. This agreement takes effect on the day PRIVICOR notifies the Client of its account number ("Commencement Date") and shall continue for a calendar year upon payment of the subscription fee by the Client. The Client agrees that this Agreement will be automatically renewed annually unless terminated in accordance with the terms of this Agreement or unless the Client advises PRIVICOR in writing of its desire not to renew it at least 30 days prior to the anniversary of the Commencement Date of the Mail Service or if PRIVICOR fails to receive the payment of the subscription fee for the new term from the client, this agreement shall expire on the anniversary of the commencement date ("Expiry date"). Upon expiry, the client shall arrange to retrieve any uncollected mail promptly. PRIVICOR shall destroy all uncollected mail 30 calendar days from the expiry date without further reference or liability to the client in this regard.
6. The subscription fee for maintaining the Hold mail service is to be made at least 30 days in advance upon receipt of the invoice from PRIVICOR. It consists of a non-refundable standard annual fee, which is subject to review from time to time by PRIVICOR. The standard annual fee is exclusive of any cost, charge or expense or other disbursements (including costs of courier of the Mail to the designated addresses) incurred by PRIVICOR in providing the service.
7. PRIVICOR shall not under any circumstances whatsoever be obliged to inform the Client of the arrival of any new Mail. Neither shall PRIVICOR be obliged to open any of the Mail, to peruse the contents thereof and/or to notify the Client of such contents.

RETRIEVAL OF MAIL

8. Retrieval of Mail by the Client or an agent properly authorised by the Client in writing on terms acceptable to PRIVICOR, may be made only during our business hours (9am to 5pm, Singapore time) at PRIVICOR's office on a Singapore business day from Mondays to Fridays and by the Client giving to PRIVICOR not less than one working day advance notice of its intention to retrieve of mail.
9. PRIVICOR will only release the Mail to the Client or the Client's authorised agent after satisfactory verification of identity. PRIVICOR is entitled to request for copies of passport or other photo identification before release of the mail.
10. As a safety measure, PRIVICOR advocates that the Client attends at PRIVICOR's office to personally retrieve its Mails. The Client will be provided with a secure room to peruse and organise its Mail.
11. Should the Client requests for the Mail to be couriered to specific location, the Client shall:
 - a) Appoint a third party courier agency to retrieve the mail from PRIVICOR and to deliver the mail to the client;
 - b) Give to PRIVICOR at least one working day written advance of its instruction to courier
 - c) Be responsible for payment of the courier charges.

PRIVICOR shall be duly authorised to deal with the courier agency on behalf of the client.

PRIVICOR shall not be responsible for any loss, damage, or misdirection of the Mail, or for any risks associated with the delivery of the mail to the Client including but not limited to the risk of loss, Non-delivery, delay or unauthorized viewing and cross-border customs declarations issues.

PRIVICOR shall be entitled to impose (additional) service charges and administrative costs for any unsuccessful Mail courier and return of Mail or for any cancellation of appointment for retrieval or for courier of the mail.

12. All uncollected mail shall be kept for a maximum period of twelve (12) months from the date of its receipt by PRIVICOR. The Client agrees and authorises PRIVICOR to exercise its discretion to destroy the Mail without opening or to deliver the Mail to the mailing address provided by the Client in the Subscription form or as updated. PRIVICOR shall be entitled to charge the Client a service fee for such destruction.

TERMINATION OF AGREEMENT

13. The Client may terminate this agreement with 14 days advance written notice to PRIVICOR in accordance with Clause 26. The termination date shall be calculated from the date of PRIVICOR's receipt of the termination notice.
14. PRIVICOR may terminate this Agreement immediately with written notice to the Client at any of the registered contact details set out in the subscription form provided by the Client or as updated, at any time without the need to give an explanation to the Client. The termination date shall be the date of dispatch of the termination notice by PRIVICOR.
15. Upon termination of the Agreement, the Client shall promptly retrieve all Mail in PRIVICOR's possession within 30 calendar days from the termination date, failing which PRIVICOR reserves the right to destroy such Mail without further reference or liability to the Client and to charge the Client a service fee for the destruction.

16. The subscription fee or any portion as prorated shall not be refunded should this agreement be terminated prematurely.

ACKNOWLEDGEMENTS, UNDERTAKINGS and AGREEMENTS

17. The Client is fully aware and understands the nature and extent of the possible risks associated with utilizing the Mail Service, in particular, but not limited to the Client's lack of knowledge of the contents of the Mail so held and/or the consequent inability to respond to the contents thereof within a specific timeframe. The Client agrees that nothing in this Agreement obliges PRIVICOR to give notice of any Mail that it has received on its behalf. The Client agrees that no liability will apply to PRIVICOR with regards the above.
18. The Client acknowledges that PRIVICOR recommends that the Mail be retrieved regularly and shall retrieve or give instructions for the mail at least once during each yearly term of this Agreement. The Client further acknowledges that PRIVICOR recommends that the mail be retrieved personally by the Client at its office.
19. The Client agrees to pay the annual subscription fee timely and /or the additional service fees promptly on demand (including but not limited to the courier charges or fees for destruction) and agrees that PRIVICOR shall have a lien over the Mail in respect of any unpaid sums due to PRIVICOR.
20. The Client shall promptly notify PRIVICOR in writing of any changes in the information provided in the Subscription form and agrees that to indemnify and hold PRIVICOR harmless for continuing to rely on the information in its records. The changes notified will take effect 5 business days after PRIVICOR's receipt of the written notice.
21. The Client acknowledges and agrees that PRIVICOR shall not be under any liability to the Client in respect of any loss or damage the Client may suffer or incur as a result of PRIVICOR's provision of services under this Agreement including but not limited to any such loss or damage arising out of any delay, loss or misdirection of the Mail during courier.
22. The Client shall indemnify and hold PRIVICOR, its employees, nominees and agents harmless from and against all acts, omissions, negligence, claims, proceedings, demands, losses (direct or consequential), cost and expenses, including legal fee on a full indemnity basis which PRIVICOR, its employees, nominees and agents may incur or sustain by reason of PRIVICOR having provided the services under this Agreement.
23. PRIVICOR is not liable for any loss, damage or delay arising out of any circumstances beyond PRIVICOR's control. These include but are not limited to acts of God, compliance with any law, order, rule or regulation of any governmental or other authority, acts of any governmental or super-national authority, war or national emergency, riots, civil commotion, robbery, hijack, flood, fire, severe weather conditions, epidemic or pandemic, lock-outs, strikes and other industrial disputes, delays attributable to customs authorities and accidents.
24. PRIVICOR may from time to time appoint a subsidiary, affiliates, agents, contractors or any third party providers in the provision services under this Agreement. The Client agrees to the disclosure of the information by PRIVICOR of the contents of the Subscription form to any of them if required.
25. PRIVICOR reserves the right to vary the subscription fee and the terms and conditions of this Agreement at any time without further notice or liability to any party.
26. All written communications to PRIVICOR is to be sent:

By Post to :
Privicor Asia Pte Ltd
19 Keppel Road #09-03
Singapore 089058

By Facsimile to : +65 62223730

By Email to email address: hms@privicorasia.com
27. The Client agrees that written communication from PRIVICOR shall properly be sent by sending by ordinary post to the registered address or by electronic mail to the Client's registered email address as indicated on the Subscription form or as updated. The Client further agrees that he/she may be contacted via telephone, electronic mail or by Short Message Service ("SMS") to its mobile number as provided in the Subscription form or as updated on matters arising out of this Agreement.
28. All communication is deemed to have been received by the parties on the date of delivery if by hand; or on the date immediately after the date of posting if by post within Singapore; or on the date of transmission if sent by facsimile transmission, electronic mail and/or SMS.
29. The invalidity or unenforceability of any provision of this Agreement shall not affect any other part of this Agreement.
30. This Agreement shall be governed by and construed in accordance with the laws of Singapore and parties hereby submit to the exclusive jurisdiction of the Singapore Courts.