

Authority to Sign Terms and Conditions

1. Description

Authority to Sign is a free service from IOMPO, which allows Customers to authorise their Post Person to sign for items on their behalf while they are not at home.

To sign up, Customers must complete the application, which must be signed by all adults at the property who wish to use the service (available at www.iompost.com/ats). Return to a local Post Office or post to: Authority to Sign Applications, Isle of Man Post Office, Spring Valley Industrial Estate, IM2 1AA.

2. Available to

All residential addresses on the Island.

3. Definitions

"Terms and Conditions" means the general terms and conditions which apply to the delivery of the Service and which can be found at www.iompost.com.

"Application Form" means the application form for the Service available on the IOMPO website.

"IOMPO" means Isle of Man Post Office.

"Relevant Address" means the postal address to which this Service is to apply.

"Service" means the Authority to Sign service which is subject to these Terms and Conditions.

"General Terms and Conditions" means the general terms and conditions which apply to this Service.

"Customer" means the person applying for the Service and all persons residing at the address on the Application Form.

4. General Terms

The General Terms and Conditions apply to the provision of Authority to Sign by the IOMPO.

- Customers subscribing to the Service agree that IOMPO sign for items requiring a signature on behalf of the customer.
- Items small enough to fit through the letterbox will be delivered as normal.
- Items too large to fit through the letterbox will be left in the customer's Safe Place location, if a valid agreement is in place. Safe Place forms can be downloaded from www.iompost.com/safeplace. If a Safe Place agreement is not in place, items too large to fit through the letterbox will be returned to the sorting office for

collection. A Notice Left form will be posted through the Customer's letterbox advising them that the parcel for collection is at the sorting office.

- Customers will have no claim against IOMPO for non-receipt of or damage to the item(s) occurring after items are signed for and delivered.
- Registration for Authority to Sign is on a household basis. All adults residing at the Relevant Address must sign the completed Application Forms will receive the Service.
- By requesting the Service, Customers authorise IOMPO to collect, process and store the personal information requested in the Authority to Sign form.
- If there is any change to the information contained in the Application Form, or if the Customer changes address, they will provide IOMPO with new information as soon as possible.

5. Application

- Completion of the Application Form indicates agreement with these Terms and Conditions and with the General Terms and Conditions.
- Application for the Service must be made in accordance with the requirements set out in the Application Form.
- Customers should allow ten working days for processing of completed Application Forms
- IOMPO has the right to refuse any application for the Service.
- Provision of the Service at the Relevant Address is subject to IOMPO's agreement and exercised solely at IOMPO's discretion.

6. Services and Duration

- The Service is an indefinite service and will remain in place until termination.
- IOMPO at its sole discretion has the right to suspend, terminate or limit the service at any time. In particular, IOMPO may suspend the service at any time if these Terms and Conditions or the General Terms and Conditions are breached.
- Any cancellation of the Service must be made in writing to IOMPO in which case IOMPO will stop using the Service as soon as reasonably practical thereafter.

7. Limitations/Exceptions

- The Service is not available for items that are too large to fit through the letterbox, unless a Safe Place agreement is in place with IOMPO.

8. Charges and Payment Terms

- Authority to Sign is a free service.