

# HELPING YOU TO **REACH** POTENTIAL VOTERS

Your guide to your  
Election Manifesto Mailing



Isle of Man   
Post Office  
Oik Postagh Ellan Vannin

Integrated  
Mailing Solutions

[www.iompost.com/IMS](http://www.iompost.com/IMS)

## PAYMENT AND POSTING

Isle of Man Post Office (IOMPO) are pleased to advise that under the Elections (Keys and Local Authorities) Act 2020 all candidates standing for Election are entitled to claim postage costs relating to the distribution of “one postal communication relating to the election”, sent to each household with one or more elector in the constituency being contested.

## POSTAGE COST

- Postage, for one item only of election material, sent to each household with one or more registered voters will be met by the Treasury, providing the poll is contested. The funding per manifesto sent is limited to the minimum charge for a standard letter. Any additional mailings will be at your own expense.
- The minimum charge, which is 62p for a standard letter means enveloped manifestos for dispatch must weigh less than 100g, have a maximum size of 220mm x 155mm (C5 envelope) and be less than 5mm thick.
- Any items submitted over those limits will be held by the Post Office and candidates will be required to pay IOMPO in advance of the distribution of the manifestos.

**These extra costs must be accounted for in a candidate’s election expenses.**

## ITEMS CAN BE POSTED USING EITHER:

- IOMPO’s Franking Service. For a charge of £30.00 for the first 500 items and £3.00 per 100 items or part of thereafter (payable in advance by the candidate) all mail items are franked and dispatched. Upon completion of the application form at the back of this booklet, the Isle of Man Post Office will reclaim the postage charges from the Treasury on your behalf.
- Stamps affixed by the candidate. Upon completion of the application form found at the back of this booklet, we can supply the necessary amount of postage stamps for your manifesto mailing.

Please contact Isle of Man Post Office in advance to ensure sufficient stamps are available for collection at the Post Office of your choice.

**Contact details can be found at the end of this booklet.**

If, after your mailing has been dispatched, you withdraw from election or your nomination is rejected, you will be personally liable for the cost of any postage incurred.

## POSTING OF MANIFESTOS

- Arrangements for the posting of manifestos should be made through Isle of Man Post Office. Please see the contact details at the end of this booklet.
- Manifesto items will be delivered along with daily post items Monday – Friday.
- In accordance with section 97 of the Elections (Keys and Local Authorities) Act 2020, publisher's name and addresses must appear on the face of all pieces of candidates' mailings.

## ADDRESSING MANIFESTO MAILINGS

- Having declared an intention to stand for Election, you can obtain an address list of all electors in your constituency. You need to supply the General Registry (01624 687505) with a completed application form and proof of your public declaration (copy of press release or copy of the news website).
- The address list will be provided either on disc (password protected) or on paper. It can be personally collected or posted to you.
- Due to expected high volumes of manifestos, we recommend contacting us in the early stages of your manifesto preparations and well in advance of your planned dispatch date. This is in order for us to plan our resources effectively and work with you to ensure the timely delivery of your manifestos.
- Manifesto mailings must be addressed to each household with one or more registered voters.

## FOR MORE INFORMATION:

Call Aaron Craine on **01624 698455**

Email **[aaron.craine@iompost.com](mailto:aaron.craine@iompost.com)**

To learn more about ims visit **[www.ims-iom.com](http://www.ims-iom.com)**

**Please complete this form and return:**  
**FAO Aaron Craine, Isle of Man Post Office Headquarters,**  
**Spring Valley Industrial Estate, Braddan, IM2 1AA**

**APPLICATION FOR POSTAGE OF ELECTION MANIFESTOS**

Name of candidate.....

Constituency.....

Contact telephone no.....

Contact email.....

I apply for the issue of postage for my Election 2021 Manifesto mailing.

I understand and confirm that I am aware of my entitlement to one postage-paid mailing to each household with one or more registered voters.

**I would like to use stamps for mailing my manifestos and I will affix these myself.**

**I would like to collect my stamps from the following Post Office:**

.....

**I would like to use IOMPO's franking service which is payable by the candidate in advance.**

**I would like to use IOMPO's print and fulfillment services which are payable by the candidate in advance.**

If my nomination for election does not proceed then I accept that I will be personally liable for the cost of postage credit given. The payment should be made within 30 days of receipt of the invoice.

If my nomination for election does proceed I authorise the Treasury to pay directly to Isle of Man Post Office, the cost of postage for one postal communication relating to the election to each household with one or more registered voters in the constituency for which I am a candidate, equating to the cost of the minimum charge for a standard letter.

Signed (Candidate)..... Date.....

**FOR OFFICE USE**

Approved by..... Date.....  
on behalf of Isle of Man Post Office

Number of manifestos.....

# The experts when it comes to mail...

Integrated Mailing Solutions (IMS) is the specialist communications division of the Isle of Man Post Office. Everything we do is designed to support your needs and provide cost-effective solutions. No one knows mail like we do.

You can rely on us to take care of your whole mailing, knowing that your data and mailing material is totally secure.

## What can we offer you?

- **Printing**
- **Envelopment**
- **Addressing**
- **Franking**

## A safe pair of hands

Focus on your campaigning knowing your information is safe with us. We are certified to ISO 27001 which is the international industry standard for Information Security Management. Our procedures are all in place to protect the confidentiality, integrity and control of your data.

With over 20 years of experience and years of printing and sending manifestos on-Island, you can rely on our expertise and absolute commitment to take care of your mailing again this year. Allowing you to get on with your campaign, knowing that your data and material is totally secure.

## Leave it with us...

We'll take everything off your hands and handle the entire process from the input and mail merge of your data to the print and fulfilment and finally ensuring your mailings are delivered correctly and directly to your electorate's front door. We can even underwrite the postage on your behalf.

## Fulfilment in a flash

Using the latest technology we can process up to 20,000 units every hour and place them directly into the Island's mail stream for quick delivery – all under one roof.

**Contact us today for an estimate and a chat about what we can do for you.**

**For more information:**

CALL AARON CRAINE ON  
**01624 698455**

EMAIL

**aaron.craine@iompost.com**

TO LEARN MORE ABOUT IMS VISIT

**[www.ims-iom.com](http://www.ims-iom.com)**



IMS is certified to ISO 27001 for information security. We are also certified to the highest international standard for quality management: ISO 9001. Giving you full peace of mind for every campaign.

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