

## Business

I declare that I have sufficient authority so as to arrange the KeepSafe service on behalf of:

Company

Signature

Name

Job

N.B. individuals' names are not necessary for a business KeepSafe.

## Your Requirements

When would you like to KeepSafe to start?

When would you like KeepSafe to finish?

Please note that mail will be delivered to your address on the next delivery day after your KeepSafe has ended. You cannot collect Keepsafe mail.

How long would you like to use KeepSafe? (PLEASE TICK)

Up to 2 weeks £17.00     Up to 4 weeks £32.00

Up to 3 weeks £24.00     2 Months up to 66 days £40.00

The above prices include VAT at the standard rate.

Now that you have completed your application form, please return it to us with your payment, to the address below. Alternatively, take it to your nearest Post Office

Cheques should be made payable to Isle of Man Post Office or payment can be made by debit card or cash.

For further details please ask at any of our Post Office telephone our Customer Services on **01624 664664** check our website: [www.iompost.com/KeepSafe](http://www.iompost.com/KeepSafe).

Isle of Man Post Office takes your privacy seriously. The information you provide on this form will only be used for the delivery of this service and held in accordance with the Isle of Man General Data Protection Regulation. For the full privacy notice please visit [www.iompost.com/Privacy](http://www.iompost.com/Privacy).

# KeepSafe

## Post Sauchey

Keeping your mail safe and sound wherever you may be



### KeepSafe Service

Isle of Man Post Office  
Postal Headquarters  
Spring Valley Industrial Estate  
Douglas  
ISLE OF MAN  
IM2 1AA

Tel: **01624 664664**

Fax: **01624 698464**

Email: [customer.services@iompost.com](mailto:customer.services@iompost.com)

March 2019

Isle of Man   
Post Office  
Oik Postagh Ellan Vannin

# KeepSafe



## If you're going on holiday, planning a business trip or closing the office for holidays...

You may have remembered to cancel the milk and even arranged for someone to water the plants...

### But what about your post?

A pile of letters behind your door might attract unwanted attention. If you usually ask a friend or relative to look after your mail whilst you are away, Isle of Man Post Office has a much more convenient and secure solution.

### Introducing KeepSafe

An exclusive service designed by Isle of Man Post Office for the benefit of all our customers who are planning a trip away.

We can hold all your mail safely for up to 66 days.

To take advantage of this unique service simply complete the application form overleaf and either hand it in at any Isle of Man Post Office or pop it in the post to:

#### KeepSafe Service

Isle of Man Post Office  
Postal Headquarters  
Spring Valley Industrial Estate  
Douglas  
ISLE OF MAN  
IM2 1AA

KeepSafe Helpline: 01624 664664

# Important Information

To give us ample time to process your request, please complete and return your application form at least five working days before you would like the service to start.

Cheques should be made payable to 'Isle of Man Post Office' or you may pay at any Post Office. You may be asked for formal identification when applying for this service.

Prices quoted apply to one address or business name not each member of the household and are correct at the time of printing. The current maximum period of retention is 66 days.

**As a security precaution, your mail will be delivered to your address on the next delivery day after your KeepSafe has ended. You cannot collect it.**

**Signed For and Special Delivery items will be held for 18 days before being returned to sender.**

**Please note that KeepSafe is only applicable to letter mail. We do not retain parcels.**

### Make a note of your KeepSafe details here

Start date

Mail delivered on or next available delivery

Amount paid

Payment made

# Application Form

Address

Postcode

Tel

## Your Consent

If you are an individual please complete the form beneath entitled 'Personal'. However, if you are a company please complete the form entitled 'Business'.

**Personal** All individuals at the same address who would like their mail retained must sign below.

1 Title Full name Under 18✓

Signature

2 Title Full name Under 18✓

Signature

3 Title Full name Under 18✓

Signature

4 Title Full name Under 18✓

Signature

Please supply any additional names and signatures on a blank sheet of paper.

Does this application for KeepSafe cover ALL individuals\* who receive mail at this address?  YES  NO

\*Any mail which arrives for any individual NOT named on the form will continue to be delivered to in the normal way.