



1. TERMS OF SERVICE – ACCEPTANCE

A Post Office Box/Bag is rented on the condition that the applicant understands and agrees to abide by the terms of service. The service subscription is offered for one (1) year terms. The registered owner of the PO Box/Bag has responsibility for timely renewal of the subscription for service, with or without a renewal notice, in order to benefit from continued use of the PO Box/ Bag. Renewal payment becomes due at the start of each term and is **payable within the months of January and February**, each year. Without prejudice, **failure to indicate renewal by payment during the prescribed period will result in mail addressed to the service Box /Bag being returned to sender** from the month of March. TTPost is not obligated to deliver service for unpaid subscriptions. Acceptable payment options are cash, Linx, Credit Card and company cheques. The registered owner of the PO Box/Bag must provide TTPost management; staff or its agents must be able to contact the registered owner. First time applications for Post Office Boxes require a non refundable key payment of \$150.00. Post Office Boxes/Bags can only be rented by a person/firm upon presentation of **1 form of valid identification (National ID Card, Passport, Driver's Permit, Company registration where applicable)** and accurate and verifiable contact information, including valid telephone, proof of address and email contact. Subscribers receiving erroneously delivered mail **must** immediately return the items to the Post Office/shop, via the mis-sort drop box provided for this purpose in the P.O Box/Bag Lobby. TTPost reserve the right, in its sole discretion to refuse to allot a Box/Bag to an applicant without assigning any reason, or may withdraw the service from a renter by giving one (1) month's notice. Request for replacement keys would be facilitated at the owner's expense. In the event that an item cannot fit in the Box/Bag a **Notification of Arrival** will be placed in the Post Office Box/Bag. Delivery is not guaranteed if mail items are not addressed in the following manner; **LINE 1 - TO OWNER (FIRM OR INDIVIDUAL) : LINE 2 - P.O BOX/ BAG NUMBER: LINE 3 - P.O BOX/ BAG LOCATION**