



We deliver, whatever wherever

POST OFFICE

PRIVATE BAG RENTAL AGREEMENT

PRIVATE BAG NO:

Business

Individual

SURNAME:

NAMES:

IDENTITY:

OCCUPATION:

RESIDENTIAL PLOT:

TELEPHONE /CELLPHONE NO:

EMAIL ADDRESS:

IF REQUIRED FOR BUSINESS:

FULL NAME OF BUSINESS:

BUSINESS TELEPHONE:

CONTACT PERSON:

Terms and conditions

- a) The Private Bag Service Agreement is made and entered into by the lessee identified above ('customer') and BotswanaPost for the use of and services related to Mail delivery between the lessee and specified post office (the Lessor) under the terms set forth herein.
- b) The lessor agrees to use the Private Bag in accordance with Botswana Postal Services Regulations as well as local statutes and regulations. Any offensive use of the Private Bag shall be regarded as illegal and shall be subject to law suit, and may result in cancellation of service without notice.
- c) In the event of death or incapacity of the lessee, BotswanaPost shall require appropriate documents from Court, Coroner, Kgotla or Executor of the estate, trustee or similar entity or person before releasing mail or packages to a requesting party.

- d) If the applicant is a business shareholder, an affidavit nominating the applicant signed by other shareholders should be submitted together with the application form.
- e) The agreement shall remain confidential, except that this agreement, including the customer's email address, may be disclosed to BotswanaPost postal agencies, franchisees, legal authorities etc.
- f) Only Private Bags and locks with keys supplied by BotswanaPost may be used.
- g) Mail shall be enclosed in a locked Private Bag and shall be collected from the post office by the lessee or authorized agent.
- h) The locked Private Bag shall not be opened at the post office upon collection.
- i) The lessee/agent shall as well deliver a locked Private Bag enclosing correspondence for posting.
- j) Private Bag rental shall be renewed on annual basis; rental fee shall be subject to change due to tariff review.
- k) Private Bag rental expires after twelve (12) months from the date of lease._ Failure to renew rental after the expiry date attract penalty which has a grace period of 33 days. Shall the grace period elapse; the Private Bag shall be regarded as forfeited and the service shall be discontinued.
- l) The rental is non-refundable.
- m) If a defect is noticed in a Private Bag the lessee must pay the cost of a new bag.
- n) BotswanaPost does not accept liability for the loss of a private bag, lock or keys, any contents thereof or in respect of damage caused to any article of mail contained therein once the bag is collected by the lessee/agent.
- o) Any dispute or disagreement arising between the parties hereto in connection with this Agreement interpretation of the provisions hereof shall:
 - a) if not amicably settled by the parties hereto through negotiation within seven (7) days of such dispute or disagreement arising and:
 - b) upon at least (3) days written notice given by either party to the other;

be referred for determination and settlement by the Regional Manager.

I have read and I agree to the terms and conditions.

Lessee

SIGNED:

DATE:

Lessor

Branch Manager:

Signature:

Date: