

TANZANIA POSTS CORPORATION
APPLICATION FOR A PRIVATE LETTER BOX

P31

Name of applicant
(Surname in case of individuals)

Other Name or Titles
(Location / Residence)

AREA: STREET NAME:

PLOT/ HOUSE NUMBER: TELEPHONE NUMBER

The Head Postmaster*/Postmaster

I wish to apply for rental of a private box at Post Office.
If vacant private box is not available I shall be placed on a waiting list.

Date..... Signature of Applicant

Name.....

See overleaf for condition of rental. Further clarification can be sought from
Your nearest Head Postmaster/ postmaster.

FOR OFFICIAL USE ONLY

DF 1774/

Allocated P.O. Box No.:.....
Receipt No. Issued: Date:
Deposit on keys receipt No.: Date:
.....
(Initials)

Waiting list No.:.....
Date of application:
Call Notice sent on:.....
.....
(Initials)

- NB:
1. This application should be retained at the office where the applicant intends to rent a box.
 2. This application form must be withdrawn from the waiting list immediately the box has been allocated to the applicant.
 3. When a box has been allocated to the applicant use the blank page overleaf for minutes advising the various sections of the office to amend their box records accordingly.

CONDITIONS OF RENTAL OF PRIVATE LETTER BOXES

1. Rental Fees as shown in the current Postal Tariffs are payable annually in advance from 1st January to 31st March. Failure to pay the rental of a box when due may result in the forfeiture of the box, which may be re-let.
2. A private box may not be rented in a fictitious name or for an improper purpose.
3. The transfer of private box rights from one post office to another is not permitted; and the transfer of a private box from one person to another is subject to the approval of the Postmaster General.
4. The Post Office issues to each renter of a private box, an Authority Card which may be used by him or his agent to collect registered and insured postal articles and parcels addressed to the box. If the Post Office Authority Card is lost, the renter must report the loss immediately to Postmaster. A new card will be issued on payment of a fee as shown in the current revised Postal Tariffs.
5. Correspondence which, due to an error on the part of the Post Office is incorrectly delivered to private box, must be returned immediately, without endorsement, to the Post Office counter or placed in a letter posting box. It should not in any circumstances, be replaced in the private box.

Correspondence which is correctly delivered by the Post Office to the box number to which it is addressed, but which cannot be finally delivered at that address, must be returned immediately in the Post Office counter or placed in letter posting box, and must bear an endorsement indicating the reason for non-delivery (for example, "un-known at this address", "Gone away", "Deceased" "Refused" etc.).

6. A private letter box is for use exclusively for the delivery of correspondence which has passed through the post and must not be used for any other purpose. One correspondence has been collected by the renter it must not be replaced in the private box.
7. No lock may be placed on any box other than a lock supplied by the Post Office and no repairs to a box may be executed except by the Post Office. Renters are not permitted to have extra keys made.
8. The Postmaster General may, at any time, by giving seven days notice in writing, terminate any private box rental upon the contravention by the renter, of any of the foregoing conditions of rental.