

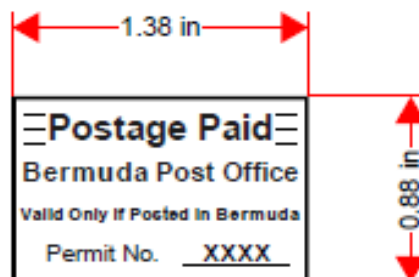


The Bermuda Post Office

POSTAGE PAID PERMIT TERMS AND CONDITIONS

- 1: Customers wishing to mail items without affixing stamps to the envelopes or flyers may apply to the Postmaster General for an annually renewable permit.
- 2: An initial non-refundable set-up fee of **\$275 (two hundred & seventy-five dollars)** is payable upon application for each new permit. A non-refundable renewal fee of **\$250 (two hundred & fifty dollars)** is payable 12 months after the initial set-up date and annually thereafter. A renewal notice will be sent prior to your annual renewal date and payment should be received before your renewal date to avoid the permit being automatically cancelled. Cancelled permits cannot be reinstated. To use the service, a new permit with a new Prepaid Indicia number would be required. The Post Office reserves the right to cancel the permit for reason of non-payment of the annual fee or misuse of indicia.
- 3: In order to qualify for a permit, the following conditions must be met and maintained:
 - (a) the total posting should consist of a minimum of 2,500 items during the period of validity of the permit.
 - (b) the indicia indicating that postage has been prepaid must be approved by the Postmaster General and conform to the general design shown below.
 - (c) all items lodged at the Post Office must be delivered and sorted in a manner approved by the Post Office. Direct Marketing Flyer Mailings (addressed flyers) and business mailings with names and address must be postal code sorted and bundled/containerized by postal code and or sub office depending on quantity.
 - (d) all items mailed must be accompanied by a manifest indicating the date of posting, the number of items at the weight of each item and the postage cost local and international.
 - (e) all preprinted envelopes, flyers or stock with the expired or cancelled PPPI license number must be destroyed at the customer expense. Any mail posted after the license expires or cancelled will be refused and returned to the sender.
 - (f) The indicia is only valid for Bulk Mailings of: Flyer Class, Marketing Material or Post Office qualified Monthly Mailer. The indicia is not to be used with ordinary office mail.

SAMPLE INDICIA





The Bermuda Post Office

Application for Postage Paid Permit

I/We will remit the sum of \$275.00 BMD which covers the initial non-refundable set-up fee for Postage Paid Permit and undertake to make posting in accordance with the Conditions outlined in the Regulations. Indicia artwork supplied on payment of license.

Name of Applicant: _____

Business Address: _____

Telephone No: _____

E-mail Address: _____

Copy of photo identification must be attached to gain access to online account for payment:

ID Type: _____ ID Number: _____ Expiry Date: _____

Signature of Applicant: _____

Position: _____

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For Official Use Only

Permit Granted: Yes () No ()

Permit No. Issued: _____

Date: _____

Signature of Postal Official: _____

For The Postmaster General

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