

Agreement for lease of post office box

Post office box no.	Size <input type="checkbox"/> Small <input type="checkbox"/> Large	Postal Code	Post Office/City	Unit Number
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Private customer User	Surname/first name	Address of residence (street/city/postal code)
	National Identity Number (11 digits)	Telephone number E-mail address
	Surname/first name of others in the household who will have mail delivered to the post office box.	

Corporate customer (includes organisations and associations)	Company name (with Certificate of Registration)		Contact person		
	Business Register Number		Visiting address (street/city/postal code)		
	Billing address <input type="checkbox"/> Post office box address <input type="checkbox"/> Other address (fill in name/street/post office box)		Delivery address (street/city/postal code)		
			Telephone number		Fax number
			E-mail address		
			Postal code	Post Office/City	
	Multiple users – maximum 4		(Fill in street/city/postal code)		
	Name		Visiting address		
	Business Register Number		Delivery address		
	Name		Visiting address		
Business Register Number		Delivery address			
Name		Visiting address			
Business Register Number		Delivery address			
Name		Visiting address			
Business Register Number		Delivery address			
Date	Signature User	Date	Number of keys delivered	Signature customer service representative	

To be filled out by Posten Norge AS	Identification				
	Recipient group <input type="checkbox"/> Enterprise <input type="checkbox"/> Households <input type="checkbox"/> Detached houses and Non-detached houses				
	The customer has given notification of an address change to Posten Norge AS <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Lease agreement in effect (Date)		Lease agreement terminated (Date)		

Original at the Post Office /In-store Post Office One copy is to be sent to: Posten Norge AS, Kundeservice, Postboks 2200, 5504 HAUGESUND

The customer receives one copy

Terms of the lease agreement

Between the user and Posten Norge AS an agreement has been formed for lease of a post office box. The user of the post office box can terminate the agreement with one month's notice. Posten Norge can terminate the agreement with two months' notice. The following terms do apply:

General

The correct postal address is indicated on the front page of the agreement. The user is bound to inform his/her contacts of the correct address. The post office box address is to serve as the sender's address on stationary, envelopes, invoices, website pages, adverts, etc. To avoid incorrect addressing and delayed mail delivery, the post office box address should also be listed in the telephone register.

Entry into the lease agreement

The lease agreement is formed between Posten Norge AS and the user. The chief user is responsible for mail to any other users of the post office box. Notification of any changes in the lease agreement, such as home/office address, telephone number, household, etc. is to be sent to the post office where the post office box is leased or to Customer Service.

Correctly addressed mail is to be sorted and in the post office box at the time indicated on the notice posted by the post office boxes. Any incorrectly sorted mail is to be returned to Posten Norge AS as soon as possible and preferably before leaving the post office box facility.

As part of the lease agreement the user will receive two keys to the post office box. The user must personally arrange any extra keys.

Use of post office box

If the post office box is to be used by more than one user, this must be approved by Posten Norge AS. A maximum of 5 companies can be registered for one post office box. Information about multiple users is to be recorded and form a part of the lease agreement. If more than one mail recipient (multiple users) receives mail at the same post office box, all users are given mutual access to all mail in the box. Posten Norge AS is not liable for any abuse of such access that might arise. The user is responsible for the keys and their use. The sender has right of possession to mail sent until it is delivered to the recipient.

Change of address

The user is bound to notify any change of address to posten.no or to the post office. Corporate customers can download change of address forms from bring.no. Mail that is addressed to the old address will in the event of a permanent change of address be forwarded to the new post office box for a maximum of 1 – one – month, provided the user does not extend the change of address period. After expiry of the requested change of address period, all mail will be returned to sender. Information about correct addressing can be found at bring.no/mail.

Price and terms of payment

Posten Norge AS sets prices and terms of payment for the rent and any additional services in connection with use of the designated post office box.

Separate prices have been set for post office boxes with multiple users. Notice of price changes is given at least 1 – one – month in advance. The rent is invoiced in advance annually and is to be paid in to the bank account indicated on the invoice. Failure to pay rent will result in termination of the lease agreement. If the lease agreement is terminated by the user or the user should be in breach of the agreement, rent that has been paid will not be refunded.

Termination of the lease agreement

The user may terminate the lease with 1 – one – month's notice. Upon termination the user is bound to notify any change of address. Any mail that is sent to the post office box after termination of the lease agreement will be forwarded to the new address. If notification has not been given of a change of address, any mail will be returned, marked with "Return to sender, new address unknown". The agreement is in effect until such time when the keys to the post office box have been returned. Any lost keys must be replaced by the user. The post office box cannot be sublet or conveyed to a third party. Should the user die or the enterprise be liquidated, the agreement is terminated.

Posten Norge AS may terminate the lease agreement with 2 – two – months' notice if the post office box facility is to be shut down or moved to another location which would result in a change in the user's postal address.

In the event of a breach of the lease agreement, or use of the post office box in connection with illegal or criminal activity, the agreement may be terminated with immediate effect.