



**6**

**Mail handling instructions** *How you want us to handle your mail*

Please  tick to indicate mail handling instructions. A **£45.00** Postal Deposit will be required for all options **EXCEPT** 'HOLD'. Please select only 1 option from each section.

**LETTERS & PRINTED MATTER (Magazines / Journals / Periodicals)**

- Scan & Email:** Open my letters, scan contents, email weekdays to email address given on page 1. **or** email to:  
 @   
**Charges:** Per letter: 1 - 5 A4 sides .75p. 6 - 10 A4 sides £1.00. 10+ A4 sides £1.50 + VAT.  
**After Scanning:**  Shred my letters\*  Hold for collection  Forward my mail:  daily  weekly  monthly  
\*All mail scheduled for shredding will be held for approximately 28 days from the day of receipt.
- Re-enclosure:** *Recommended for added security.* Forward my mail:  daily  weekly  monthly
- UK Redirection:** Forward daily, using a printed label & stamp:  1st Class  2nd Class
- Overseas Redirection:** Forward daily, with a printed label & stamp:  Airmail  Air Printed
- HOLD** at your offices. *(Mail held for 90+ days subject to a £1 weekly storage charge. Uncollected mail 180+ days will be returned to sender)*

**SPECIAL DELIVERY (REGISTERED) & RECORDED MAIL**

- Re-register / Re-record**
- Re-enclosure:** Forward untracked *(at my own risk)* by first class post.
- HOLD** at your offices.  **HOLD** and notify me  
(Mail held for 90+ days subject to a £1 weekly storage charge. Uncollected mail 180+ days will be returned to sender)

**PARCELS**

- Redirect** by affixing a printed label and stamp  1st Class  2nd Class
- HOLD** and notify me. *(Parcels held for more than 14 days will attract storage charges of £1 per day)*

**7**

**Your Order**

- 12 Months:     **£120.00 + VAT = £132.00**
  - 6 Months:       **£ 80.00 + VAT = £ 96.00**
  - \*Postal Deposit: *(no-VAT)*     =   **£ 45.00**     (\*Add if anything other than 'HOLD' was selected in Mail Handling section)  
\*VAT Does not apply to deposits
- Total:**       Method of payment: \_\_\_\_\_

**8**

**Credit card payment**

Please tick  I have read and accept the terms and conditions below.

I authorise **British Monomarks Ltd** to charge my:    MASTERCARD     VISA     MAESTRO     AMEX account   
 unspecified amounts in respect of invoices rendered.

**NAME** *(Exactly as shown on your credit card)*   

**ADDRESS** *(Exactly as shown on your statement)*      
  
    **Postcode:**

**CARD NUMBER:**               

**Start Date:**  /     **Expiry Date:**  /     **Security Code:**     **Issue No:**

**Signature:** \_\_\_\_\_    **Date:**  /  /

9

## Invoice address *(If different from box 2)*

Name:

Address:



Post Code:

Country:

### Street Address Terms and Conditions of Service

- The Company will provide for the Subscriber an address to be utilised by the Subscriber.
- The Company will forward to the Subscriber in accordance with instructions set out overleaf all communications delivered to the Company on behalf of the Subscriber.
- The annual fee for the services provided by the Company shall be as displayed in this form and shall be payable upon the signing hereof. Thereafter the annual fee shall be payable on the anniversary of the month of contract commencement.
- The Company will charge the Subscriber for each communication handled in accordance with paragraph 2 hereof a fee, if collected, of 17p (20p inc VAT), and if forwarded 20p (24p inc VAT), (plus envelope and stamp where applicable). A Subscriber requiring mail forwarded will pay the Company a deposit in advance of £45.00. The Company will render an account to the Subscriber from time to time in respect of all communications forwarded to the Subscriber. The Subscriber shall pay the said account within 7 days and in the event of the Subscriber failing to pay the account within the time specified the Company shall be at liberty by written notice to determine the agreement but shall not be liable to refund to the Subscriber any portion of the unexpired proportion of the annual fee.
- All prices are shown as both exclusive and inclusive of VAT at the standard rate.
- In accordance with UK law the Subscriber is required to supply first generation copies of 2 forms of personal identification for the Company to keep on file for the duration of the subscribed period. ID's must be in the form of: A) a photo ID, such as a passport or driving license and: B) a household utility bill such as a landline telephone bill (not a mobile phone bill), gas, electricity or satellite service bill which is less than 3 months old, or a recent bank or building society statement, HMRC letter, TV license which is addressed to the Subscribers residential address. Where the application is made on behalf of an incorporated company such as Ltd., Plc., LLC, LLP etc., further ID requirements apply, as follows: a) A photo ID & proof of current residential address for ALL directors or beneficial owners of the company, b) Certificate of Incorporation, c) Proof of trading address, d) Proof of company registered office. The Company will accept proof of ID in the form of electronic scans of the original documents via email or fax, or the originals brought to our offices, and these must be received and approved as acceptable by the Company before the subscribed service will be activated. Where the Subscriber fails to provide said documents, the Company reserves the right to suspend the services set-up for the Subscriber without refund of Subscription, Service fees or any Holding Deposits paid until said forms of personal ID are supplied to the Company's complete satisfaction. The Subscriber hereby confirms that the information provided in this Agreement is accurate at the time of signing the Agreement and any change(s) of the Subscriber's personal contact details or business contact details will be notified to the Company immediately. Further electronic checks may be required. The Company reserves the right to suspend or terminate a Subscriber's service if we are unable to contact them appropriately.
- British Monomarks Ltd is registered under the Data Protection Act No. Z950981X and undertakes to store subscriber information securely and not to divulge the address or any other information held on file about the Subscriber to a third party without the consent of the Subscriber unless legally obliged to do so.
- The Company will notify the Subscriber in writing of any changes in its charges and such altered charges will become applicable 14 days thereafter.
- The Company may at any time on one month's prior written notice determine this Agreement and shall refund to the Subscriber the appropriate unexpired proportion of the annual fee.
- The Subscriber may determine this Agreement on the annual anniversary in any year by giving not less than one month's previous written notice but otherwise the Agreement shall be deemed to continue from year to year.
- This Agreement is not transferable. It is personal to the Subscriber only.
- The Company will take all reasonable steps to ensure accurate and expeditious dealing with all communications received for the Subscriber in accordance with the instructions given by the Subscriber. The maximum liability that shall attach to the Company, its servants agents and officers for injury damage or loss to the Subscriber howsoever arising and howsoever the same may be caused shall not exceed £500.00, but no liability whatsoever shall attach in respect of money or valuables unless the same is sent by special delivery (registered post). Further the Company its servants agents and officers shall have no liability whatsoever under the terms of this agreement to any third party.
- If no Notice of Cancellation of this Agreement shall be given by the Subscriber to the Company but the annual fee for the year next following shall not have been paid, the Company shall be under no obligation to forward to the Subscriber any communications received for the Subscriber nor shall they be obliged to notify them of any documents that shall have been received.

Applicant Signature: \_\_\_\_\_

Date:  /  /

OFFICE USE ONLY: A/C No:  Ent. by:  Period:  Inv. Month:  Amt. paid: £

ID Requested: YES:  NO:  ID Rcvd: YES:  NO:  MONOMARK :

ASSIGNED TEL NUMBER :

ORDER CONFIRMATION SENT:  ID APPROVAL CONFIRMATION SENT:



# British Monomarks

Your **Central** London Address

## IDENTIFICATION REQUIREMENTS

### Subscriber identification requirements

In accordance with current UK law and our Terms and Conditions the account holder, all additional names on the account and, where applicable all company directors / beneficial owners must supply 2 forms of identification, 1. A photo identification and 2. A proof of current **residential** address.

**Incorporated companies / charities / organisations are required to supply additional company proofs as listed below.**

We are required to hold these 2 forms of ID securely on file, in order for us to activate your service. For your information, British Monomarks Ltd. is registered under the Data Protection Act No. Z950981X. Please be assured that your information will be stored securely in an encrypted database and this information will not be shared or disclosed to third parties unless we are legally obliged so to do.

### 2 ID'S REQUIRED FOR ALL INDIVIDUALS & COMPANY DIRECTORS



1 FROM LIST A

1 FROM LIST B

MUST MATCH APPLICATION

*The ID documents you supply us **MUST** match each other **AND** the details given on your service application form\**

### ALL 3 ID PROOFS ARE REQUIRED FOR INCORPORATED COMPANIES



1. Certificate of Incorporation.
2. Proof of Company Trading Address.
3. Proof of Company Registered Office

**Document types:** For individuals 2 IDs are required, 1 from list **A** + 1 from list **B**. Must exactly match each other & your application details.

#### LIST A: Photo Identification - Proof of identity

- Passport (preferred)
- Driving licence (with photo card)
- National Identity Card
- HM Forces Identity Card
- A current student card
- Disabled Drivers Blue Badge Pass

**LIST B: Proof of Residential Address\*** This must be less than 3 months old and show both name & address that match application details. (Please advise us when supplying your documents if your residential address is different to your mail forwarding address).

- Household utility bill (*less than 3 months old*)
- Landline telephone bill (*less than 3 months old*) *Note: No mobile bills please.*
- Current Bank Statement
- Current Council Tax bill
- Current TV licence
- Current P45/P60 statement
- HM Revenue and Customs Notice of Coding
- Student hall of residence agreement or proof of accommodation

*\* (Please contact us if you require us to consider an alternative to the above List B)*

**For incorporated companies / charities:** 2 IDs for **each** director or beneficial owner 1 from list **A** and 1 from list **B**. A company certificate of incorporation + A proof of company trading address + A proof of company registered address. **Note:** *Further electronic checks may be made.*

#### Ways to supply these documents to us

We are able to accept copies of these documents as scans uploaded to our website, via email, photocopies of the originals by post, or the originals brought in person to our offices where we will scan these for you on a while-you-wait basis. Please do not post your originals to us.

- **UPLOAD VIA WEBSITE:** [www.britishmonomarks.co.uk/cutomerIDuploader](http://www.britishmonomarks.co.uk/cutomerIDuploader)
- **SCANS BY EMAIL:** [mail@monomarks.com](mailto:mail@monomarks.com)
- **POST / BY HAND TO:** **British Monomarks Ltd.** 27 Old Gloucester Street, London W1N 3AX. Monday - Friday 9.00 a.m. - 5.30pm.  
*If you need more details about how to get to our offices please see the **Contact** section of our website or telephone us.*

**Sending ID documents:** Please ensure that you include your name, the service/s you have subscribed to and the date you subscribed, within the body of the email or in the box provided on the file upload form.

**Avoiding delays in your service activation:** To avoid unnecessary delays in activating your service please ensure that the scans / fax copies / photocopies of the identification documents you are supplying are:

1. First generation scan copies of the original documents.
2. If a scan that the document's text details and photograph (*where applicable*) are clear, legible and have not been altered in any way.
3. If scans, that the file sizes to be emailed are less than 3Mb each.

#### PLEASE NOTE:

Only on the satisfactory receipt of the required forms of identification documents can your service be activated. Failure to supply IDs, in the form required, will result in your service being suspended or remaining suspended indefinitely until such time as satisfactory ID documents are correctly supplied to us or the expiry date of your contract is reached.