

Types of Mailroom Services

Intra-Organisation Mailroom Service (Single Premises)

The nature of this service involves the service provider providing a Mailroom Service to an Organisation and the service is confined within a single Premises occupied by the Organisation.

“Mailroom Service” in this context shall mean either or both of the following activities:

- (i) the collection of incoming mails addressed to the Organisation (including recipients within the Organisation), and
- (ii) the collection of internal mails originating from senders within the Organisation addressed to recipients within the Organisation,

by a service provider acting on the behalf of the Organisation, followed by the subsequent conveyance of the mails by the service provider to the intended recipients within the Organisation. For the avoidance of doubt, the collection and subsequent conveyance of mails must be confined to the single Premises of the Organisation.

“Conveyance” includes sorting, carrying, transporting, distributing, forwarding, or delivering;

“mails” means letters and postcards (as defined in the Postal Services Act);

“Organisation” refers to a single legal entity and includes a company, sole-proprietorship, partnership, statutory board and government body; and

“Premises” means the premises occupied by the Organisation to carry out its business, and includes any factory, warehouse, office and any other building in which persons are employed or work therein.

Intra-Organisation Mailroom Service (Multiple Premises)

The nature of this service involves the service provider providing a Mailroom Service to an Organisation, between multiple Premises occupied by the Organisation. A service provider providing this Mailroom Service must handle the mails on behalf of an Organisation exclusively and separately from the mails of any other Organisations utilising such service. This means that the service provider must provide Mailroom Service to each Organisation on a dedicated basis and must not mix up the mails of one Organisation with the mails of any other Organisation under any circumstance. However, for the avoidance of doubt, a service provider is permitted to provide this Mailroom Service to more than one Organisation, provided that the Mailroom Service is provided on a dedicated basis for, and on behalf of, each Organisation.

“Mailroom Service” in this context shall mean either or both of the following activities:

- (i) the collection of incoming mails addressed to the Organisation (including recipients within the Organisation), and
- (ii) the collection of internal mails originating from senders within the Organisation addressed to recipients within the Organisation,

from the multiple Premises of the Organisation, by a service provider acting on behalf of the Organisation, followed by the subsequent conveyance of the mails by the service provider to the intended recipients within the Organisation. For the avoidance of doubt:

- (i) the collection of mails must be confined to the multiple Premises of the Organisation, from any P.O. box used by the Organisation, and/or from the premises of the public postal licensee; and
- (ii) the subsequent conveyance of mails must be confined to the multiple Premises of the Organisation.

“Conveyance” includes sorting, carrying, transporting, distributing, forwarding, or delivering;

“mails” means letters and postcards (as defined in the Postal Services Act);

“Organisation” refers to a single legal entity and includes a company, sole-proprietorship, partnership, statutory board and government body;

“public postal licensee” has the meaning ascribed to it in the Postal Services Act; and

“Premises” means the premises occupied by the Organisation to carry out its business, and includes any factory, warehouse, office and any other building in which persons are employed or work therein.

Inter-Organisation Mailroom Service

The nature of this service involves the service provider providing a Mailroom Service to an Organisation and its related/affiliated Organisations (e.g. parent-subsidiary companies, sister-companies), regardless of whether the Organisations occupy the same Premises.

“Mailroom Service” in this context shall mean the collection and conveyance of mails between an Organisation and its related/affiliated Organisations.

“Conveyance” includes sorting, carrying, transporting, distributing, forwarding, or delivering;

“mails” means letters and postcards (as defined in the Postal Services Act);

“Organisation” refers to a single legal entity and includes a company, sole-proprietorship, partnership, statutory board and government body; and

“Premises” means the premises occupied by the Organisation in Singapore to carry out its business, and includes any factory, warehouse, office and any other building in which persons are employed or work therein.

Messenger Service

The nature of this service involves the service provider providing a Messenger Service to an Organisation.

“Messenger Service” means the collection of outgoing mails from an Organisation occupying one or more Premises, followed by the subsequent conveyance of such mails to the public postal licensee for delivery by the public postal licensee via its postal network to recipients as either local or international mails. For the avoidance of doubt, a service provider providing a Messenger Service may consolidate the outgoing mails of any number of Organisations prior to conveying such mails to the public postal licensee.

“Conveyance” includes sorting, carrying, transporting, distributing, forwarding, or delivering;

“mails” means letters and postcards (as defined in the Postal Services Act);

“Organisation” refers to a single legal entity and includes a company, sole-proprietorship, partnership, statutory board and government body;

“public postal licensee” has the meaning ascribed to it in the Postal Services Act; and

“Premises” means the premises occupied by the Organisation to carry out its business, and includes any factory, warehouse, office and any other building in which persons are employed or work therein.