

REGISTRATION FORM FOR SINGAPORE EXTRATERRITORIAL OFFICE OF EXCHANGE (“ETOE”)

1. Details of the Designated Operator (“DO”) (Name and Address)
2. Member Country
3. DO’s PPI Mark
4. Details of the Singapore ETOE (Name and Address)
5. Name and Contact Details of Person in Charge of Singapore ETOE
6. Remuneration framework to be used (i.e. settlement framework to be adopted for the settlement of inter-operator payments, whether it is based on UPU Terminal Dues framework or commercially negotiated rates)
7. Type of documentation to be used in the proposed ETOE operation
8. IMPC registration form (downloadable from the UPU website)
9. Security screening procedures that the ETOE will be adopting for the conveyancing of mails items
10. A Letter of Undertaking affirming the DO and ETOE’s acceptance of conditions imposed by Singapore regarding the ETOE operations in Singapore

In addition to the above, applicants may wish to note that the conveyance of letters (weighing 500grams and below) within, into, from or through Singapore requires a licence from IMDA under the Postal Services Act (Cap 237A). For more information, please refer to the ‘Guidelines for Postal Services Operations Licence’ found on the IMDA website.

After IMDA has noted the applicant’s registration of the ETOE and granted approval for the Singapore IMPC code, the applicant may proceed to apply for an IMPC code with UPU.

ETOEs are required to comply with the ‘CN Documents Operational Framework’ found on the IMDA website. Should there be a contravention of any of the above, IMDA reserves the right to do the following:

- (i) Withdraw the Singapore IMPC code from UPU’s database in the event that and ETOE does not comply with any of the above conditions; and/or
- (ii) Revoke the approval for the ETOE to operate in Singapore.