



UNADDRESSED ADVERTISING MAIL SERVICE APPLICATION FORM

New Application
_____ .Renewal Permit No

Date of Application: _____

Office(s) of Entry: _____

Type of Printed Matter: _____
(newspapers, books, magazines, etc.)

Estimated Volume Per Mailing: _____ Frequency of Mailing: _____

CLIENT PROFILE

Company Name: _____

Nature of Business: _____

Business Address: _____

P.O. Box Address, if any: _____ E-mail Address: _____

Telephone Number: _____ Fax Number: _____

AUTHORIZED REPRESENTATIVES:

Name	Position	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I hereby certify that the above information is true and correct:

(Authorized Signatory)
Signature Over Printed Name/Position

TO BE FILLED UP BY PHILPOST PERSONNEL

Requirements:

- SEC/DTI Registration
- Business Permit
-)Sample of Materials (2 copies

I have evaluated and verified the enclosed samples and recommend it for:

- () Approval
- () Disapproval due to _____

APPROVED/DISAPPROVED:

Regional Director
Date: _____

Chief, Mail Permit Office
Date: _____ Time: _____

UNADDRESSED ADVERTISING MAIL
Postage Paid at _____
Under UAMS Control No. _____
Valid Until _____

Application/Renewal Fee: Php _____; O.R. No.: _____; O.R. Date: _____

Note: This mail permit approval is subject to the Terms and Conditions stated at the back of this page. The OAPMG for Marketing and Business Development shall be furnished a copy of all approved mail permit.

TERMS AND CONDITIONS

1. The UAMS permit indicia should be printed on the upper left hand corner of the envelope/wrapper.
2. Mails should be posted with a minimum quantity of 500 pieces per mailing only at the approved post office of entry.
3. Mails should be segregated, labeled, and bundled per target area/destination.
4. Mails should be accompanied with five (5) copies of Statement of Mailing indicating the area and number of pieces per destination.
5. Payment should be made in Cash or Manager's Check at the time of mailing or through approved payment arrangement.
6. Unaddressed items should not be attached/stapled on any other kind of mail handled by post office.
7. Your UAMS permit should not be used on mail matters mailed or coursed through other messengerial companies or private couriers.
8. The Mail Permit Approval will be released upon payment of the application/renewal fee of **Php300.00** (subject to change).
9. This permit is valid up to December 31 of the current year, subject to renewal.

This is to certify that I am the authorized representative of the company and I am amenable to the above terms and conditions.

(Signature Over Printed Name/Position)

Date: _____