

Digital Postage Meter (DPM) Licence Application



I hereby apply to use a DPM. In return for granting of the licence, I agree to abide by the conditions of use of DPMs which are set out overleaf. I further agree to New Zealand Post Limited undertaking whatever checks it considers necessary to establish my credit-worthiness.

Applicant's Details

Full Customer (Company) Name

Full Postal Address

Postcode

Full Postal Address where DPM is to be used (Equipment location)

Postcode

Has your company had either a DPM or an Automatic Stamping Machine (ASM) before?

Yes

No

If you have an existing credit account with New Zealand Post please show your customer number here

Customer Number (TPID)

Applicant's Name

Position Title

Applicant's Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Contact Name

Telephone

Email

Expected Annual Use (\$)

Credit Application attached?

Description of Digital Postage Meter licensed – supplier agent to complete

Machine Serial No.

Supplier/Agent Name and Address

Die Number

Postcode

Brand/Make

Model

Machine/Meter No.

Supplier TPID

Signed on behalf of the customer

Date

Disposal/Trade-in details – Complete if a DPM or ASM has been recently disposed of or traded-in

Make and Model

Resetting Office (if credit locking)

Die Number

Have you previously advised New Zealand Post of disposal/trade in?

Yes

No

Credit Check/Authority – New Zealand Post Use Only

Application Outcome

Approved

Declined

Authorising Officer (Signature)

Position Title

Responsible PBU

Machine Equipment ID

Initial Meter Reading

Location

Contract No

Applying for your DPM licence

1. Complete this form, along with the Credit Application and Direct Debit forms (available from your DPM supplier).
2. Return these to your DPM supplier for scanning and forwarding to New Zealand Post.
3. New Zealand Post will then advise your supplier when the application has been accepted and they will notify you.

This process should take no more than 2 working days.

Licence to use Digital Postage Meters (DPMs)

1. Licence

- (a) New Zealand Post hereby grants the Licensee the non-transferable, non-exclusive, royalty-free, revocable and limited **right to use** the DPM at the Equipment Location to apply postage to its own (but not any third party's) postal items for the Term, subject to the terms and conditions of this Licence. This Licence is subject to and conditional upon the Licensee being notified by New Zealand Post that it is a deferred payment account.
- (b) This licence incorporates the Credit Application form and New Zealand Post's terms and conditions for Business Customers (as described on the New Zealand Post website at www.nzpost.co.nz).

2. DPM Standards

The DPM must meet the current New Zealand Post standards for DPMs and be supplied by an approved New Zealand Post supplier.

3. Liability of Licensee

- (a) The Licensee shall be liable for all postage recorded on the DPM during the Term.
- (b) The Licensee shall pay for all charges incurred by New Zealand Post in respect of any action taken to enforce the conditions of this licence.

4. New Zealand Post Liability Limited

This licence does not relate to the supply, ownership or possession of a DPM. New Zealand Post may not be a party to the supply arrangements between a Licensee and a supplier of digital postage meters and therefore (to the maximum extent permitted by law) accepts no liability whatsoever arising out of or in connection with any arrangement (or lack of arrangement) between the Licensee and any such supplier. In addition, New Zealand Post makes no representation or warranty in relation to any supplier of digital postage meters, the DPM itself, connected services or any part of the relationship between the Licensee and any supplier of digital postage meters. The Licensee acknowledges that it enters into any arrangement with a supplier of digital postage meters solely in reliance on its own judgement.

5. End of Licence

- (a) If the Licensee wishes to discontinue using the DPM for the purposes of this licence, the Licensee must give notice to New Zealand Post either in writing or by email and state their customer number and address where the DPM is used.
- (b) The licence will end when:
 - (i) the Licensee has breached any of the conditions of this licence;
 - (ii) the DPM proves to be mechanically unsatisfactory or defective;
 - (iii) the DPM is improperly used;
 - (iv) the DPM is in New Zealand Post's or its agent's possession;
 - (v) the DIE number is removed;
 - (vi) seven days have expired following the giving of notice by the Licensee under clause 5(a);
 - (vii) New Zealand Post gives the Licensee 14 days prior written notice of termination of this licence; or
 - (viii) the Licensee breaches any term or condition of their status as a deferred payment account customer.

6. Payment of Postage

The Licensee will conform with the terms and conditions listed on the reverse side of the Credit Application. Where the Licensee is not a current deferred payment account customer, the application will be dependant on meeting New Zealand Post's credit requirements for a deferred account.

7. Refunds

New Zealand Post may refund the Licensee for impressions made using a DPM and pursuant to this licence, subject to the following:

- (a) envelopes, labels and wrappers on which impressions made by the DPM are recorded may be submitted at any time to a New Zealand Post acceptance point with a completed Credit Claim form AR051C.
- (b) each original, whole stamp impression measuring not less than 90mm x 140mm in size (with or without the rest of the postal item) must be submitted;
- (c) the verified total amount of the claim for refund will be deducted from any outstanding debt by way of a Credit Note and will appear on the Licensee's next monthly Statement of Account.
- (d) deduction of a handling fee of 5% of the refund calculated by New Zealand Post.

8. Change of Address

If the DPM is to be used at a different address to the Equipment Location, approval in writing must be obtained from New Zealand Post prior to the removal of the DPM. New Zealand Post may impose such conditions to the removal as it deems necessary in the circumstances.

9. Dies and Ink

- (a) Ink must be non-fluorescent blue, and of quality and kind approved by New Zealand Post
- (b) All dies contained in a DPM and used or to be used for the purposes of this licence remain the property of New Zealand Post.

10. Impressions

- (a) Stamp impressions must be distinct and free from overlapping. Articles bearing indistinct impressions may be treated as shortpaid.
- (b) Impressions must be made in one of the following ways:
 - (i) on the upper right-hand corner of the postal item; or
 - (ii) on a slip of gummed paper attached to the upper right-hand corner of the postal item. In this case, only the minimum number of slips required to make up the postage for the postal item is allowed.

11. Slogans

New Zealand Post may require the Licensee to discontinue the use of any slogans either to which objection is taken or which New Zealand Post considers (in its sole discretion) may: be misleading; be offensive; contain a political message or could be associated with a political cause or leader; infringe any copyright or other intellectual property right(s); be defamatory; or infringe any law.

12. Posting

- (a) The Licensee shall conform to the current standards for lodgement of mail, as listed at the New Zealand Post Website. New Zealand Post may change these from time to time at 30 days written notice.
- (b) ParcelPost™ Tracked and ParcelPost™ PO Box Priority parcels cannot be lodged under this method of payment.

13. Collection and Use of Information

During the term of this Licence New Zealand Post may collect information and data regarding your use of the DPM. The information may be obtained from you and the supplier of the DPM or generated by New Zealand Post when you use the DPM. New Zealand Post may hold the information and share it to the extent appropriate with New Zealand Post employees, contractors and agents and with credit reference and debt collection agencies.

14. Faults, Defective Mechanisms and Repairs

When any defect in the working of the DPM is noticed, the Licensee must immediately contact their service supplier.

15. Examination by New Zealand Post

The Licensee shall allow New Zealand Post or its appointed agent to examine the DPM without prior notice during normal business hours.

16. Alteration of Conditions of Licence

The conditions of this licence may be altered or added to by New Zealand Post upon giving 30 days written notice of any such alteration to the licence.

17. Correspondence

Correspondence should be addressed to:
Postage Meter Enquiries
New Zealand Post Ltd
PO Box 38817
Wellington Mail Centre
Lower Hutt 5045
or
postagemeter@nzpost.co.nz

18. Definitions

"**Credit Application form**" means the form entitled "Application for Credit" (AR4A) available from New Zealand Post, its agents, or New Zealand PostShops; "**DPM**" means the digital postage meter described overleaf; "**Direct Debit form**" means the direct debit form available from New Zealand Post, its agents or New Zealand PostShops; "**Licensee**" means the applicant described overleaf; "**New Zealand Post**" means New Zealand Post Limited, and its group of companies; and "Term" means the term of this Agreement, commencing on date New Zealand Post notifies the Licensee that it accepts this application, any Credit Application (if required by New Zealand Post) and the Direct Debit form.