

P.O. Box

Early access to incoming mail every day

With the "P.O. Box" service, you can receive your letter mail early every morning. In many locations, A Mail items are delivered to P.O. Boxes by the time counters open in the morning. A P.O. Box also ensures secure storage and a discreet address.

As a customer, you benefit from various P.O. Box options, regardless of how much letter mail you receive a day. You can choose the location of your P.O. Box wherever you would like in Switzerland. A maximum of one "Standard" P.O. Box and one "Separate" P.O. Box is permitted per person.

P.O. Box "Standard"	P.O. Box "Separate"	P.O. Box "Association"
Replaces your private letter box as the main address for letter mail	Is an additional place of delivery besides your private letter box	Suitable for associations without a domicile address
All letters addressed to the household will also be delivered to the P.O. Box	Only letter mail addressed directly to the P.O. Box is delivered there	A P.O. Box is valid for one association only
	The P.O. Box is valid for one person / one business only	Registration only possible at the counter
	Also suitable for customers with a permanent place of residence or business domicile abroad (registration only possible at the counter)	
Price: CHF 120.00 a year	Price: CHF 240.00 a year	Price: CHF 120.00 a year*

Prices for opening and managing online in CHF, incl. VAT

*This product may be opened only at the counter and costs an additional one-time fee of CHF 12.00.

The costs for this service are invoiced and must be paid in advance.

How to open and manage

You can apply for a P.O. Box at the post office counter or online. You can benefit from more affordable conditions if you order online. This can be managed via the "Manage P.O. Box" online service in the "My Post" customer portal. Detailed information can be found at www.swisspost.ch/manage-postofficebox.

Set-up

P.O. Boxes are always put into operation on a Monday. The application deadline is always the Tuesday of the previous week. You will always receive four P.O. Box keys. To ensure maximum security, the keys may not be copied.

Delivery times

- A Mail: until counters open in the afternoon or according to local conditions
- B Mail: during the course of the day
- Registered mail is collected during local post office opening times

Access and emptying

As a rule, access to the P.O. Box is guaranteed round the clock. Customers usually empty their P.O. Boxes once a day or at least once a week.



Addressing and delivery

To ensure that addressed letters reach your P.O. Box quickly and securely, it is important that the second last line of the address includes the note "P.O. Box" and that the last line includes the post-code, town and any additional number for the corresponding P.O. Box location (if available). This helps avoid delays in the delivery of letters to your P.O. Box.

Please note that a domicile address is required for parcels to ensure delivery.

Examples of correct addressing for letter mail:

P.O. Box "Standard"

Private customer	Business customer
Jürg Meier P.O. Box 3000 Bern 8	Swiss Ltd P.O. Box 3000 Bern 8

All persons/businesses recorded at your domicile address must be registered at your P.O. Box as joint users (private individuals) and sub-addresses (businesses). If a sub-address is cancelled, incoming letter mail will be returned to the sender. This will take place irrespective of whether or not the business on the private letter box is written to.

P.O. Box "Separate"

	Private customer	Business customer
To a P.O. Box	Jürg Meier P.O. Box 3000 Bern 8	Swiss Ltd P.O. Box 3000 Bern 8
To a private letter box	Jürg Meier Kramgasse 10 3011 Bern	Swiss Ltd Kramgasse 10 3011 Bern

P.O. Box "Association"

Associations
without a
domicile address

Example Association
P.O. Box
3000 Bern 8

Other interesting services

With a "Standard" P.O. Box, you can link other fee-based services to your P.O. Box.

These services are "Sub-address", "Redirect mail" and "Retain mail".

You can find more detailed information on these services at www.swisspost.ch and in the relevant factsheets.

The current GTC which constitute an integral part of the "Postal Services" and "P.O. Box" contracts can be found at www.swisspost.ch/gtc. In individual cases, Swiss Post may issue a hard copy of the GTC at a customer's request.

