

PEAX mail forwarding



Requirements

The PEAX mail forwarding service allows you to forward your mail to your PEAX address. Your mail will be processed by our scanning centre in compliance with data protection requirements and sent to your PEAX Postbox. In order to be able to use the PEAX mail forwarding service, you must first submit a request to Swiss Post to have your mail redirected. **Be sure to only redirect your mail and not parcels.** The PEAX mail forwarding service will only be activated once you have signed the form below and returned it to PEAX AG together with a copy of the mail forwarding form from Swiss Post.

Your details

Please enter both your current residential address and your PEAX address:

PEAX-ID
Postfach 1207
6341 Baar

Important: If you wish to have mail forwarded to your PEAX Postbox, you must enter your full PEAX address (incl. personal PEAX ID).

Forwarding address for non-scannable mail (mandatory)

Please enter a valid address to which we can forward your non-scannable documents. **This address must be different to the addresses on your mail forwarding form.**

Surname _____

Firstname _____

Additional address line _____

Street _____ No. _____

Postcode _____ City _____

Country _____

NB: If the address given is overseas, you will be billed the relevant postage costs as well as an additional processing fee of CHF 10.00.

Costs

Unscannable mail will automatically be sent to your forwarding address for a fee of CHF 2.50 (processing and postage costs) per consignment forwarded.

A monthly bill to the amount of CHF 30.00 will be sent directly to your PEAX portal for scanning up to a maximum of 500 forwarded mail consignments per year, plus the costs for forwarding any consignments (prices incl. 8% VAT).

A monthly bill to the amount of CHF 55.00 will be sent directly to your PEAX portal for scanning up to a maximum of 1,000 forwarded mail consignments per year, plus the cost of forwarding any consignments (prices incl. 8% VAT). Larger amounts on request.

I have read and understood the GTC and I am familiar with and accept the above information.

Date and place: _____ Signature: _____

Please send the signed document electronically to info@peax.ch. We thank you for your trust and hope to make all your administrative tasks easier and more transparent with PEAX.

Copy/scan of the full mail forwarding form from Swiss Post

Show us how digitised you are!
#PEAXdigital



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