

## Appendix 1

### Subject matter of intellectual property owned by third party(ies)

[Applicant to append the subject matter of the intellectual property (eg, trade mark, copy-right, etc) owned by third party(ies)].

## Appendix 2

### Authorisation Letter(s) to be signed by all third parties who own intellectual property in the Image

Date :

Pos Malaysia Berhad  
2nd Floor, Bangunan Pejabat Pos Besar Kuala Lumpur  
Kompleks Dayabumi  
50670 Kuala Lumpur

Dear Sirs

We refer to the application made by \_\_\_\_\_ (“Applicant”) to you for the Personalised Stamps described in his/her/its application form.

I/We confirm that:

I/We am/are the person whose image is to be included in the Personalised Stamp(s).

I/We own the intellectual property in the subject matter appended in Appendix 1 which is to be included in the Personalised Stamp(s).

I/We am/are the guardian of the person whose image is to be included in the Personalised Stamp(s).

I/We hereby irrevocably and unconditionally consent and authorise you to print, sell and use the Personalised Stamps containing such image and/or intellectual property.

For individuals applicants, please sign below.

\_\_\_\_\_  
Name:  
NRIC Number:  
Tel Number:  
Fax Number:

## TERMS AND CONDITIONS

1. You warrant that you will only submit a photo, logo, or image (collectively “Image”) or text that you own, or have the owner’s permission to copy.
2. You warrant (where applicable) that you will only submit an Image or text once you have obtained the necessary authority of all individuals and organisations whose image, or property (including intellectual property), is reproduced in the Image or text. Authority may be given by a guardian in favour of a child.
3. All copyright and other intellectual property rights in the Personalised Stamps (excluding the Image or text that you supply) belong to us. You must not copy or reproduce or authorise the copying or reproduction of any of our intellectual property.
4. The Image or text you submit will not be stored (electronically or otherwise) and we will not use that Image or text for any purpose other than creating your Personalised Stamps unless we have your prior approval. We will not return the Image or text which you submitted.
5. We reserve the right not to print your Personalised Stamps using the Image or text you provide where we deem, in our sole discretion, that the Image or text is unacceptable, indecent, inappropriate or offensive for whatever reason. In such instances, we will inform you of our decision and refund any payment you have made to us apart from the application or administrative fee.
6. Without limiting the generality of clause 5 above, we will refuse to process your order if we consider, in our sole discretion, that the Image or text you have submitted may be misleading, offensive to any ethnic or religious group, contrary to moral values of Malaysian society, contains any political message, may infringe copyright or any other intellectual property right, may be defamatory or may breach any law. We may ask you to prove that you have the right to copy the Image and that permission has been obtained from persons featured in the Image. If you are unable to prove this, we may refuse to print your Personalised Stamps.
7. Notwithstanding our discretion in terms 5 and 6 above, you agree to indemnify us against any and all claims, damages, expenses, and legal costs, which we suffer arising from or in connection with any breach of these Terms and Conditions, including without limitation any infringement of any individual or organisation’s copyright or other intellectual property rights or unauthorised use of any Image or text of any person or property, and any other civil liability or penal sanction.
8. You acknowledge that the quality of the finished product is dependent on the Image or text submitted and that variation in colour, image quality and position may occur. We reserve the right to change the images reproduced on the Personalised Stamps and frame designs without prior notice to you. Please refer to the attached [Guidelines] for more information on the minimum requirements for the Images you intend to submit to us.
9. To the extent permitted by law, we will not refund or replace an order if the Image printed on the tab of your Personalised Stamps is of poor quality. Your use of the Personalised Stamps must not result in liability to us.
10. We may change any aspect of, or withdraw the design of Personalised Stamps offered at any time without notice. Prices may be varied at any time at our discretion. Prices are exclusive of applicable tax (if any). We may charge handling, postage and administrative fees for your application and may, but shall not be obliged to, give you a discount.
11. The delivery service provided by us pursuant to these Personalised Stamps Terms and Conditions is subject to our [general terms and conditions for delivery of postal / courier items].
12. We will endeavour to ensure that Personalised Stamps for applications submitted to our Philatelic Counter, Pos Malaysia Berhad, 2nd Floor, Bangunan Pejabat Pos Besar Kuala Lumpur, Kompleks Dayabumi, 50670 Kuala Lumpur will be produced and dispatched within 7 working days from approval of your application. We do not guarantee delivery of your Personalised Stamps within this timeframe. Personalised Stamps for applications submitted to us at road shows, exhibitions and other events may take longer than 7 working days from approval of your application. If you wish to use the stamps for a special occasion or bulk orders, please ensure that your order is placed early enough to allow ample time for your order to be fulfilled to meet the date of your event.
13. We will not refund your payment because of delivery delays, and will not be liable to you for any loss or damage caused by delivery delays.
14. Refunds will be given only where the stamps are faulty, damaged or rendered unsuitable to be used as postage, provided that your claim is made within 30 days of the date of delivery and you can show to our satisfaction that any damage occurred before the Personalised Stamps were delivered to you.
15. To the maximum extent permitted by law, Pos Malaysia Berhad’s liability to you for any claim in relation to your Personalised Stamps order is limited to refunding the payment you have made for that order.
16. A base stamp and an Image will collectively constitute one Personalised Stamp. You may use the Personalised Stamps to pay postage on a postal article posted in Malaysia, or as a collectable. Each Personalised Stamp may only be used to pay postage on one occasion, and will be marked to denote cancellation.
17. These Terms and Conditions are governed by Malaysian laws and you submit to the non-exclusive jurisdiction of the courts of Malaysia.

# SetemKu



**FOR INQUIRY CONTACT**  
[filateli@pos.com.my](mailto:filateli@pos.com.my)



Stamp and Philately Division, Stamp Gallery, Level 2,  
Pos Malaysia Headquarters, Dayabumi Complex, 50670 Kuala Lumpur.  
Phone: 603-2275 6656 Fax: 603-2694 2137  
[www.pos.com.my](http://www.pos.com.my) / [www.posonline.com.my](http://www.posonline.com.my)

## SetemKu

Basic Package  
Only RM500\*

### 3 Easy Steps

**Step 1\***  
Select your package and designs

**Step 2\***  
Submit your favorite photo

**Step 3\***  
Complete order form

#### Technical requirements

**For Photo:**  
Good quality 3R (approx. 85 x 125mm) or 4R (approx. 100x 150mm)  
Photo in vertical format

**For Logos and messages:**  
A diskette/CD containing **high resolution** Photoshop EPS or **TIFF** file in RGB or CMYK mode (resolution size **38mm x 28mm** must be at least 600DPI)

**Font size (If any): At least 5 points**

**\*NOTE: Tolerance of 1mm skew and/or gap must be allowed.**

A hardcopy of visual (Recommended background to match the based stamp colour) To be submitted together with order form

#### APPLICATION FORM

Name: \_\_\_\_\_  
 NRIC Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

#### Please attach the following documents to support this application:

1. Clear photographs, pictures, messages or designs (collectively referred to as the "Image")
2. Authorisation of person(s) whose images are in the photographs
3. Authorisation of person(s)/company(ies) who owns the intellectual property rights in the Image
4. Application Fee (if any)
5. Payment for the personalised stamps (cash, money order, credit card or cheque)

We reserve the right to request from you any other document which we consider relevant to this application.

### ORDER FORM

Please select (✓) your favourite package and write down the number of sheetlets required for each design

Basic package Code no	<input type="checkbox"/> Emerald 30 sen sheet (qty)	<input type="checkbox"/> Diamond 30 sen sheet (qty)    50 sen sheet (qty)	<input type="checkbox"/> Ruby 50 sen sheet (qty)
	 SK 001		
 SK 002			
 SK 003			
 SK 004			
Total numbers of sheetlets	34 sheetlets of 30 sen stamp	12 sheetlets of 30 sen stamp 13 sheetlets of 50 sen stamp	20 sheetlets of 50 sen stamp

#### ADDITIONAL ORDER

(Please tick) ✓	Denomination	Price per sheet	Code no	Number of additional sheets	Total (RM)
	30 sen	RM 13.00			
	50 sen	RM 22.00			

Total amount due:

Basic Package Price RM 500.00

Additional Order Price RM[ ]

Others RM[ \_\_\_\_\_ ]

Grand Total RM[ \_\_\_\_\_ ]

#### For official use only (Others)

Less _____ % discount (if applicable)	
Add handling, postage and administrative	
SUB-TOTAL AMOUNT	

*Note: Minimum order for individual applicants is RM500*

#### DECLARATION AND CONFIRMATION

I/We on behalf of the applicant or I/We as the applicant hereby:

1. Understand that you reserve the absolute right to reject this application or to extend its processing period at your sole and absolute discretion without prior notice to the me/the Applicant/us and without assigning any reason thereof.
2. Confirm that:
  - a. other than the subject matter set out in the Appendix 1, we own all intellectual property rights in the Image.
  - b. other than the authorizations appended to this application as Appendix 2, no other third party consent or authorization is required for the printing, sale and use of the Personalised Stamps.
3. Agree that you are entitled to retain this application (and the supporting documents) whether or not it is approved.
4. Acknowledge that if this application is approved by you and I/we agree to be bound by the Terms and Conditions for the Personalised Stamps which may vary from time to time.

I/We on behalf of the Applicant hereby attest by my/our signature/s to abide by all the aforesaid,

For individual applicants, please sign below.

\_\_\_\_\_  
 Name :  
 NRIC Number:  
 Address:  
 Tel Number:  
 Fax Number:

Witnessed by:  
 \_\_\_\_\_

\_\_\_\_\_  
 Name of witness:  
 NRIC Number:  
 Address:  
 Tel Number: