

Postage will be paid by addressee. For posting in Singapore only.

**BUSINESS REPLY SERVICE
PERMIT NO. 08030**



CARITAS SINGAPORE COMMUNITY COUNCIL
7A LORONG 8 TOA PAYOH
#04-01, AGAPE VILLAGE
SINGAPORE 319264

DO NOT MAIL CASH

**CARITAS
SINGAPORE
FAMILY**



Glue here

How do I send my form using the Business Reply Service?

1. Please print using the "double-sided" settings on a plain white paper with weight 80gsm and above.
2. Fill up all the necessary information required in the form.
3. Fold the envelope along the dotted line and with the address facing the front.
4. Follow the instructions on which side to fold first.
5. Glue all the labelled areas stated "Glue here"
6. Make sure all sides and edges are completed sealed.
7. Drop this sealed envelope into the letter box.

DO NOT:

1. Spot sealing or stapling is not allowed.
2. Do not staple. Glue all sides firmly.
3. Glossy stickers are not allowed.
4. Do not write on the glue area.

Fold this side FIRST

Glue here

Glue here

