## **Application to Hold Mail**



\*221 13596522 2

Please note: In the period of the mail holding service, you will not be able to access mail held by Australia Post. Mail articles are not kept at Post Offices, and you are not able to collect mail from the delivery centres. All mail held by Australia Post will be delivered to your address when your normal mail delivery resumes (on the first delivery date CRN: after the finish date of this application). Office use only Are you holding mail for (cross both if applicable) X Checklist private individuals business / organisation **ABN** Q1 Allow 3 full working days Selected private / business 1. Start date of your Mail Hold service - allow three full working days (Mon to Fri) after lodgement for the service to start or both Finish date Mail received on these dates will also be held by Australia Post Q2 Address legible Q3 Complete and legible 2. Mailing address Q4 If not crossed confirm Q5 Name legible, at least one phone number Q6 Signed and dated ID to include name, address Suburb State Postcode and signatory of person lodging form 3. Full name of each person or business / organisation covered by this application Photo ID Title (Mr. Mrs etc) Business / surname (include maiden name, if applicable) Given names (in full) ID type: ID no: OR 2 forms of document ID ID type: ID no: ID type: If applicable, document sighted Written authority As part of your Mail Hold service, we may send you information from 4. I would like to receive the aforementioned information on products and Business reg docs Stat dec Australia Post and other organisations via mail on products and services services via SMS Charge category - including offers and discounts. Cross the box if you do not want to Other Service delivery receive this information. Business Box diversion Concession Deceased estate 5. Details of the person lodging this form Staff Bankruptcy Title (Mr. Mrs etc) Surname (include maiden name, if applicable) Given names (in full) trustee Amount Paid \$ Attach receipt to customer copy By giving us your email address, we can provide information about products and services from Australia Post and other organisations via email and attach copy of receipt to the back of the LH corner of this sheet E-mail address (not on the barcode corner) Advise customer to keep copy/CRN Area Daytime phone code After hours phone Mobile phone DATE STAMP Signature 6. Declaration by the person lodging this form - I have authority to include the people listed above. I understand it is a **criminal offence** to have a person's mail held without their authority or to give Australia Post false or misleading information. I have read and understood the **terms and conditions**. Date Accepting officer's name

Please use **black or blue ink** and print within the boxes in **BLOCK LETTERS.**Please leave spaces between words. Use crosses in boxes marked with an

after the finish date of this application).

## **Application to Hold Mail**

Customer copy

Customer	reference	numbei

CRN:

Are you holding mail for (cross both if applicable)				
private individuals X business / organisation X	<b>▶</b> ABN			Please keep
1. Start date of your Mail Hold service - allow three full wo	rking days (Mon to Fri) after lo	<b>odgement</b> for the service to start	D M M Y Y Y Y	this copy for your
Finish date Mail received on these dates will also be held	by Australia Post	D	D M M Y Y Y Y	records and for any
2. Mailing address				enquiries.
				Criqui ico.
Suburb		State	Postcode	
	I b Ib's P I's .			
<ol> <li>Full name of each person or business / organisation cover Title (Mr, Mrs etc) Business / surname (include maiden name)</li> </ol>		ven names (in full)		
The (MI, MIS etc) Business / surname (include maider name	le, il applicable)	veri names (in ruii)		
				Customer enquiries
				<b>A</b> 121210
				13 13 18 (within Australia)
As part of your Mail Hold service, we may send you Australia Post and other organisations via mail on particular - including offers and discounts. Cross the box if you	products and services	I would like to receive the aforementione services via SMS.	ed information on products and	or visit auspost.com.au/mail-redirect
receive this information.	a do not want to			Quote you customer reference number
5. Details of the person lodging this form				
Title (Mr, Mrs etc) Surname (include maiden name, if applic	cable) Gi	iven names (in full)		
				Amount Paid \$
By giving us your email address, we can provide information c	shout products and convices from	m Australia Post and other erganisations via	omail	
By giving as your email address, we can provide information c E-mail address	about products and services nor	TIT Australia Fost and other organisations via	erridii.	
Area	Areα			
code Daytime phone	code After hours phone	e Mobil	le phone	
6 Declaration by the paragraph adding this forms.	shavitu ta ingluda tha	ignature		DATE STAMP
6. Declaration by the person lodging this form - I have aut people listed above. I understand it is a criminal offence t	illority to include the			
held without their authority or to give Australia Post false of				
I have read and understood the <b>terms and conditions</b> .			Date	

Please note: In the period of the mail holding service, you will not be able to access mail held by Australia Post. Mail articles are not kept at Post Offices, and you are not able to collect mail from the delivery centres. All mail held by Australia Post will be delivered to your address when your normal mail delivery resumes (on the first delivery date