

Alter or Cancel

Mail Redirection or Mail Holding Service

CUSTOMER COPY

EXISTING SERVICE DETAILS

1 Do you wish to alter or cancel your: Mail **Redirection** Service Mail **Holding** Service

2 Your **Customer Reference No.** from the **original application**

3 For Mail **Redirection**: The address your mail is **currently** being redirected **FROM**
For Mail **Holding**: The address for which mail is **currently** being held

For Mail **Redirection** only: The address your mail is **currently** being redirected **TO**

SUBURB			
STATE		POSTCODE	

SUBURB			
STATE		POSTCODE	
COUNTRY (other than Australia)			

PLEASE NOTE

- If you wish to change your Mail Redirection Service to a **new address**, use this form to cancel your existing service, then lodge a new application.
- You can only **extend** a service which is still current. If the service has expired, you must reapply.

4 **REDUCE or EXTEND period of service** — allow at least **3 full working days** (Monday to Friday) for the change to occur

REDUCE period of service Date on which you want your Mail Redirection or Mail Holding service to finish / /

EXTEND period of service For Mail **Redirection** (**permanent** move), extend service for: 1 month 3 months 6 months 12 months
OR
For Mail **Redirection** (**temporary** move) or for Mail **Holding**, extend service until / /

5 **ADD or REMOVE names** — allow at least **3 full working days** (Monday to Friday) for the change to occur

	TITLE (MR, MRS etc)	SURNAME (include maiden name, if applicable)	GIVEN NAMES (IN FULL)	TICK IF AGED 18 OR OVER
ADD names	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

REMOVE names	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

6 Details of the person lodging this form

	TITLE	SURNAME	GIVEN NAMES (IN FULL)
FULL NAME	<input type="text"/>	<input type="text"/>	<input type="text"/>
BUSINESS HRS PHONE	(STD <input type="text"/>) <input type="text"/>	AFTER HRS PHONE	(STD <input type="text"/>) <input type="text"/> MOBILE <input type="text"/>

7 **Declaration by the person lodging this form**

*I have **authority** to add or remove, extend or reduce, alter or cancel the relevant service for the persons listed above. I **understand** it is a **criminal offence** to alter or cancel the Mail Redirection or Mail Hold service for another person without their authority. I **acknowledge** that I have read and understood the **Terms and Conditions** (on the back of the customer copy).*

Signature

Date / /

Privacy Statement: We only use your, or any co-applicants, personal information to administer our Mail Redirection or Mail Hold service. We will not disclose your, or any co-applicant's, personal information to any third party unless we are required by or authorised under law to disclose information to organisations such as Centrelink, AEC, ATO or CSA. Where you give us the personal information of another person you undertake to tell them you have done this and why, and the contents of this Privacy Statement. Subject to some exceptions you are entitled to access your personal information while we store it. We will assess all requests as required by law and will tell you if access is denied.

CUSTOMER COPY

EPOS
No.

After you have lodged **both** copies, this copy will be given to you to **keep** for your records and for any enquiries

Customer Enquiries



13 13 18

Quote your Customer Reference No.

Refund \$
OR
Additional fee \$

DATE STAMP