



"Service means the world to us"

A56:116B

REDIRECTION NOTICE

VALID FOR SIX MONTHS

[This form must be completed by the applicant and presented in person at any Post Office]

- 1. PRINT OR TYPE INFORMATION CLEARLY
2. READ CAREFULLY CONDITIONS OVERLEAF

NAME OF APPLICANT

[1].....

[2].....

[3].....

[4].....

OLD ADDRESS.....

TO BE REDIRECTED TO-

NEW ADDRESS.....

FROM [Date]..... TO [Date].....

DECLARATION

I,....., have given the Postmaster General permission to redirect my mail.

.....

Signature of Applicant

National I.D. No..... Date.....

Verified by Accepting Officer..... Date.....

FOR OFFICIAL USE ONLY

Submitted by Applicant [] Yes [] No

Power of Attorney [] Letter of Administration []

Investigated by.....

Approved [] Not Approved []

If not approved [reason].....

Noted by:- Postmaster Date.....

Sorting Office..... Date.....

Officer In Charge..... Date.....

Postman..... Date.....

CONDITIONS FOR REDIRECTION OF MAIL

- i. A fee of thirteen dollars (\$13.00) for residential customers and thirty dollars (\$30.00) for business customers will be charged. The equivalent value in postage stamps must accompany each Redirection Notice.
- ii. It is mandatory for each adult in a household to sign the Redirection Notice.
- iii. The names of minors (under 16 years old) must be included on the Redirection Notice [Signatures are not necessary].
- iv. Mail will not be redirected in the absence of a signed Redirection Notice.
- v. A member of a household will not be permitted to sign on behalf of another unless a Power of Attorney is presented.
- vi. Letters of Administration must be presented for the redirection of mail addressed to deceased persons.
- vii. A National Identification Card, Passport or Driver’s License must be presented by an applicant together with the Redirection Notice.
- viii. Redirection Notices are not accepted via the mail but must be presented in person at any Post Office.
- ix. This notice is valid for a period of six months, but may be extended, if necessary, on payment of the appropriate fee. All mail received after the date of expiration of this notice will be delivered as addressed.
- x. For Redirection Notices received from companies/businesses, the official rubber stamp must be applied in the space reserved for the “Declaration.”
- xi. Multiple members of a household relocating to a new address will only be charged thirteen dollars (\$13.00) for the service.
- xii. Letters and parcels prepaid at the inland rate shall be subject to the postage payable to the new destination if the addressee resides overseas.

WARNING

The above security precautions are necessary for the safe delivery of your redirected mail.

Thank you for your cooperation.