



**FOR OFFICIAL USE**

**PART I: ACCEPTING BRANCH TO COMPLETE**

Post Office Branch

Name of Delivery Base where Application Form is Despatched

**Application/ relevant document(s) checked and in order:**

*(Please mark 'X' in box where appropriate)*

- Business Registration Certificate, an authorization letter bearing the entity's name and rubber stamp and must be duly signed by any manager, director, or partner of the entity.
- Verified the Applicant and all additional applicants' names and address against all supporting documents.
- Verified a Letter of Administration or Grant of Probate for a deceased person's mail.

\_\_\_\_\_  
Name of Accepting Officer

\_\_\_\_\_  
Signature of Accepting Officer

\_\_\_\_\_  
Date

**PART II: SERVING DELIVERY BASE TO COMPLETE**

**Reference No. Allocated**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Acknowledgement Card/ Instruction Issued On**

|   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
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| D | D | M | M | Y | Y | Y | Y |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Period of Redirection Required**

**From:**

|   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D | D | M | M | Y | Y | Y | Y |  |  |  |  |  |  |  |  |  |  |  |  |  |

**To:**

|   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| D | D | M | M | Y | Y | Y | Y |  |  |  |  |  |  |  |  |  |  |  |  |  |

\_\_\_\_\_  
Name of Delivery Operator

\_\_\_\_\_  
Signature of Delivery Operator

\_\_\_\_\_  
Date

**PART III: REDIRECTION/ RETENTION SECTION TO COMPLETE**

**Action Taken On**

|   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
|   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D | D | M | M | Y | Y | Y | Y |  |  |  |  |  |  |  |  |  |  |  |  |  |

Mail Redirection V.202204