



HOLD MAIL SERVICE (HMS) CANCELLATION FORM

Dear Valuable Client,

If you wish to cancel your HMS Suite(s) or completely terminate the service, we kindly request that you complete and sign this HMS Cancellation Form. Please send us the completed HMS Cancellation Form either by:

- a) **Mail**, to the following address: Or by b) **Email**: sending the scanned documents to holdmail@singpost.com
- Hold Mail Service (HMS) Office - Cancellation
Singapore Post Limited
10 Eunos Road 8, #01-30
Singapore Post Centre
Singapore 408600

Once Singapore Post Limited ("SingPost") receives and verifies your duly completed and signed HMS Cancellation Form, we will cancel your HMS Suite(s) within 5 working days ("Cancellation Date"). We will then inform you of the Cancellation Date of your HMS Suite(s) via email. All your uncollected mail will be shredded 30 days after the Cancellation Date, unless otherwise instructed. All mail received after the Cancellation Date will be return to sender. You agree that SingPost shall have no liability to you in such circumstances.

For more information about the HMS, please visit our website: www.holdmail.com.sg, or call the HMS Hotline at +65 6845 6901 or email us: holdmail@singpost.com

I, the undersigned *(full name as per passport)* would like to cancel my Hold Mail Service (HMS) Suite(s) specified in item no. 2 of this HMS Cancellation Form.

1. YOUR DETAILS (WRITE IN CAPITAL LETTERS)

Full name	<i>(as per passport)</i>					
Passport* no.	<i>(last 3 digit)</i>	****			Passport expiry date	<i>(DD/MM/YYYY)</i>
Nationality	<i>(as per passport)</i>			Primary contact no.	<i>(code)</i>	<i>(number)</i>
Email						
Release address <i>(if different during time of subscription)</i>	Street name					
	Building name <i>(if applicable)</i>			Apartment/unit no. <i>(if applicable)</i>		
	Country			Postal code		
	City			Province <i>(if applicable)</i>		
	Remarks					

2. YOUR HMS SUITE(S)

I would like to cancel the following HMS suite(s) upon the expiry of my subscription: with immediate effect:

all my HMS suite(s) *(list all HMS suite(s) you currently possess)*

only HMS suite(s) *(list the HMS suite(s))*

**Only the last three (3) numerical digit of the passport(s) will be collected and administered for the subscription of Hold Mail Service. We advise against any full disclosure of passport(s) number and will omit such information to abide by the Personal Data Protection Act 2012 ("PDPA").*



HOLD MAIL SERVICE (HMS) CANCELLATION FORM

ACKNOWLEDGEMENT AND AUTHORISATION

I, the undersigned confirm (a) my acceptance of the HMS Terms & Conditions and (b) the accuracy and authenticity of the information set out in this HMS Cancellation Form.

Signature		Printed name	
		Date	

FOR SINGPOST OFFICIAL USE ONLY

HMS Update Form received by	HMS Update Form verified by
SIGNATURE:	SIGNATURE:
PRINTED NAME:	PRINTED NAME:
DATE:	DATE: