



HOLD MAIL SERVICE (HMS) UPDATE FORM

Dear Valuable Client,

If you wish to update your HMS details, we kindly request that you complete and sign this HMS Update Form. Please send us the completed HMS Update Form and necessary document(s) 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 – HMS Update
 Singapore Post Limited
 10 Eunos Road 8, #01-30
 Singapore Post Centre
 Singapore 408600

Once Singapore Post Limited (“SingPost”) receives your duly completed and signed HMS Update Form, we will update your HMS account details accordingly, and we will email you the confirmation of the HMS account update event.

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 <i>(Full Name as per passport)</i> would like to update my Hold Mail Service (HMS) for:	
My HMS suite(s)	<i>(list all HMS suite(s) you currently possess)</i>

Please tick the applicable box(es) and fill in the relevant details for change only.

1. CHANGE OF DETAILS (WRITE IN CAPITAL LETTERS)						<input type="checkbox"/>
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	Street name					
	Building name <i>(if applicable)</i>			Apartment/unit no. <i>(if applicable)</i>		
	Country			Postal code		
	City			Province <i>(if applicable)</i>		

2. CHANGE OF YOUR PRE-APPROVED RECIPIENTS						<input type="checkbox"/>
I would like to change my list of pre-approved recipients to the persons stated below for the following suite(s):						
For HMS suite(s)	<i>(suite number)</i>					
		Full name (as per passport)			Primary contact number	
Pre-approved recipients	1				Tel:	
	2				Tel:	
	3				Tel:	

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Important!

1. The above list of pre-approved recipients **replaces** the existing list of pre-approved recipients.
2. The changes set out in the HMS Update Form will only be effective in 5 working days after SingPost's receipt of your properly completed HMS Update Form.
3. The HMS mail delivery can only be made to you or the person(s) specified in this list of pre-approved recipients. **Please attach coloured scanned copies of your passport* and the passport(s)* of your pre-approved recipients with this HMS Update Form** and send the documents to SingPost as specified on page 1 of this HMS Update Form. **The scanned copies must be in colour.**

Note: Please note that all recipients are required to present their original passport to the HMS courier for verification with SingPost's records of such recipient's passport at the mail delivery appointment before the HMS courier will hand over any of your mail to the recipient.

**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").*

3. CHANGE IN PAYMENT OPTIONS

I would like to change my payment method for the payment of my HMS:

Cash
 Cheque
 Credit Card
 TT

For Credit Card, please fill in the following:

Name as per Credit Card		Type	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER
			<i>(visa/MasterCard only)</i>	
Credit Card number		Expiry date	<i>(MM/YY)</i>	

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 Update 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: