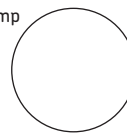




Redirecting business mail

Date stamp



Redirection Centre Use Only

Royal Mail Business Redirection Application Form April 2016.

i Please use CAPITALS and a blue or black pen for all your answers.

i Questions marked with * are mandatory.

1 Details of organisation or sole trader*

Name of organisation

Any other trading names of the above organisation or names of any other affiliated organisations at the same address whose mail needs redirecting - remember we make a charge for each name. (Please put any additional affiliate names on a blank sheet of paper and attach it to this application).

Abbreviations (Please write any abbreviations for the organisation and any affiliated organisations - we do not charge for abbreviations. Example: "Royal Mail - RM").

If you are a sole trader and are also asking us to redirect your personal mail, please fill in your details below. Not available for limited companies.

Title (Mr, Mrs, Ms etc) Full first name

Surname

Middle initial/s

Signature

i Royal Mail gives no guarantee that your new address will remain confidential. If we cannot deliver an item to your new address for any reason, it may be returned to sender, with the new address showing. We reserve the right to refuse to redirect mail and to end the arrangement at any time. If only part of your business or department is moving, please use our Royal Mail Diversion service at www.royalmail.com/diversion Please note, we can only redirect Royal Mail deliveries and will not be responsible for the delivery service provided by other postal operators.

2 Details of your move. You must give us correct postal addresses and postcodes.

i To check that postcodes are correct you can visit our website at www.royalmail.com or call the Postcode Enquiry Line: weekdays 8am to 5pm on 09063 021 222 evenings and weekends call 08457 111 222. Calls may be recorded, monitored and used for training and compliance purposes. Call charges apply - see www.royalmail.com/postcode-finder (We must have both old and new addresses below).

Old address* where your mail is sent now

Postcode*

New address* where you want your mail redirected to

Postcode*

Old daytime landline number (including area code)

New daytime landline number (including area code)

Email

Contact mobile number

Royal Mail account number (if you have one)

3 To help us meet your needs in the future please mark with an 'x' where appropriate

Number of employees

☐ 1 ☐ 2-10 ☐ 11-100 ☐ 101+

Why are you moving?

☐ Larger premises needed ☐ Business relocation ☐ Organisation ceasing to trade ☐ Smaller premises ☐ Post only move

Other

What is your company registration number?

Is your new property? ☐ Owned ☐ Rented

4 How long do you want the Redirection for? Please mark with an 'x' where appropriate

i Action Fraud recommends that to reduce the risk of identity fraud when moving, use Royal Mail's Redirection service to redirect mail from the old address to the new one for at least a year.

Move date from old address* Start date*

How long do you want the Redirection for?*

☐ 6-12 months ☐ 3-6 months ☐ 0-3 months

We can only redirect mail from a PO Box for up to six months

If you would like the Redirection to end on a specific date please state the end date

End Date* (if you wish to end the Redirection early)

Please mark here if you will be returning to the old address

☐

i We need at least five working days to set up the Redirection from the day we receive your application at our national processing centre, Royal Mail Redirection Centre, PO Box 944, Stoke-on-Trent, United Kingdom ST1 5DB.

5 Working out your payment

Use the table below to find out the cost of the Redirection and then multiply this amount by the number of different organisation names to get the total cost.

Prices apply from 29th March 2016 and are subject to change at any time. For current prices go to www.royalmail.com/redirection.

	UK (VAT Exempt)	EU (incl.VAT)	Rest of the World (Zero VAT)
6-12 Months	£425.00	£636.00	£530.00
3-6 Months	£260.00	£372.00	£310.00
0-3 Months	£175.00	£240.00	£200.00

Example: You are asking us to redirect mail to an address in the UK for 3 months for an organisation that trades under two different names. The total amount you pay is
£350 (3 months at £175 x 2).

Amount you are paying

£

6 Applying for your Redirection by post

Identification will be treated confidentially and returned. We take the security of mail very seriously. When supplying bills and statements as ID, they must be dated within the last six months and bills or statements downloaded or printed from the internet are not valid.

How to pay - You can pay using a company cheque, made payable to 'Royal Mail Group Ltd', or franking machine labels to the value of the Redirection. Sole traders can also pay by personal or business account cheque.

ID you need to send - We need **original identification (not photocopies)**. All ID must relate to the name of each of the organisation/s given in section 1 and show the address they are moving from. We will return ID within 10 working days. For your records, please take a copy of the ID before sending it to us. Please send to Royal Mail Redirection Centre, PO Box 944, Stoke-on-Trent, United Kingdom ST1 5DB.

Together with this form you need to send one of the items from each list below as proof of ID (**only items from this list can be used for postal applications**).

List A (proof of name)

- A company bank, building society or credit card statement
- For sole traders only we will also accept personal or business account bank/building society/credit card statement.

List B (proof of address)

- Two different Utility bills (NOT mobile phone or store/charge card statements or bills printed from the internet)
- Two different invoices (for goods and services supplied to your organisation)
- A business rate demand.

7 Applying for your Redirection at a Post Office® branch

We take the security of your mail very seriously. If you are supplying bills and statements as ID, they must be dated within the last six months and bills or statements downloaded or printed from the internet are not valid.

How to pay - We accept payment by cash, debit or credit card and business cheques when supported by a Post Office Cheque Authority Card. We cannot accept franking machine labels as payments.

Identification we need to see - We need **original identification (not photocopies)**. One from List A and one from List B. All ID must relate to the name of each of the organisation/s given in section 1 and show the address they are moving from. **Lists below are only to be used for applications made at Post Office® branches.**

List A (proof of name)

- Company credit card
- Company registration document
- Company cheque.

List B (proof of address)

- Two different utility bills (NOT mobile phone or store/charge card statements or bills printed from the internet)
- Company bank/building society statement
- Company credit card statement • Two different invoices.

For sole traders we **also** accept the following:

List A (sole trader proof of name)

- Bank/building society book • Full passport (any nationality) • Personal or business account credit or debit card
- Driving licence - photo card.

List B (proof of address)

- Personal or business account bank/building society statement
- Personal or business account credit card statement.

8 Declaration and signatures

I declare that I have full authority to redirect the mail of the business or organisation/s named in section 1. BY SIGNING THIS FORM, THE PERSON OR PERSONS SIGNING THE FORM EACH DECLARE THAT THEY HAVE FULL AUTHORITY TO REDIRECT THE MAIL AND SIGN THIS FORM FOR AND ON BEHALF OF THE PERSON(S), BUSINESS(ES) OR ORGANISATION(S) NAMED IN SECTION 1.

BY SIGNING THIS FORM, THE PERSON OR PERSONS SIGNING THE FORM EACH AGREE TO THE BUSINESS REDIRECTION SERVICE TERMS AND CONDITIONS FOR AND ON BEHALF OF EACH PERSON, BUSINESS OR ORGANISATION NAMED IN SECTION 1.

IF YOU SIGN THIS FORM ON BEHALF OF A DECEASED SOLE TRADER, YOU AGREE TO THE BUSINESS REDIRECTION SERVICE TERMS AND CONDITIONS.

- ☐ The organisation/s named in Section 1 is/are Limited company (a limited company cannot be a sole trader or limited liability partnership) ☐ Partnership ☐ Sole Trader ☐ Club, society, charity, or voluntary organisations

☐ We are a liquidator, receiver or trustee in bankruptcy

Name

Position

Date

Signature

Name

Position

Date

Signature

If you have marked the liquidation/receiver box, please provide a copy of the court order, resolution, notice or other evidence - e.g. letter on headed paper showing your appointment as liquidator, receiver or trustee in bankruptcy, which has been certified by a solicitor. It is a criminal offence to apply to redirect mail without proper authority.

We may inform other organisations that you are no longer at the old address. We will pass your application details and information regarding the status of your Redirection to organisations to prevent fraud and/or money laundering. We may also inform other licensed postal operators of the Redirection data to enable them to deliver mail. If the organisation/s names in Section 1 is/are are not a sole trader, Royal Mail Group and other selected organisations may use the application details and information regarding the status of the Redirection for marketing and updating purposes.

If the organisation/s names in Section 1 is/are a sole trader, by signing this Redirection form you or the sole trader where you are making this application on their behalf agree to the sole trader's details being used as set out in the redirections terms and conditions. This includes passing those details to organisations which work to prevent fraud and/or money laundering. **Further information about the use of your data is also contained in the Redirection terms and conditions.**

- ☐ We will use the details included on this form to offer you home mover discounts, offers and information from a select number of organisations, including Royal Mail Group. You can opt out of this at any time by contacting our Customer Service team or by marking "X" in this box.
- ☐ At no extra cost, we can provide the sole trader contact details included on this form to organisations that already know them so they can update their records. This may help reduce the risk of ID theft and environmental impact. If you do not want this, mark "X" in this box.

Post Office branch/Office use only - Please complete all sections

List A (Proof of name)

- | | |
|--|---|
| <input type="checkbox"/> Company credit card | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Company registration document | <input type="checkbox"/> Personal or business account/credit/debit card |
| <input type="checkbox"/> Company cheque | <input type="checkbox"/> Driving licence - photocard |
| <input type="checkbox"/> Bank/building society book | |

List B (Proof of address)

- | | |
|--|---|
| <input type="checkbox"/> Two different utility bills (NOT mobile phone or store/charge card statements or bills printed from the internet) | <input type="checkbox"/> Company credit card statement |
| <input type="checkbox"/> Two different invoices | <input type="checkbox"/> Recent bank/building society statement (no more than six months old) |
| <input type="checkbox"/> Company bank/building society statement | <input type="checkbox"/> Credit card statement |

Please do not record any ID, Credit or Bank card details on the form.

Liquidation/receivership/bankruptcy documents ☐

Amount paid

£

Staff Signature

Section 1 'Organisation' complete ☐

Section 2 'Addresses' complete ☐

Sections 4 and 5 'Duration & Payment' complete ☐

Section 8 'Two signatures required' complete ☐

Branch code

POL Horizon User ID



Please dispatch DAILY to Redirection Centre using ENV2130 ST. Please do not record any ID, Credit or Bank card details on the form. Please date stamp front page of form.