

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

--	--	--	--	--	--	--	--	--	--

Acknowledgement Card/ Instruction Issued On

D	D	M	M	Y	Y	Y	Y		

Period of Retention Required

From:

D	D	M	M	Y	Y	Y	Y		

To:

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 Retention V.202204