

# Delivery Notification | Registered Service



## Sorry we missed you; We tried to deliver your item

Recipient Name

Unit No. #

Tracking Number

Postal Code

Date of Attempt

### For Collection of Registered Service Items Only

I, (Name) \_\_\_\_\_, hereby authorise (Name) \_\_\_\_\_ to collect my item(s) from post office.

### For Official Use Only

Recipient / On behalf of Recipient Name

NRIC No. (Last 4 characters)

Signature /  
Company Stamp  
and Date

Post office collection available from the next working day (Mondays to Fridays), after 2pm.

Please bring along your **NRIC** and this **Delivery Notification Card** to collect your item(s). Items have to be collected within 10 working days (Mondays to Fridays) from the date of delivery attempt, otherwise it will be returned to sender. Redirection or transfers to other post offices are not allowed. For items addressed to a company, the authorised person will need to bring along the company stamp.

## Sorry we missed you; We tried to deliver your item

Recipient Name	<input type="text"/>	Unit No.	#	<input type="text"/>
Tracking Number	<input type="text"/>	Postal Code	<input type="text"/>	
Date of Attempt	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt	

We will attempt to re-deliver your item on the **next working day**. Item will be returned to sender after three unsuccessful delivery attempts.



SCAN THE QR CODE TO TRACK ITEMS

Please contact us via [www.singpost.com/contact-us](http://www.singpost.com/contact-us) should you wish to make alternative delivery arrangements.