

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**

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Acknowledgement Card/ Instruction Issued On

D	D	M	M	Y	Y	Y	Y	Y	Y

Period of Retention Required

From:

D	D	M	M	Y	Y	Y	Y	Y	Y

To:

D	D	M	M	Y	Y	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	Y	Y

Mail Retention V.202204