

Moving Premises?

Use our Redirection service to forward mail to your new address.

We want to make life as easy as possible for you at this busy time. To have your mail redirected to your new premises, all you have to do is fill out this booking form. Then, together with the fee and any supporting documents please:

- Bring it to your local Post Office
- OR**
- Post it directly, including payment (cheque or Credit/Debit card details), to An Post, Redirection Unit, Ground Floor, GPO, O'Connell Street Lower, Freepost, Dublin 1, D01 F5P2 (please do not post cash).

Please give at least 5 working days notice.

Business Fees for Redirection to:

	Address within Ireland incl. N. Ireland	Address Abroad
Up to 3 months	€155 per company name	€195 per company name
Up to 6 months	€195 per company name	€275 per company name
Up to 12 months	€275 per company name	€355 per company name



BUSINESS REDIRECTION TERMS AND CONDITIONS

These Terms and Conditions apply to An Post's Business Redirection Service (hereinafter referred to as the "Service").

In these Terms and Conditions "You" and "Your" refer to the applicant(s) for the Service and "We", "Us" and "Our" refer to An Post, having its registered office at GPO, O'Connell Street Lower, Dublin 1, D01 F5P2.

1. The Service is only available for the redirection of business post to which You are entitled. You confirm that the new address stated on this application is Your true and correct address.
2. Limitation on Liability: Our liability for any direct loss or damage arising from this contract is limited to the fee paid for the Service. We will not be liable, in any event, for any consequential or indirect loss or damage including, without limitation, loss of income, profits, interest, utility or loss of market, however arising in respect of the Service.
3. Where the applicant is a company the application must be signed by the Company Secretary and at least one other Director. Where the applicant is a partnership or association the signature of each partner or associate is required, if a separate sheet is necessary for this purpose it must be appended to this document and contain the partners' or associates' signatures below the following statement: "We have read and agree to the attached Terms and Conditions of An Post's Business Redirection Service". Where the applicant is a sole trader the application must be signed by the sole trader. Where the applicant is a form of business or organisation other than

those stated above, or is an unincorporated association or an educational or healthcare institution, We will require suitable documentary proof of the applicant's entitlement and authority to redirect the mail.

4. The name of the company or firm must be exhibited in a permanent and prominent place at the new address before We can redirect post to the new address.
5. We will require at least five working days' notice to put the Service in place.
6. There is a delay of at least one working day in delivery of redirected post.
7. A new address label is applied to each redirected item or pouch. If the item cannot be delivered it may be returned to the sender complete with the new address label.
8. Except in the case of temporary redirection, when the Service expires all post addressed to Your old address may be returned to sender.
9. If You wish to cancel the Service You must do so in writing. We will not refund the fee if You cancel the Service after its commencement.
10. If post is addressed to more than one addressee and only one of the addressees has requested the Service We will deliver the post as addressed and We will not redirect it unless both parties agree in writing that one of them or a third party will receive it.
11. Items sent using the An Post Parcel Service (including Courier Post) will not be redirected.

BUSINESS REDIRECTION TERMS AND CONDITIONS

12. The Service is not available for the redirection of:

- residential post;
- post from a delivery point shared with other companies where redirection would be unworkable or impractical;
- post addressed to a PO Box.

13. An Post will redirect post for a company which has ceased trading only when the redirection form is accompanied by a letter from the company's solicitor or accountant stating that:

- a. the company has ceased trading;
- b. the applicants have full authority to receive the company's post;
- c. the solicitor or accountant has full authority to make the representation;
- d. the new address is the true and correct address of the applicant;
- e. the Company Secretary and all of the company's Directors agree to the redirection.

14. An Post will redirect post for a company in liquidation only when the redirection form is accompanied by a copy of a Notice of Appointment of Liquidator.

15. An Post will redirect post for a company in receivership only when the redirection form is accompanied by a copy of the Deed of Appointment or a letter from the receiver's solicitor confirming that the receiver has the authority to receive the redirected post.

16. We reserve the right to refuse or discontinue the Service at our absolute discretion, including, but not

limited to, where the Service is unworkable. In this event An Post will refund the fee paid for the Service but will have no further liability.

17. Your Indemnity: In consideration of Us providing the Service You will indemnify Us and keep Us fully and effectively indemnified on demand from and against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which We may sustain or incur, or which may be brought or established against Us by any person, which in any case arise out of or in relation to or by reason of Your use of the Service.
18. This agreement is governed by the laws of Ireland and is subject to the exclusive jurisdiction of the Irish courts.

If you have a query email us at: redirections.centre@anpost.ie call us on 01 705 7600 or write to us at:
An Post
Redirection Unit
Ground Floor
GPO
O'Connell Street Lower
Freepost
Dublin 1
D01 F5P2

Business Redirection

Moving premises?
Make sure your mail moves with you



Visit us at anpost.ie



Please complete the form in BLOCK LETTERS. Please note that incorrectly completed forms will delay your application.

Part 1 – REASONS FOR BOOKING

Temporary relocation* Moving premises Company ceased trading† Company in receivership* Company in liquidation†

*Please ensure that you specify an **'end date'** in Part 4. †Please refer to T&Cs – additional documentation is required.

Part 2 – BUSINESS NAME DETAILS

Please include all abbreviations relating to your business name on a separate sheet.

Company/
Business Name

Trading as:

Part 3 – AUTHORISATION REQUIRED

Two authorised **signatures** are required for a **Limited** company. In the case of a sole trader, partnership or association please refer to T&Cs point 3.

Sole Trader Limited Company Partnership Other (please specify)

Position held:

Signature 1: Signature 2:

I/We have read and agree to the attached Terms and Conditions of An Post's Business Redirection Service.

Part 4 – ADDRESS DETAILS (Please note that NO CHANGES can be made once the Redirection service has started and that you may be contacted to confirm the addresses provided)

Old address details

Building No.

Town:

County:

Address:

Eircode:

Is the name of the company or business prominently and permanently displayed at the new address? Yes No

New address details

Building No.

Town:

County:

Eircode:

Email:

Address:

Country:

Telephone:

An Post may use the change of address details you have provided to update internal databases controlled and operated by An Post. If you do not wish your change of address details to be used to update internal databases controlled and operated by An Post, please tick box.

An Post may provide your change of address details to a third-party to be used for direct marketing purposes. If you do not wish your change of address details to be used for direct marketing purposes by a third-party, please tick box.

Please make sure you have supplied the following (please tick):

The reason for booking The required number of authorising signatures

Full contact details including old and new addresses Have you included all abbreviations related to your business name?

Part 5 – PAYMENT DETAILS

Note: At least 5 working days' notice is required to put a Redirection service in place.

Requested start date:

Length of redirection: 3 Months 6 Months 12 Months

Payment method: Cheque Post Office Credit/Debit Card (Please fill in details below)

If temporary redirection, please specify end date

You should only complete the section below if you will be posting this form to us directly in the Redirection Unit and paying by Credit/Debit card.

Name of Card Holder:

Card Type: VISA MasterCard® Signature of Card Holder:

Card Number:

Card Holder's Address:

Building No.

Town:

County:

Country:

Address:

Eircode:

Expiry Date:



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