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 address, all you have to do is fill out this booking form.

How to Apply
Bring the fully completed form including any supporting documentation and the fee to any Post Office or Post it directly, including payment (cheque or Credit/Debit card details only), to An Post, Redirection Unit, Grand Floor, GPO, O’Connell Street Lower, Freepost, Dublin 1, D01 F5P2 (you cannot post cash).

Please note: at least 5 working day’s notice is required

<table>
<thead>
<tr>
<th>Business Fees for Redirection to:</th>
<th>Terms and Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business - In Ireland</td>
<td>Terms and Conditions</td>
</tr>
<tr>
<td>Business - Abroad</td>
<td></td>
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<tr>
<td>Up to 1 month</td>
<td>€70 per business name</td>
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<td></td>
<td>€95 per business name</td>
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<tr>
<td>Up to 3 months</td>
<td>€175 per business name</td>
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<td></td>
<td>€250 per business name</td>
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<tr>
<td>Up to 6 months</td>
<td>€345 per business name</td>
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<td></td>
<td>€350 per business name</td>
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<tr>
<td>Up to 12 months</td>
<td>€410 per business name</td>
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<td></td>
<td>€470 per business name</td>
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</tbody>
</table>

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. a. Where the customer is a limited company the form must be signed by the company secretary and at least one other director of the company.
   b. Where the customer is a partnership or association the signature of each partner or associate is required if a separate sheet is necessary for this purpose.
   c. Where the customer is a partnership or association the signature of each partner or associate must be signed by the sole trader.
3. The name of the company or firm must be exhibited in a prominent and prominent place at the new address before We can redirect post to the new address.
4. We will require at least five working days’ notice to put the Service in place.
5. There is a delay of at least one working day in delivery of redirected post.
6. 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.
7. Except in the case of temporary redirection, when the Service expires all post addressed to Your old address may be delivered as addressed or may be returned to sender, in accordance with our operational procedures.
8. 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.
9. 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.
10. Items sent using the An Post Parcel Service (including Courier Post) will not be redirected.
11. 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.
12. 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 applicants;
   e. the Company Secretary and all of the Company’s Directors agree to the redirection.
13. 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.
14. 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.
15. 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.

Our Terms and Conditions

TERMS AND CONDITIONS

Please read these terms and conditions carefully before using our Redirection Service (hereinafter referred to as the “Service”).

In these Terms and Conditions “You” and “Your” refer to the applicant(s) and “We”, “us” and “Our” refer to An Post, having its registered office at GPO, O’Connell Street Lower, Dublin 1, D01 F5P2 (you cannot post cash).
Please complete the form in BLOCK LETTERS. At least 5 working days notice is needed to put a Redirection Service in place.

**Part 1** - REASONS FOR BOOKING AND DURATION OF SERVICE (Tick appropriate box)

- [ ] Permanent
- [ ] Temporary
- [ ] Changing Service

**County**

**Is this Redirection:**

- [ ] Permanent
- [ ] Temporary

**Service required for:**

- [ ] 1 month
- [ ] 3 months
- [ ] 6 months
- [ ] 12 months

**If temporary, specify end date**

- [ ] D D M M Y Y
- [ ] D D M M Y Y

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**Part 2** - BUSINESS NAME DETAILS Please include abbreviation(s) relating to your business name.

**Company/ Business Name**

**Trading as**

**Signature 1**

**Signature 2**

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**Part 3** - AUTHORISATION AND CONTACT DETAILS REQUIRED (Incorrect or incomplete authorisation will delay the application process.)

**Signatures from the Company Secretary and one Director are required for a Limited Company. In the case of a Sole Trader, Partnership or Association or other business type please refer to T&Cs point 2.**

**Title**

**Mr**

**Miss**

**Mrs**

**Ms**

**Other**

**Name**

**Surname**

**Position**

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**Part 4** - ADDRESS DETAILS No changes can be made once the Redirection Service has started.

**Old address details**

**Address 1**

**Address 2**

**Address 3**

**Address 4**

**County**

**Eircode**

**Requested start date**

- [ ] D D M M Y Y

**Is the name of the company or business (to which the mail was originally addressed) prominently and permanently displayed at the new address?**

- [ ] Yes
- [ ] No

**New address details**

**Address 1**

**Address 2**

**Address 3**

**Address 4**

**County**

**Eircode**

**If you wish your change of address details to be used to update our TV Licence database, which is controlled and operated by An Post, then please tick the box here.**

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**Part 5** - PAYMENT DETAILS Note: At least 5 working days’ notice is needed to put a Redirection Service in place.

**Payment method:**

- [ ] Cheque
- [ ] Post Office
- [ ] Credit/Debit Card (Please fill in details below)

**Name of Card Holder**

**Card Type:**

- [ ] VISA
- [ ] Mastercard®

**Card Number**

**Expiry Date**

**CCV Digits**

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**Reference Number:**

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