

MailMinder for your Home:

Going on holidays? Worried about leaving your mail at home unattended? With An Post's MailMinder service there is no need to worry about your mail while you are away. MailMinder will look after your mail by simply suspending mail delivery to your home during the specified time you are away. Your mail will be stored securely and delivered to you when you return.

MailMinder for your Workplace:

Closing your premises temporarily can be a very stressful time for you. To help prevent build up of important business mail you can avail of An Post's MailMinder service without any hassle at all. MailMinder can give you peace of mind that your business mail is secure and safe while you are away.

Residential/Business MailMinder Fees

Less than 4 weeks	€52.50 per address/company name
4 - 8 weeks	€75.00 per address/company name
8 - 12 weeks	€110.00 per address/company name

Once you have completed the attached booking form, return it to us and allow at least 5 working days before your departure in order for your application to be processed.

Please complete the application form and bring it to your local Post Office with the fee.

OR

You can post it directly to:

An Post, Redirection Unit, Ground Floor, GPO, O'Connell Street Lower, Freepost, Dublin 1, D01 F5P2, including a cheque or Credit/Debit card details. (please do not post cash)

PLEASE GIVE AT LEAST 5 WORKING DAYS' NOTICE

Terms and Conditions

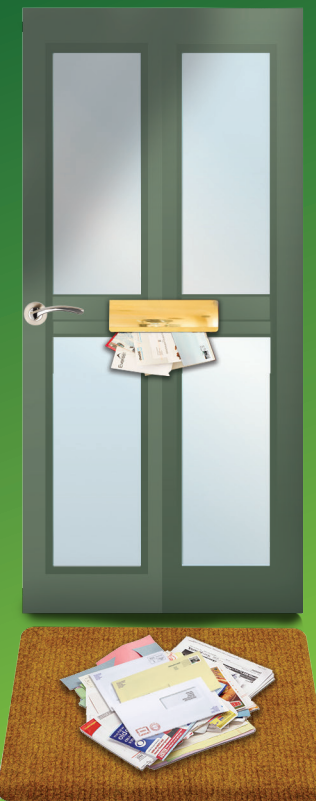
1. The applicant must be 18 years or older. The application is made on behalf of all residents at the address for which the service is requested.
 2. An Post needs **at least** five working days advance notice to put in place the MailMinder service (hereinafter referred to as the "Service").
 3. The next date for delivery of mail will be as specified by the customer in the booking form.
 4. The Service is not available for delivery points shared by multiple addressees, e.g. college, boarding house or certain business premises. You agree to indemnify An Post for use of the Service in breach of this term.
 5. The mail will not be available for collection from the Delivery Service Unit while the Service is in place.
 6. If An Post cancels the Service because it is unworkable it will refund the fee but will incur no further liability in this event.
 7. If the Customer cancels the Service after it has begun An Post will not refund the fee paid.
 8. The Service can only be cancelled by written request addressed to: An Post, Redirection Unit, Ground Floor, GPO, O'Connell Street Lower, Freepost, Dublin 1, D01 F5P2.
 9. The Service does not apply to items sent via An Post Parcel Service.
 10. All national Registered Post items must be returned to the sender within 10 days from the date of posting. International items will be held for 16 working days.
 11. (a) Where the customer is a limited company this 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 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 the MailMinder service of An Post').
- (c) Where the applicant is a sole trader the application must be signed by the sole trader.
12. An Post reserves the right to discontinue or terminate the Service at its absolute discretion.
 13. The maximum amount of time you can take out the Service for is twelve weeks.
 14. **Limitation on Liability:** Save where the liability of An Post is statutorily excluded the following limitations on liability for breach of this contract will apply:
The liability of An Post for any direct loss or damage arising from this contract is limited to the fee paid for the Service. An Post 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. An Post will not be liable for any failure of this Service.

If you have a query email us at:
redirectionscentre@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

For further information visit: anpost.ie/mailminder
Or call into your local Post Office and ask for details.

MailMinder

Minds your post while you're away.



Visit us at anpost.ie



Please complete the form in BLOCK LETTERS and Tick the boxes.

PART 1 – HOUSEHOLD/COMPANY DETAILS

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

Please include all abbreviations relating to your business name. 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 11.

Household/Company Name:

Name:

Name:

Surname:

Surname:

Signature 1: 

Signature 2: 

I/We have read and agree to the attached terms and conditions of An Post's MailMinder Service. (See overleaf)

Signed 

Signed 

PART 2 – ADDRESS DETAILS

All mail for the address provided below will be held and there is no facility to collect mail during the MailMinder period. Your mail will be stored securely and delivered to you on the date provided below in Part 3.

Building No.

Address:

Town:

County:

Country:

Eircode:

Telephone:

Email:

PART 3 – BOOKING & PAYMENT DETAILS

Please hold our mail starting from:

Start delivering our mail again on:

Service required for:

Payment method:

Credit Card/Debit Card (please fill in details below)

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:

Expiry Date:

Card Holder's Address:

Building No.

Address:

Town:

County:

Country:

Eircode:



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