

## MailMinder for your Workplace

Closing your premises temporarily can be a very stressful time for you. To help prevent a 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.

## Business MailMinder Fees

Up to 4 weeks	€52.50 per business name
4 - 8 weeks	€75.00 per business name
8 - 12 weeks	€110.00 per business name

## How to apply

You can complete this application form and bring it to any Post Office with the fee.

or

You can apply for this Service online at [anpost.com/mailminder](https://anpost.com/mailminder)

or

You can post it with a cheque directly to:

An Post,  
Redirection Unit  
Ground Floor  
GPO  
O'Connell Street Lower  
Freepost  
Dublin 1  
D01 F5P2  
(Please do not send cash)

**Please note: At least 5 working day's notice is required**

## Terms and Conditions

These terms and conditions apply to An Post's MailMinder 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.

- 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.
  - 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').
  - 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 apply for the MailMinder Service.
- An Post needs at least five working days advance notice to put in place the MailMinder Service (hereinafter referred to as the "Service").
- The next date for delivery of mail will be as specified by the customer in the booking form.
- The Service is not available for delivery points shared by multiple addressees, e.g. college, boarding house or certain business premises.
- The mail will not be available for collection from the Delivery Service Unit while the Service is in place.
- If An Post cancels the Service because it is unworkable it will refund the fee but will incur no further liability in this event.
- If You wish to cancel the Service You must do so in Writing. This must be addressed to: An Post, Redirection Unit, Ground Floor, GPO, O'Connell Street Lower, Freepost, Dublin 1, D01 F5P2. We will not refund the fee if You cancel the Service after it has started.
- The Service does not apply to items sent via An Post Parcel Service.
- All national Registered Post items are held for a limited period before being returned to sender. International items may be held for a maximum of 16 working days.
- An Post reserves the right to discontinue or terminate the Service at its absolute discretion.
- The maximum amount of time you can take out the Service for is twelve weeks.
- This agreement is governed by the laws of Ireland and is subject to the exclusive jurisdiction of the Irish courts.
- 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.

# Business MailMinder

Minds your post while you're away.



Visit us at  
[anpost.com/mailminder](https://anpost.com/mailminder)

 **POST**

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

**Part 1 – BUSINESS NAME DETAILS**

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

Company/  
Business Name

Trading as

Company/  
Business Name  
Abbreviation

Service  
required for  Up to 4  
weeks  4-8 weeks  8-12 weeks  D D M M Y Y Requested  
START date  D D M M Y Y Requested  
END date

Contact  
Number

Email

**The Business MailMinder Service can be paid for by cash or credit/debit card at the Post Office or pay with a credit/debit card online at [anpost.com/mailminder](https://anpost.com/mailminder)**

**Part 2 – AUTHORISATION REQUIRED**

Signatures from the **Company Secretary** and **one Director** are required for a Limited Company. In the case of a Sole Trader, Partnership, Association or other business type please refer to T&Cs point 1.

Limited  
Company  Sole  
Trader  Partnership\*  Government†  
Department  Association\*  Other<sup>‡</sup>  
(specify)

Title  Mr  Mrs  Ms  Other  Title  Mr  Mrs  Ms  Other

Name

Surname

Position

**Signature 1**

**Signature 2**

\*Signatures of all partners/associates are required. A maximum of 2 signatures can be included on this form, please attach a separate sheet with the additional names below the following statement: 'We have read and agree to the attached terms and conditions of the MailMinder Service of An Post'.

†Two authorising signatures at the appropriate level are required. Please contact Customer Services for more information.

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**Part 3 – ADDRESS DETAILS**

**All mail** for the address you have provided will be held securely for the period you have selected and will be delivered on the end date you have requested in Part 1. There is no facility to collect mail during the Service.

Address 1

Address 2

Address 3

Address 4

Eircode

County

For further information visit [anpost.com/mailminder](https://anpost.com/mailminder)

