

5 Keeping you informed

Royal Mail Group would like to keep in touch with you about our products, services and offers that might interest you. By submitting this form you acknowledge that we may contact you by post, telephone, email and text. If you do not want to hear from us by any or all of these means, please mark 'X' in the relevant box(es) below:



Post



Telephone



Email



Text

We may, on occasion, still need to send you important service messages. Royal Mail takes your privacy and security very seriously. For more details, please read our privacy policy which you can find at royalmail.com.

6 Your Payment

For current prices go to royalmail.com/redirection. The price of the service is based on the table below and any appropriate concessionary discount that applies:

Length of service you want	Where the new address is	The number of people in the household
6 months or 3 months	UK or EU or Rest of the World	For example: 1 individual = application fee 2 individuals = application fee + x1 extra person fee 3 individuals = application fee + x2 extra person fee (Under 16's are free)

7 What you are agreeing to

Please complete both sides of this form before signing below. By signing this form you agree to the Consumer Redirection Service terms and conditions, so please read them carefully beforehand. You can find the terms and conditions at royalmail.com/redirection, where you can also find a link to our privacy policy referred to in them. To obtain a paper copy of the terms and conditions or the privacy policy, please see the "Redirecting personal mail from a private address" leaflet. It is a criminal offence to redirect mail without proper authority.

How we use the data provided on this form is described in our terms and conditions. This may include using the details of everyone named on this form to help prevent fraud and money laundering and, depending on the choices you made on this form, passing some of those details to other organisations.

*

Signature

If you (the applicant) do not
sign the form we cannot
process your application.

8 This is the identification we require

Proof of identification must be from the items below – no other items are acceptable.

Concessionary applications can only be accepted by post.

Please post your completed application form to: Royal Mail Redirection Centre, Trent House, Media Way, STOKES-ON-TRENT ST1 5ST

Please mark 'X' in the appropriate box.

***To qualify** for our "concessionary pricing" you must be in receipt of Pension Credit or Job seekers allowance and residing in rented accommodation.

☐ "Pension Credit" **Or** ☐ "Job seekers allowance"

And

I confirm I reside in: ☐ Rented accommodation

Please keep a copy of all the documents you send to us.

Total number of documents enclosed:

All documents supplied will be returned to you.

"For more information about a concessionary discount go to royalmail.com/redirection"

Please mark 'X' in the appropriate box.

Payment by cheque only, made payable to Royal Mail Group Ltd.

For **each different last name**, you must provide:

☐ A separate cheque that matches each different last name.

And

For **proof of old address** you must provide:

☐ Original (not photocopy or printed from the internet) utility bill, bank/building society or credit card statement (NOT a mobile phone/ store/charge card statement or bills printed from the internet) dated **within the last 6 months**. Each bill or statement must show the old address and match the last name.

And

1 current original (or certified office copy) "Pension Credit" or "Job Seekers Allowance" proof from this list:

- ☐ Benefits awards letter
- ☐ Letter from Job Centre Plus
- ☐ Letter from Department of Work and Pensions

Internal use only – It is mandatory that all sections must be completed

***You must check all the following: please tick to confirm**

- Date stamp on front ☐
- 'Addresses' complete – Section 1 ☐
- All 'Names' complete – Section 2 ☐
- You the applicant over 18 – Section 2 ☐
- 'Dates' complete – Section 3 ☐
- (Start date 5 working days)
- Signature complete – Section 7 ☐

Please do not record any ID, credit or bank card details on the form.
Please date stamp front page of form.

*How many adults

Amount paid

*Total fee taken £ •

***Please complete to confirm identification seen – do not send customer ID with this form**

*Original proof of name



*Original proof of address dated within the last six months



*Original ID to confirm concessionary rate

