


**APPLICATION FOR REDIRECTION/HOLDING OF MAIL**

When planning to move, a person should go to the post office and fill out an Application for Redirection/Holding of Mail so that mail can be delivered to the new address or held for the person at the Post Office.

This form is filled out and lodged at your nearest post office. A small fee is charged to cover the costs of redirecting or holding mail. Fill out the form below. Use your own name. Your old address is 21 Andrews Road, Montmorency, Vic. 3094. Your new address is 85 Railway Parade, Kennett River 3221.

<b>Application For Redirection/ Holding of Mail</b> (See over for information for applicant)		
"✓" appropriate boxes		
Indicate whether all members of the household are covered by this application <input type="checkbox"/> Yes <input type="checkbox"/> No		
Names of all Members of the Household/ Business who are removing to the same new address and are covered by this application (USE BLOCK LETTERS)		
Surname/ Business Name ..... ..... ..... .....	Given Names ..... ..... ..... .....	
Old Address (Address to which mail is presently addressed ) (USE BLOCK LETTERS) ..... .....		
Postcode		
New Address (Address to which mail is to be forwarded) (USE BLOCK LETTERS) (For holding of mail write "Hold Post Office") ..... .....		
Postcode		
Period for which Redirection/ Holding required ..... To ..... (Both dates inclusive)		Note: After this date mail will be delivered as addressed unless another application is received.
Indicate whether <input type="checkbox"/> Business <input type="checkbox"/> Private <input type="checkbox"/> Pensioner	Indicate whether removal from address is: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
Full Name of Applicant (Show surname in BLOCK LETTERS) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms		
I hereby request that Australia Post redirect/hold mail in accordance with the details I have provided in this application.		
Signature of Applicant .....		
Note: The Postal Services Act 1975 provides that it is an offence punishable by imprisonment for up to five years for a person to obtain, by false pretence or statement, delivery of a postal item that is not addressed to him/ her.		

## FILLING IN FORMS

Forms must be used by most people some time during their lives. Therefore, it is important to learn what these forms are and how to complete them correctly. Neatness and accuracy are important, and carefully reading the directions is essential.

Most forms ask that the *name* be *printed*. Printing clearly is a necessity. At the end of some forms, a *signature* is required. In that case, the name should be written in *longhand*. When a form asks for the name *in full*, include the middle name.

Some forms ask for *age*, and writing simply the number is acceptable. In addition, the *date of birth* may be asked for. Since space is often limited, the birth date is usually written 14/1/60, instead of spelled January 14, 1960.

Some words that may be found on applications and forms are listed below with their meanings.

spouse .....husband or wife

surname .....last name

applicant  
registrant  
interviewee  
employee  
purchaser  
depositor  
subscriber

} .....person filling out form

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