Postage meter – Change of address notification

AUSTRALIA POST

Notify both Australia Post credit management team (if you have a charge account) and your meter supplier in writing immediately if you intend to:
- change your business address, or
- move your postage meter to another location.

If you have more than one postage meter then please complete a copy of this form for each machine.

Please remember to quote your postage meter licence number in all relevant correspondence with Australia Post.

Licensee details

Name of Licensee (Person, company or organisation name)

Contact person

Title (Mr, Mrs, Miss, Ms)

Family name / surname

First given name

Postage meter licence number

Postage meter serial number

Business telephone number

Area code

Business facsimile number

Area code

Mobile telephone number (optional)

Postal address (For notices in respect of licence)

Unit number / street number / street name (with a gap between numbers and words)

Suburb / locality

State

Postcode

Street address of premises at which postage meter is kept (If same as above, show "as above")

Unit number / street number / street name (with a gap between numbers and words)

Suburb / locality

State

Postcode

Email address (optional)

Signature of Licensee

Date

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Privacy notice

Your personal information is collected only to enable us to provide you with the products / services you wish us to provide. The products / services may not be able to be provided without this information. You may request access to your personal information while it is stored by us and we will assess your request in accordance with the law. We will give you reasons where we deny access. Call 13 13 18 to contact us.