

# Post Redirection Business Application



PLEASE COMPLETE USING BLOCK CAPITALS

**Important:** Please read the terms and conditions below

Is this an extension of a current Redirection? Yes  No

**Please note:** Maximum redirection period is 12 months (4 months for redirecting post from a closed PO Box)

**Please send completed forms including a copy of one signatory photo ID and a covering letter on company headed paper signed by an authorised person** (see terms and conditions below).

Please see standard form for households which all named persons must sign.

**ALL COMPANY DIRECTORS WHO WANT THE POST REDIRECTED MUST SIGN BELOW**

Company Name

Title (Mr, Mrs, Miss, Ms.)	Initial	Surname	Signature	Photo I.D. provided
				please tick
				please tick
				please tick
				please tick
				please tick

Old address:

Postcode:

New address:

Postcode:

Contact Name:  Email:  Telephone:

Will you be returning to your original address? (ie. is the move temporary?) No  Yes  (Please remember to confirm return date)

Redirection to commence on    and to cease on    inclusive  
day month year day month year

Total amount paid £  Photo ID  Letter of Authority

You will receive notification of your Redirection service to your old address. **7 days notice should be given before you want Redirection to commence.**

**Warning: Criminal diversion of postal packets from an addressee is an offence under Section 45 of the Post Office (Guernsey) Law, 1969. The penalty is a significant fine or imprisonment for a term not exceeding six months.**

**Guernsey Post Limited** Registered Office: Envoy House, La Vrangue, St. Peter Port, GUERNSEY GY1 1AA Tel: 01481 726241 Fax: 01481 712082

www.guernseypost.com Registration number 38693

## Costs for Business Redirection\*

Month	Within Bailiwick	To UK, IOM, Jersey,	To Europe	To Rest of World
1	£50.00	£100.00	£155.00	£201.00
3	£92.00	£234.00	£380.00	£510.00
6	£145.00	£420.00	£683.00	£780.00
12	£248.00	£823.00	£1,350.00	£1,428.00

\*Prices include a non-refundable set-up fee of **£15.00**

During the Business Redirection period, we strongly recommend you pass on your new address details to anyone sending you post as quickly as you can.

Please read the full terms and conditions below before taking up this service.

## Costs for renewing an existing Business Redirection\*\*

Month	Within Bailiwick	To UK, IOM, Jersey,	To Europe	To Rest of World
1	£34.00	£84.00	£140.00	£186.00
3	£75.00	£219.00	£365.00	£495.00
6	£126.00	£404.00	£668.00	£765.00

\*\* No set-up fee is payable for extension of an existing contract, provided notice of renewal is made at least seven days before the expiry date.

**Terms & Conditions** Post will be redirected for anyone at your old address provided details and signatures are given on the application form. Photo identification of one of the signatories is required, i.e. passport, driving licence or photo ID card. Guernsey Post will contact the business to confirm the service is required and for company protection purposes. The fee covers redirection of post, for a company with a single address, subject to signatures on the application form. Post can be redirected for up to 12 months from a physical address and for up to 4 months from a closed PO Box. By setting up a redirection, all post will be redirected to Bailiwick, UK, Jersey and Isle of Man addresses. If your new address is overseas, items below 2kg for international destinations will be forwarded on a weekly basis but items over 2kg or sent via ParcelForce will be returned to sender. The service is open only to applicants who occupied or rented the old address.

**Forms signed by a director or person in authority (including a copy of their photo ID and proof of address), must also be accompanied by a letter on company headed paper, and must be handed in, or posted, to Guernsey Post, together with the payment, at least 7 working days before the redirection is required.** A **£15.00** set-up fee is included in the price of setting up a new redirection instruction. If you wish the redirection to extend beyond the period for which you have paid, you must submit a new application form, along with additional payment, at least 7 working days before the date of expiry. Failure to give 7 working days notice for renewals may result in a **£15.00** set-up fee being charged.

**Privacy Notice** Please be assured that we will treat your personal information with the utmost care and will never sell it to other companies or use it other than as stated in our privacy notice. The personal information you provide us is used primarily to deal with your enquiries or provide the service and products you request. You can find further details of our privacy notice at [www.guernseypost.com/privacy-notice](http://www.guernseypost.com/privacy-notice).