# CHANGE OF ADDRESS NOTIFICATION FOR A POSTAGE METER OR FRANKING MACHINE

AUSTRALIA POST

ABN 28 864 970 579

Notify both your Licence Controlling Office and your meter supplier in writing immediately if you intend to:

- change your business address, or
- move your postage meter or franking machine to another location.

Please remember to quote your postage meter or franking machine 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/Franking Machine Licence 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 / Franking Machine 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 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.