

POSTAGE METER/FRANKING MACHINE DE-LICENSING FORM



ABN 28 864 970 579

The State Controller, Postage Meter Section Australia Post

The company listed here has requested the de-licensing of their Postage Meter/Frinking Machine.

When to use this form

This form can be used with a letter from the customer requesting their machine be de-licensed or on its own with the provision the customer signed this form.

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.

For completion by Postage Meter/Frinking Machine Supplier only

Final Meter Readings

A: Credit (Descending)

\$

B: Tote (Ascending)

\$

C: Control Total (A+B)

\$

D: Deductions

For postage meters only: 2.5% of Credit Reading A

\$

OR

For franking machines only: Locking point

\$

Amount to be refunded (A - D)

\$

Date die withdrawn/disabled

/ /20

Supplier

Signature (Supplier)

Date

/ /20

Name (Block capitals please)

Contact Number

Machine details

Type of machine to be de-licensed:

Postage Meter

Frinking Machine

Licence Number

Machine Serial Number

Name of Model

For completion by customer only

Company Name (Licensee)

Company ABN

Address

Postcode

For Postage Meters only: Do you wish to have your refund (if applicable) refunded to your Australia Post Charge Account?

Yes No *If Yes, Account No.*

Disposal of machine: Customer retain Supplier dispose

We understand that any refund will be processed by Australia Post, once credit and tote readings are verified with their records, and now authorise the cancellation of our metering licence. In accordance with Australia Post procedures, metered/franked spoils have been printed for further verification and are attached to this authority.

I confirm that the disposal of the Postage Meter/Frinking Machine has been done in accordance with the Australia Post Terms and Conditions.

Signature (Customer)

Date

/ /20

Name (Block capitals please)

Position

Contact Number

Australia Post Use Only

Date de-licensing paperwork received

/ /20

Is a customer authorisation letter attached?

Yes No *If Yes, date received*

/ /20

(A customer authorisation letter is not required if this form is signed)

Date licence cancellation finalised in MMM

/ /20

Date advice sent to LCO

/ /20

Licence Controlling Office