



Attach a zero-value postage impression from the postage meter you wish to have licensed.  
Your postage meter supplier can assist you with this.

- The actual terms and conditions governing the licensing and operation of postage meters, and related matters, are contained in Division 5 of Part II of the *Australia Post Terms and Conditions* as set by the Board of Australia Post pursuant to subsection 32(1)(b) of the *Australian Postal Corporation Act 1989* and as amended from time to time.
- Forward this application to the Australia Post Postage Meter Section. The mailing address is provided in the *Postage meters conditions of use* guide.
- We recommend you keep a copy of the application for your reference.

## 1. Proposed Licensee details

**Name of proposed Licensee** (Person, company or organisation name)

**Company details** (if applicable)

Australian Business Number (A.B.N.)

**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 will be 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)

**Australia Post Charge Account Number:** (If you wish to have your postage meter resets charged to your account.)

## 2. Postage meter details

**Make**

**Model**

**Licence number**

**Serial number**

**Has a current postage meter been traded-in on the postage meter to be licensed?**

☐ No ☐ Yes (If yes, complete items at right) ▶

Licence number of trade-in

Serial number of trade-in

## 3. Proposed primary office of lodgement

Your preferred Australia Post office for the lodgement of your metered mail, and for all dealings with Australia Post concerning your postage meter.

#### 4. Signature of proposed licensee

I hereby apply for a licence to use the postage meter described in this application. I hereby declare that:

- my answers to all questions in this application are, to the best of my knowledge correct.
- I have read and agree to the *Postage Meters Service Terms and Conditions* contained in the *Postage meters conditions of use* guide current as at the date of application.
- I accept an interim licence subject to clause 4 of Postage Meters Service Terms and Conditions.

## Name of applicant (Contact person)

Title (Mr, Mrs, Miss, Ms)	Family name / surname
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First given name

Position / title	Start date	End date
Chairman of the Board	2010	2011
Chairman of the Board	2011	2012
Chairman of the Board	2012	2013
Chairman of the Board	2013	2014
Chairman of the Board	2014	2015
Chairman of the Board	2015	2016
Chairman of the Board	2016	2017
Chairman of the Board	2017	2018
Chairman of the Board	2018	2019
Chairman of the Board	2019	2020
Chairman of the Board	2020	2021
Chairman of the Board	2021	2022
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**Signature**

## Date \_\_\_\_\_

## 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.

**Australia Post use only**

**Licence number**

## Registry file number