



# Parcel Post Secure Accept and Collect



## Service Overview

**Secure Accept & Collect** is a service for delivering firearms and firearm parts, between licensed firearm dealers, repairers or manufacturers through a network of designated Post Offices, within Western Australia. Australia Post is entitled to offer this Service as an “Approved Commercial Carrier” pursuant to the *Firearms Act 1973 (WA)*. The service has been designed with safety, security & compliance with the law as the most important considerations.

### Registration

To access and use the Secure Accept and Collect Service, both sender and receiver must hold a valid licence issued by Western Australian Police authorising it to carry on activities a licensed firearms dealer, repairer or manufacturer (**Licence Holder**) and be registered for the Service.

### Registration Process

- Complete the service registration form, with signed acceptance of the Terms of Use.
- If you are a sender and do not already hold a valid Business Credit Account with Australia Post, you must complete a Business Credit Account application form, available online at [auspost.com.au/secure-accept-and-collect](https://auspost.com.au/secure-accept-and-collect) or [auspost.com.au/business/business-admin/business-credit-accounts-postage-meters/business-credit-account](https://auspost.com.au/business/business-admin/business-credit-accounts-postage-meters/business-credit-account), or in-store.
- Both sender and receiver will be required to provide an Australia Post Business Customer Number (**APBCN**). If you do not already have an APBCN, this will be provided through the registration process.

### Network

This Service is available across a select network of Post Offices within Western Australia. Lodgement and collection of your parcel is only possible through these designated Post Offices.

To find out where your nearest participating Secure Accept & Collect Post Office is:

- Submit the registration form and you will receive a response via email
- Ask at any Post Office

*(NB: Post Offices in the Parcel Post, Secure Accept and Collect network may vary from time to time.)*

*(NB: Post Office hours for this service may vary. Please contact your nominated Post Office beforehand to confirm time of lodgement or collection or confirm the service hours available at your nominated Post Office, by emailing: [secureacceptandcollect@auspost.com.au](mailto:secureacceptandcollect@auspost.com.au))*

## Features

### Delivery into remote areas

The Service allows for delivery into a number of metro locations, as well as certain remote areas across WA, serving the needs of Licence Holders within those communities.

### Tracking & Notifications

The Service provides tracking notifications, via email and SMS, keeping you up-to-date on where in the network your parcel is. Key notifications are provided to both Sender and Recipient, including lodgement, awaiting collection and collection; and the awaiting collection reminder if not collected. ‘It’s on its way’, for example, means your parcel is in transit and on the way for delivery. The recipient will also get email and SMS notification when the parcel has arrived at the Post Office and is ready for collection.

### Secure Network

The Services are available across a select network of Post Offices within Western Australia. Lodgement and pick up of your parcel can only be done within the select network of Post Offices. Only Secure Accept and Collect accredited staff are authorised to facilitate this Service at those acceptance and collection locations. Identity verification of both sender and receiver is required, to ensure your parcel is delivered safely and into the right hands.

## Pricing

Secure Accept and Collect parcels are delivered via the Parcel Post delivery speed and therefore, the base pricing for Parcel Post applies. An additional fee is applicable for the Secure Accept and Collect service.

**Extra Cover** – The Service includes compensation against loss or damage with Extra Cover up to a value of \$500, with the option to purchase additional Extra Cover for compensation of loss or damage for a further \$4,500, at the standard rate of \$2 per \$100.

Secure Accept & Collect		
Parcel Post Base Price	Secure Accept & Collect Fee	Oversized Fee (105cm-140cm)
From \$10.95	\$55	\$15

## Preparation

The recipient (or the company they represent) must be a Licence Holder and have an APBCN. The sender is responsible for ensuring that the intended recipient is a Licence Holder, holds a current firearm dealer/repairer or manufacturer's License (not, for the avoidance of doubt, a private firearm License Holder) and has an APBCN. The parcel must be prepared by the sender in accordance with the Terms of Use.

### The Parcel

- Standard parcel maximum length: 105cm
- Maximum Length: 140cm
- Maximum Weight: 22kg
- Maximum of 1 firearm per parcel
- No more than 6 parcels lodged per day (unless exemption has been approved in writing under the registration process - this request should be indicated on registration form)
- Dangerous Goods declaration to be affixed and signed
- Firearms or devices must be unloaded.
- No ammunition is permitted under any circumstances either with firearm or separately.
- Apply a trigger locking device, OR a cable locking device, OR remove the bolt and send separately

### Packaging

Firearms must meet minimum standards, enforced by WA Police, as follows:

- Item must be housed in a sturdy box or container
- The outer packaging must be plain (i.e. doesn't indicate contents or service name), comprising black plastic packing wrap or 80gsm brown paper
- Packaging tape should be used

### Addressing requirements

Please complete details on address label provided, print and affix to parcel, or handwrite address, capturing the below requirements:

#### DELIVER TO (place on front of package)

- Post Office name (must be one of the participating Post Offices within the Secure Accept & Collect network)
- Name (individual designated under the Australia Post Business Account - primary contact or delegate).
- Recipient's APBCN must also be recorded in the address field
- Post Office address

#### SENDER (place on reverse side of package)

- Name (of the individual designated under Sender's APBCN)
- Post Office where the parcel was lodged.
- Sender's Australia Post Business Customer Number (APBCN)

## Parcel Lodgement

### Requirements

The network of Post Offices participating in the Secure Accept & Collect service is specially restricted. Please ensure you review and confirm that the proposed sending and receiving Post Offices are participating before lodging. These locations may not necessarily align with Post Offices currently nominated under your Business Credit Account.

### Identification

A valid form of photo identification is required upon lodgement at the participating Post Office. The following forms of photo identification are acceptable:

- Australian Driver's License
- International Driver's License
- KeyPass
- Proof of Age Card (Government Issued)
- Australian Passport
- International Passport

## Collection

### Identification

A valid form of photo identification is required upon collection at the participating Post Office. The following forms of photo identification are acceptable:

- Australian Driver's License
- International Driver's License
- Keypass
- Proof of Age Card (Government Issued)
- Australian Passport
- International Passport

### Returns

Parcels not collected within 10 business days of delivery to the participating Post Office will be returned to the sender, care of the Post Office where the parcel was lodged.

## Secure Accept and Collect - Terms of Use

These Terms of Use govern the Secure Accept and Collect Services for deliveries in Western Australia, as further defined in clause 1 below. The Terms of Use apply in addition to the terms set out below and are 'Additional Terms' as defined in the [MyPost Account Terms of Use](#).

By registering for and using the Secure Accept and Collect Services, you agree to be bound by the terms and conditions set out in:

- (a) these Terms of Use;
- (b) the [Australia Post Terms and Conditions](#);
- (c) the [MyPost Account Terms of Use](#); and
- (d) the [Website Terms and Conditions](#).

Unless otherwise stated in these Terms of Use, if there's any inconsistency between any of the above documents, the earlier mentioned document will take precedence to the extent of that inconsistency.

Unless otherwise specified in these Terms of Use, terms capitalised have the same meaning as set out in the [Australia Post Terms and Conditions](#) and the [MyPost Account Terms of Use](#). To the extent that any aspect of this service is not expressly included herein, the [Australia Post Terms and Conditions](#) apply.

## 1. The Services

**1.1 Background and Scope of the Services.** Australia Post has been approved by the Western Australia Police as a commercial carrier of firearms in Western Australia pursuant to a Commercial Carrier Exemption Application under Section 8(1)(g) of the *Firearms Act 1973* (WA). The purpose of these Terms of Use is to govern the Secure Accept and Collect Services provided by Australia Post for delivering firearms and firearm parts between licensed firearm dealers through a network of designated Post Offices (the **Services**). These Terms of Use govern your use of the Services as both a sender and recipient of firearms.

**1.2 Secure Accept and Collect network.** The Services will only be available for deliveries between designated Post Offices in Western Australia (the **Secure Accept and Collect Network**). Australia Post, in its discretion, reserves the right to vary the designated Post Offices in the Secure Accept and Collect Network at any time.

## 2. Registration requirements for senders and recipients

### 2.1 Registration as a sender or recipient.

In order to access and use the Services, you must:

- (a) register for the Services by completing a Secure Accept and Collect Registration Form (available at [auspost.com.au/secure-accept-and-collect](https://auspost.com.au/secure-accept-and-collect)) (**Registration Form**). The Registration Form requires a signature from you with an express acknowledgement that by registering for the Services you are agreeing to be bound by these Terms of Use which constitutes a binding legal agreement;
- (b) submit the Registration Form to Australia Post via email or post;
- (c) have an Australian Business Number (**ABN**); and
- (d) have an Australia Post Business Customer Number (**APBCN**) (obtained by creating an Australia Post 'MyPost Business Account').

**2.2 Additional Requirement for Registration as a sender.** In addition to the requirements in clause 2.1, a sender wishing to use the Services must have a Business Credit Account (**BCA**) with Australia Post.

**2.3 Appointment of delegates.** You may appoint delegates who are authorised to lodge or receive parcels through this Service on your behalf. Your delegates must also have an APBCN and be a staff member of your Australian business.

**2.4 Accuracy.** When registering for the Services, you must provide us with accurate, complete and up-to-date information as requested on the relevant registration page. It is your responsibility to inform us of any changes to that information. You may do this by returning a new Registration Form to Australia Post. After you inform us of changes, Australia Post makes no guarantees regarding the time it will take to change those details nor the impact on delivery.

## 3. Customer requirements when lodging a firearm as a sender

Firearms and firearm parts may only be lodged by licenced firearm dealers in Post Offices within the Secure Accept and Collect Network. Customers will be required to comply with the conditions set out below:

**3.1 Identity Verification.** When lodging a parcel, you (or your delegate) must present photographic identification in a form that is acceptable to Australia Post (currently being a current Australian driver's licence, International driver's licence, Australia Post's KeyPass card, or a current international or Australian passport).

**3.2 Addressee requirements.** You are responsible for ensuring that the intended recipient has registered for this Service, holds a current firearm dealer's licence and has an APBCN. Parcels must be addressed to an individual designated under the intended recipient's MyPost Business Account. The intended recipient's APBCN must also be recorded in the address field. The address must be "care of" the Post Office designated for the collection of the parcels by the recipient in their MyPost Business Account. This must be one of the Post Offices in the Secure Accept and Collect Network.

**3.3 Firearm requirements.** You may not consign more than one firearm per parcel. Firearms must not be loaded. Firearms must also be incapable of being discharged, by ensuring one or more of the following:

- (a) bolt removed from the firearm (for bolt action rifles) with the bolt delivered separately to the firearm;
- (b) trigger lock on; or
- (c) cable lock on; or
- (d) hard shelled locked case (which is wrapped to comply with the packaging requirements below).

**3.4 Packaging Requirements.** You must ensure that parcel packaging is plain (so as not to indicate contents) and sturdy, with no visible invoices. For the avoidance of doubt, the packaging is not to be marked that it contains firearms or firearm parts. You must include a return address that includes the name of the individual designated under your MyPost Business Account, your APBCN and the "care of" address of the Post Office where the parcel was lodged.

**3.5 Daily Limit.** You may lodge up to six parcels a day. Australia Post may, in its absolute discretion, grant a written exemption on such conditions as it determines in its discretion (which may include bespoke arrangements for larger volumes to be lodged across more than one Post Office). You may seek an exemption at the point of registration, or, if the request is being made after you have registered for the Services, you may submit an amended Registration Form.

**3.6 Dangerous Goods.** You must not lodge any Dangerous Goods (including for the avoidance of doubt, any form of ammunition) with Australia Post.

**3.7 Parcel requirements.** To be suitable for lodgement in the Secure Accept and Collect Network for carriage by Australia Post, parcels must:

- (a) comply with conditions set out in this clause 3 and be paid for at the relevant Post Office;
- (b) not exceed a weight of 22 kg;
- (c) not exceed a length of 140cm;
- (d) not be prohibited for lodgement or carriage by post under Part D (Prohibited Goods) of the [Australia Post Terms and Conditions](#); and
- (e) otherwise comply with our standard terms applicable to the lodgement and carriage of parcels in the [Australia Post Terms and Conditions](#), and any other instructions or user guides we may publish or notify to you from time to time, including on any signage at a Post Office in the Secure Accept and Collect Network.

**3.8 Signed Declaration.** When sending a firearm, the sender (including a delegate authorised in accordance with clause 2.3), must sign a declaration confirming compliance with the requirements set out in these Terms of Use; that the parcel does not contain any Dangerous Goods; the parcel is only being sent to a licensed firearm dealer that has registered for the Services (and has an APBCN) and otherwise the parcel is packed and consigned in compliance with relevant laws. You will also provide your consent for details relating to your lodgements to be provided to Western Australia Police, where requested. The wording of the declaration requiring signature may be varied by Australia Post from time to time.

**3.9 Responsibility.** Compliance with the service requirements and the relevant laws will be your responsibility.

**3.10 Compliance with our instructions.** When using the Services, you must comply with all reasonable instructions and user guidelines issued by us in respect of the Services, including any signage at a Post Office in the Secure Accept and Collect Network.

**3.11 Parcel Post only.** Firearms and firearm parts will not be accepted into Australia Post's courier network or Express Post network and will not be carried by air.

**3.12 Refusal to carry parcels.** Australia Post reserves the right to refuse to carry any parcels that, in its discretion, fail to meet requirements of these Terms of Use.

## 4. Tracking and information

**4.1 Tracking services.** Tracking of parcels sent using the Services will be provided using the email address and/or mobile phone number you have selected to receive tracking and other notifications. You warrant to us that the email address and/or mobile phone number you supply are your email address and/or mobile phone number or that you have the authority and consent of the owner to use and supply the email address and/or mobile phone number to us. If you wish to remove an email address and/or mobile phone number from your account so that you stop receiving notifications on that number or email address, you may submit an amended Registration Form with your updated details. However, you must always have at least one nominated email address and mobile phone number at any time.

**4.2 No Guarantee.** You acknowledge that while we will use reasonable endeavours to provide accurate track advice notifications, we do not guarantee you will receive any or all track advice notifications or track advice notifications in the correct order.

**4.3 Supply of information to us.** In order to provide the Services, we need to collect and store certain information and Data from you, including information and Data with respect to third parties, such as your selected recipients and addressees (**Supplied Information**). You warrant to us that you have the appropriate authority and consent to provide the information to us, and for us to use that information to provide the Services and to perform statistical and other analyses and obtain insights that are relevant to our business purposes in accordance with the licence you have granted to us under the [MyPost Account Terms of Use](#).

**4.4 Sharing of information.** We will only share Supplied Information that is Personal Information to the extent necessary to provide the Services, including when requested to Western Australia Police, or otherwise in accordance with our [Privacy Policy](#) or the [MyPost Account Terms of Use](#).

## 5. Overnight storage and security of facilities

You acknowledge that once lodged, Australia Post will transport the parcels to a processing centre where they will be sorted for delivery to the destination Post Office. Depending on the location of the destination Post Office, parcels may be delivered to other processing centre(s), or direct to the destination Post Office. In some areas the distribution centres may be operated by third parties.

## 6. Collection and identification checks

**6.1 Collection processes.** Australia Post acknowledges that you may be the recipient for the purposes of these Terms of Use. When the parcel arrives at the destination Post Office, it will be scanned, prompting an email or SMS to be sent to you (or the addressee), informing them that the parcel is ready for collection at the Post Office. The sender will also be sent a notification confirming that the parcel is available for collection by the recipient. The person collecting the parcels must present photo identification and provide a signature confirming receipt. The person collecting the parcels must be the addressee or their delegate authorised in accordance with clause 2.3. The identification details of the person collecting the parcels and the Post Office staff member identification number will be recorded against the collection event.

**6.2 Return of parcel for collection.** Subject to any direction from the Western Australian Police, or government authority, parcels not collected within 10 business days of delivery to the designated "care of" Post Office will be returned to the sender, care of the Post Office where the parcel was lodged. The [Australia Post Terms and Conditions](#) apply to the returns process unless otherwise specified in these Terms of Use.

**6.3 Delays and lost items.** If delivery of the parcel is delayed, Australia Post may investigate the delay. Australia Post will notify the Western Australia Police, you and the recipient in the event that any parcels are lost.

## 7. Suspension and termination

**7.1 No guarantee of access or availability.** The Services are offered subject to availability at a given time. You acknowledge and agree that, to the extent permissible under law, we do not guarantee, warrant or represent that the Service shall always be available for use and we reserve the right to suspend, cancel or vary the Service at any time, in our discretion. To the extent possible under the law, we will not be liable to you for any loss, damage, cost or expense you may incur as a result of the suspension of the Service, except in circumstances where the Service is suspended due to fraudulent or wilful misconduct on our part.

**7.2 Termination.** We may terminate these Terms of Use at any time by giving written notice specifying the date of termination to you, if:

- (a) you fail to comply with any obligation contained in these Terms of Use;
- (b) we have reason to believe that you have provided us inaccurate or misleading information at any time (including through use of a fictitious or assumed name);
- (c) we have reason to believe the address on the application is not your current business or electronic mail address;
- (d) the Services are being used for a purpose other than the transferring of firearms between licensed firearm dealers;
- (e) the Services are being used by a person or entity other than you (except your authorised delegate);
- (f) we have reason to believe that you, or a person known to you, intends to use, or is using the Services in the furtherance of an offence or to prevent the detection of the offence or the offender.

**7.3 Termination in other circumstances.** We may also terminate these Terms of Use and/or the Services, providing prior written notice where reasonably practicable:

- (a) when we're directed or ordered to do so by any government authority, or law enforcement, defence or intelligence authority or entity acting under the authority of the Commonwealth of Australia; or
- (b) when we, at our discretion, decide to terminate or discontinue the operation of the Website and/or the Services.

**7.4 Termination for convenience.** Notwithstanding the above, we may terminate your Terms of Use, including your MyPost Account without cause upon 30 days' written notice. You may also stop using the Services at any time. You can do so by submitting an amendment to your Registration Form to cancel the Services.

## 8. Fees and charges

**8.1 Fees for Services.** The fees for the Services are accessible at [auspost.com.au/secure-accept-and-collect](https://auspost.com.au/secure-accept-and-collect) and will otherwise be confirmed to the sender on lodgement. Australia Post reserves the right in its absolute discretion, to vary these fees at any time, and will be set out at [auspost.com.au/secure-accept-and-collect](https://auspost.com.au/secure-accept-and-collect).

**8.2 Acceptance.** Your continued use of the Services following the date we introduce or increase any fee will mean you accept and agree to pay the relevant fee in consideration of the continued provision of the Services.

**8.3 Extra Cover.** The fee for the Services includes Extra Cover compensation up to \$500. You can buy additional Extra Cover up to a total value of \$5000 in increments of \$2 per \$100, or part thereof, of your item's specified value. The terms and conditions governing the purchase of Extra Cover are set out in [Schedule 1](#) to the [Australia Post Terms and Conditions](#).

## 9. Warranties

**9.1 No warranty or guarantee.** You acknowledge and agree that, to the extent permitted by law, and subject to clauses 9.2 and 10:

- (a) we make no representations, warranties or guarantees in relation to the availability, continuity, reliability, accuracy, currency or security of the Services, or any internet service provider services, unless specifically stated otherwise;
- (b) we will not be liable if any information obtained via the Services, is inaccurate, outdated or incorrect; and
- (c) we are not liable if the Services are unavailable for any reason, including as a result of:
  - (i) a telecommunications interruption, delay, bottleneck, failure or fault;
  - (ii) negligent, malicious or wilful acts or omissions by third parties;
  - (iii) maintenance or repairs of the systems used in connection with the provision of the Services carried out by us or any third party service provider;
  - (iv) any circumstances outside our reasonable control; or
  - (v) services provided by third parties becoming unavailable.

**9.2 Service guarantee.** The Services come with guarantees that cannot be excluded under the Australian Consumer Law. For major failures with the Services, you are entitled:

- (a) to cancel your service contract with us; and
- (b) to a refund for the unused portion, or to compensation for its reduced value.

You are also entitled to be compensated for any other reasonably foreseeable loss or damage. If the failure does not amount to a major failure you are entitled to have problems with the Services rectified in a reasonable time and, if this is not done, to terminate these Terms of Use and obtain a refund for the unused portion of the Services.

**9.3 Integrity and retention of Data.** You acknowledge and agree that, to the extent permitted by law, and subject to clause 10, and our [Privacy Policy](#), we make no representations, warranties or guarantees in relation to the integrity of the Data or length of time the Data will be retained by us.

## 10. Liability and Indemnity

**10.1 Liability.** To the maximum extent permitted by law (including the *Competition and Consumer Act 2010*) we exclude all liability whatsoever to you or any other person (whether in contract tort or otherwise) for any loss or damage of any kind that may be suffered as a result of any act or omission whether negligent or otherwise by or on behalf of Australia Post in connection with the Services or any other matter or thing relating to these Terms of Use except to the extent that such loss or damage is incurred as a direct result of our fraud or wilful misconduct. This clause does not limit or exclude your rights under the *Competition and Consumer Act 2010*.

**10.2 Limitation of Liability.** Where the law implies a warranty into these Terms of Use which may not lawfully be excluded (in particular warranties under the *Competition and Consumer Act 2010*) our liability for breach of such a warranty will be limited to:

- (a) in the case of goods, to any one of the following as we may determine: replacement of the goods or the supply of equivalent goods; repair of the goods; payment of the cost of replacing the goods or acquiring equivalent goods; or payment of the cost of having the goods repaired; and
- (b) in the case of services, to either supplying the services again or payment of the cost of having the services supplied again.

**10.3 Indemnity.** You indemnify us (and all of our subsidiaries, officers, employees, contractors and agents) against all losses, claims actions, proceedings, damages, costs and expenses (including legal fees) arising from any claim by a third party arising directly or indirectly out of or in connection with:

- (a) your access or use of the Services, this includes your delegate's access or use of the Services; and
- (b) any breach by you (or your delegate) of: (i) these Terms of Use; or (ii) any additional terms applicable to providing the Services; except to the extent that such loss or damage as a direct result of our fraud or wilful misconduct.

## 11. Variations

Australia Post may, in its discretion, change these Terms of Use (including pricing and availability of service), our Privacy Policy, the [Australia Post Terms and Conditions](#), the [Website Terms and Conditions](#) and [My Post Account Terms of Use](#) from time to time by notice to you by posting revisions on the Website.

## 12. Definitions

In these Terms of Use:

**Article** and **parcel** are defined in the [Australia Post Terms and Conditions](#).

**Australian Consumer Law** means the uniform consumer protection law set out in Schedule 2 of the *Competition and Consumer Act 2010* (Cth).

**Australia Post, we, us or our** means the Australian Postal Corporation.

**Australia Post Business Customer Number** or (**APBCN**) means the unique Australia Post customer number issued to the relevant MyPost business account holder.

**Australia Post Terms and Conditions** means the Australia Post Terms and Conditions made pursuant to section 32(1)(b) of the *Australian Postal Corporation Act 1989*, which are available at <http://auspost.com.au/general-terms-conditions.html>.

**Data** means information and data, including personal information, that you provide to us for the purpose of maintaining your MyPost Account and/or using the Services and any other data we may collect (such as user generated information or user behaviour information) which we may collect in accordance with our Privacy Policy.

**Express Post** is defined in the Australia Post Terms and Conditions.

**MyPost Account Terms of Use** means the "MyPost Account - terms of use" available at <http://auspost.com.au/mypost-terms-of-use>.

**Privacy Policy** means the Australia Post Privacy Policy found at <http://auspost.com.au/privacy>.

**Services** means the Secure Accept and Collect services as further defined in clause 1.

**Website Terms and Conditions** means the Australia Post website terms and conditions available at <http://auspost.com.au/about-us/website-terms-conditions.html>.

# Parcel Post, Secure Accept & Collect Registration

To access and use the Parcel Post, Secure Accept & Collect services, you must be a licensed firearms dealer, repairer or manufacturer with an ABN, within WA. Other requirements include (but are not limited to):

- **Completion of this service registration form**, with signed acceptance of the service Terms of Use
- **Completion of a Business Credit Account application form (required by Senders only)**, if you do not already hold a Business Credit Account with Australia Post
- **Australia Post Business Customer Number**. If you do not already have an Australia Post Business Customer Number, this will be provided through the registration process.

## 1. Business information (Mandatory)

Business Legal Name

Australia Post Business Customer Number

Please insert existing number or indicate N/A

Australian Business Number (ABN)

Business Credit Account Number

Please insert existing number or indicate N/A

Primary Contact

First Name

Last Name

Position

Mobile Number

Address

Email

## 2. Elected (Preferred) Participating Post Offices

Elected Participating Post Office

Elected Participating Post Office

If participating Secure Accept & Collect Post Offices are unknown, please indicate your preferred participating Post Office of lodgement. Your existing Business Credit Account Post Office may not necessarily be participating in this service.

New

Update

No Change

## 3. Authorised Delegates (maximum 5)

First Name

Last Name

Position

Mobile Number

Email

## Authorised Delegates (Optional)

Add  Remove  Update

First Name

Last Name

Position

Mobile Number

Email

Add  Remove  Update

First Name

Last Name

Position

Mobile Number

Email

Add  Remove  Update

First Name

Last Name

Position

Mobile Number

Email

Add  Remove  Update

First Name

Last Name

Position

Mobile Number

Email

**Privacy Notice** Australia Post collects your personal information in order to fulfil your Secure Accept & Collect service. Your information may also be shared with certain third parties located in Australia and overseas, including the United States and Japan, contracted to assist in the administration of these Services. Without this information, we would be unable to provide this service. Your personal information is handled in accordance with the Australia Post Group Privacy Policy which outlines how to access and/or correct your personal information or make a privacy related complaint. For more information please visit [www.auspost.com.au/privacy](http://www.auspost.com.au/privacy).

## 4. Exceptional Lodgement Request

If you would like to lodge more than 6 parcels per day via the Secure Accept & Collect service, please advise the requested increased daily volume limit below, and provide rationale. Australia Post will consider the request and confirm the outcome of the request via email.

### Requested Increased Daily Volume Limit

### Rationale

## 5. Declaration

I hereby declare that:

1. I am a firearm dealer, repairer or manufacturer and hold a valid licence issued by Western Australian Police to carry on those activities (**Licence Holder**).
2. I have read and understood the Terms of Use for the Service, and by registering for and using the Service agree to be bound by the Terms of Use attached to this declaration (and available at <https://auspost.com.au/terms-conditions/parcel-post-secure-accept-and-collect-terms-conditions>) and that this constitutes a binding legal agreement.
3. I understand that it is a criminal offence to and I have not provided Australia Post with false or misleading information and I will not use the Service in a dishonest manner or without proper authorisation.
4. If I have nominated a Business Credit Account, I warrant that I am authorised to use the Business Credit Account provided.

### Signature

### Date

### Terms of Use Link

[auspost.com.au/terms-conditions/parcel-post-secure-accept-and-collect-terms-conditions](https://auspost.com.au/terms-conditions/parcel-post-secure-accept-and-collect-terms-conditions)

Please return this form either via email or post:

 [secureacceptandcollectregistrations@auspost.com.au](mailto:secureacceptandcollectregistrations@auspost.com.au)

 Australia Post  
Attention: Secure Accept and Collect  
GPO Box 272, Melbourne VIC 3001

