



Parcel Collection Authorisation Form (Business)

For information purposes only

As per RGPO policy, an individual* intending to collect any parcel(s) on behalf of a business/addressee (authoriser) must provide proof of authorisation from a supervisor, manager or Director of the company. To do so, the following documentation must be presented at our Parcel Post Depot counter on behalf of the business:

1. Original Parcel Notification Slip / EPOST Parcel Notification Email / Parcel Depot N^o(s)
2. Parcel Collection Authorisation Form (completed in BLOCK letters)
3. Front and back photocopy of addressee/authoriser's ID card

* Proof of ID is required upon collection, and must be 16 years of age or older

Date:

I, with ID card N^o,
 employed at, or owner of [Business Name & Address].....
,
 hereby authorise, to collect the
 below on the business's behalf [tick where appropriate]:

All parcels addressed to me

Or

Only parcel(s) with Depot N^o(s):

I understand that this authorisation form with attached photocopies of my ID card will be kept on record and valid for 12 months; after which period, said authorisation will expire and all documentation will be destroyed. Any further parcel(s) collection on the company's behalf will require that a new authorisation form be submitted.

Signed

<u>For office use only</u>	DATE STAMP
Parcel Post Manager:	
Signed:	
ID card attached: YES / NO	

	<u>Authorisation Form Receipt - Business</u>	DATE STAMP
	Addressee/Authoriser:	
	Collector:	
	Parcel Post Manager:	
	Signed:	