



Parcel Collection Authorisation Form (Individual)

For information purposes only

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

1. Original Parcel Notification Slip / EPOST Parcel Notification Email / Parcel Depot N°(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°, residing at

 hereby authorise, to collect the
 below on my behalf [tick where appropriate]:

All parcels addressed to me

Or

Only parcel(s) with Depot N°(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 my behalf will require that I submit a new authorisation form.

Signed

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

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