

Moving Premises?

Use our Redirection Service to forward mail to your new address.

We want to make life as easy as possible for you at this busy time. To have your mail redirected to your new premises, all you have to do is fill out this booking form.

How to Apply

Bring the fully completed form including any supporting documentation and the fee to any Post Office

or

Post it directly, including payment (cheque or Credit/Debit card details only), to An Post, Redirection Unit, Ground Floor, GPO, O’Connell Street Lower, Freepost, Dublin 1, D01 F5P2 (You cannot post cash).

Please note: at least 5 working day’s notice is required

Business Fees for Redirection to:

	Business - In Ireland	Business - Abroad
Up to 1 month	€95 per business name	€130 per business name
Up to 3 months	€220 per business name	€300 per business name
Up to 6 months	€320 per business name	€440 per business name
Up to 12 months	€440 per business name	€595 per business name

TERMS AND CONDITIONS

These Terms and Conditions apply to An Post’s Business Redirection Service (hereinafter referred to as the “Service”).

In these Terms and Conditions “You” and “Your” refer to the applicant(s) for the Service and “We”, “Us” and “Our” refer to An Post, having its registered office at GPO, O’Connell Street Lower, Dublin 1, D01 F5P2.

- The Service is only available for the redirection of business post to which You are entitled. You confirm that the new address stated on this application is Your true and correct address.
- Where the customer is a limited company this form must be signed by the company secretary and at least one other director of the company.
 - Where the customer is a partnership or association the signature of each partner or associate is required (if a separate sheet is necessary for this purpose it must be appended to this document and contain the partners’ or associates signatures below the following statement: ‘We have read and agree to the attached terms and conditions of the An Post’s Business Redirection Service.
 - Where the applicant is a sole trader the application must be signed by the sole trader.
 - Where the applicant is a form of business or organisation other than those stated above, or is an unincorporated association or an educational or healthcare institution, We will require suitable documentary proof of the applicant’s entitlement and authority to redirect the mail.

- The name of the company or firm must be exhibited in a permanent and prominent place at the new address before We can redirect post to the new address.
- We will require at least five working days’ notice to put the Service in place.
- There is a delay of at least one working day in delivery of redirected post.
- A new address label is applied to each redirected item or pouch. If the item cannot be delivered it may be returned to the sender complete with the new address label.
- Except in the case of temporary redirection, when the Service expires all post addressed to Your old address may be delivered as addressed or may be returned to sender, in accordance with our operational procedures.
- If You wish to cancel the Service You must do so in writing. We will not refund the fee if You cancel the Service after its commencement.
- If post is addressed to more than one addressee and only one of the addressees has requested the Service We will deliver the post as addressed and We will not redirect it unless both parties agree in writing that one of them or a third party will receive it.
- Items sent using the An Post Parcel Service (including Courier Post) will not be redirected.
- The Service is not available for the redirection of:
 - Residential post;

TERMS AND CONDITIONS

- Post from a delivery point shared with other companies where redirection would be unworkable or impractical;
 - Post addressed to a PO Box.
- An Post will redirect post for a company which has ceased trading only when the redirection form is accompanied by a letter from the company’s solicitor or accountant stating that:
 - the company has ceased trading
 - the applicants have full authority to receive the company’s post
 - the solicitor or accountant has full authority to make the representation
 - the new address is the true and correct address of the applicant
 - the Company Secretary and all of the Company’s Directors agree to the redirection.
 - An Post will redirect post for a company in liquidation only when the redirection form is accompanied by a copy of a Notice of Appointment of Liquidator.
 - An Post will redirect post for a company in receivership only when the redirection form is accompanied by a copy of the Deed of Appointment or a letter from the receiver’s solicitor confirming that the receiver has the authority to receive the redirected post.
 - We reserve the right to refuse or discontinue the Service at our absolute discretion, including, but not limited to, where the Service is unworkable. In this event An Post will refund the fee paid for the Service but will have no further liability.
 - Your Indemnity:

In consideration of Us providing the Service You will indemnify Us and keep Us fully and effectively indemnified on demand from and against any and all losses, claims, damages, costs, charges, expenses, liabilities, demands, proceedings and actions which We may sustain or incur, or which may be brought or established against Us by any person, which in any case arise out of or in relation to or by reason of Your use of the Service.
 - This agreement is governed by the laws of Ireland and is subject to the exclusive jurisdiction of the Irish courts.
 - Limitation on Liability: Our liability for any direct loss or damage arising from this contract is limited to the fee paid for the Service. We will not be liable, in any event, for any consequential or indirect loss or damage including, without limitation, loss of income, profits, interest, utility or loss of market, however arising in respect of the Service.

If you have a query email us at: redirections.centre@anpost.ie call us on 01 705 7600 or write to us at: An Post Redirection Unit Ground Floor GPO O’Connell Street Lower Freepost Dublin 1 D01 F5P2

Business Redirection



Moving premises? Make sure your mail moves with you.



Please complete the form in BLOCK LETTERS. At least 5 working days notice is needed to put a Redirection Service in place.

Part 1 - REASONS FOR BOOKING AND DURATION OF SERVICE (Tick appropriate box)

Reference Number:

Is this Redirection:

☐ Permanent

☐ Temporary

Requested start date[◇]

D

D

M

M

Y

Y

If temporary, specify end date

D

D

M

M

Y

Y

☐ Moving premises

☐ Company ceased trading[†]

☐ Company in receivership[†]

☐ Company in liquidation[†]

☐ Other[†]

Service required for:

☐ 1 month

☐ 3 months

☐ 6 months

☐ 12 months

[†]Please refer to T&Cs – additional documentation is required. [◇]At least 5 working days notice is needed to put a Redirection Service in place.

Part 2 - BUSINESS NAME DETAILS Please include abbreviation(s) relating to your business name.

Company/
Business Name

Trading as

Company/
Business Name
Abbreviation

Contact number

Email

Part 3 - AUTHORISATION AND CONTACT DETAILS REQUIRED (Incorrect or incomplete authorisation will delay the application process.)

Signatures from the Company Secretary and one Director are required for a Limited Company. In the case of a Sole Trader, Partnership or Association or other business type please refer to T&Cs point 2.

☐ Limited Company

☐ Sole Trader

☐ Partnership*

☐ Government[†] Department

☐ Association

☐ Other^Δ (specify)

Title

Mr

☐

Mrs

☐

Ms

☐

Other

Title

Mr

☐

Mrs

☐

Ms

☐

Other

Name

Name

Surname

Surname

Position

Position

Signature 1

Signature 2

* Signatures of all partners/associates are required. A maximum of 2 signatures can be included on this form, please attach a separate sheet with the additional names below the following statement: We have read and agree to the attached terms and conditions of the An Post’s Business Redirection Service.
† Two authorising signatures at the appropriate level are required. Please contact Customer Services for more information.
Δ Authorising signatures at the appropriate level are required. Please contact Customer Services for more information.

Part 4 - ADDRESS DETAILS No changes can be made once the Redirection Service has started.

Old address details

Address 1

Address 2

Address 3

Address 4

County

Eircode

Is the name of the company or business (to which the mail was originally addressed) prominently and permanently displayed at the new address? (If ‘no’ you will be required to **sign a letter of indemnity** which we will send you).

☐ Yes

☐ No

New address details

Address 1

Address 2

Address 3

Address 4

County

Eircode

Country

☐ If you wish your change of address details to be used to update our TV Licence database, which is controlled and operated by An Post, then please tick the box here.

Part 5 - PAYMENT DETAILS Note: At least 5 working days’ notice is required to put a Redirection Service in place.

Payment method:

☐ Cheque

☐ Post Office

☐ Credit/Debit Card (Please fill in details below)

You can pay for this service by cash, cheque or Debit card at the Post Office (you must bring the completed form). You can post the completed form directly to the Redirection Unit with a cheque or by completing the credit/debit card details in the section below.

Name of Card Holder

Card Type:

☐ VISA

☐ Mastercard®

Card Number

Expiry Date

M

M

Y

Y

CCV Digits

