

This service is available at canadapost.ca/mailforwarding

SERVICE DETAILS

1 Forward mail addressed to (select all applicable):

Me
 Other people
 A company
 Deceased person

Enter start date (Allow advance notice of three business days for service to start)

Year: | Month: | Day: |

Select the option that best applies:

Moving to a new address
 Temporarily relocating and returning to original address
 Other

Enter end date (Mail delivery resumes the business day following your end date)

Year: | Month: | Day: |

FORWARD MAIL FROM

2

Unit/Apt no. | Street no. | Street name | OR PO box no. | OR RR no. (rural only)

City/Municipality | Province | Postal code

FORWARD MAIL TO

3

Unit/Apt no. | Street no. | Street name | OR PO box no. | OR RR no. (rural only)

City/Municipality | Province/State | Postal Code/ZIP Code | Country

MAIL RECIPIENTS

4 MAIL WILL BE FORWARDED FOR NAMED MAIL RECIPIENTS ONLY.

1. Last name or Business name | First name

2. Last name | First name

3. Last name or Business name | First name

4. Last name | First name

Are all the current occupants of the address in section 2 leaving this address? Yes No

Visit canadapost.ca/mailforward to add up to four more names. Fee will apply.

YOUR AUTHORIZATION

5 Mover Data Service (Applicable if you are moving from a residential address)
 Canada Post can provide your new address to organizations you deal with. By not participating in this service, important correspondence such as financial statements and recall notices may be delivered to your old address after your Mail Forwarding service expires. To be eligible, organizations must have your correct names and old address on file and agree to use your new address for the sole purpose of updating their customer records.

If you do not want this feature, check this box.

AUTHORIZED REQUESTOR DETAILS

I am authorized to subscribe to Mail Forwarding on behalf of those named in Section 4. I understand that it is a criminal offence to subscribe to Mail Forwarding on behalf of other individuals without their prior consent. I understand that the information I provide will be used to forward mail upon payment of the applicable subscription price.

Requestor's last name | Requestor's first name | Daytime telephone no.

By providing your email address, you will benefit from the following:

- * receive an e-receipt, service related communications and offers that might interest you,
- * add up to four more mail recipient names through the online self-serve tool,
- * have access to the online self-serve tool to extend or make changes to your service.

Your email is not disclosed to other organizations. | Email address

SERVICE DELIVERY LIMITATIONS

- Canada Post cannot forward mail addressed to individuals who receive mail through
 - an institution, such as a business, hotel, motel, rooming house, nursing home, hospital or school;
 - a shared postal address, such as the same address used by several businesses, or privately administered mail boxes.
- Parcels (using Canada Post services such as Priority™, Xpresspost™, Xpresspost™ Certified, Expedited Parcel™ and Regular Parcel™), and prepaid envelopes are excluded from this service. Registered Mail™ will be forwarded only within Canada. If you expect such deliveries, make sure to advise senders of your new address.
- Mail bearing a "Do not forward" endorsement will be returned to sender.

TERMS AND CONDITIONS (to be accepted with your electronic signature)¹

- Proof of identity:** Appropriate identification is collected to prevent identity theft and other improper use of this service, as well as to permit follow-up investigation if required for law enforcement and other legal purposes. Canada Post is subject to the Privacy Act and takes appropriate steps to protect your personal information.
- Rates:** When forwarding mail addressed to individuals, residential rates apply. Business rates apply when a business name is included. Visit your post office or canadapost.ca/mailforwarding for information on current rates. Additional fees may apply for businesses identified as receiving high volumes of mail. Contact Customer Service for more information, at 1 800 267-1177.
- Special offers:** Canada Post may send you, on its behalf or that of other organizations, special offers on products or services of interest to you. Your personal information will not be disclosed to these organizations.
- Mail recipients:** Residential requests can include a maximum of eight individual names. Business requests can include a maximum of two business names and six individual names. Additional names beyond the four listed on this form can be added online, for a fee (when you provide an email at time of purchase). Each mail recipient must share the same original and forwarding addresses. Applicable proof of authority to act on behalf of another may be required.
- Changes and cancellation:** You can extend, modify² or cancel the service, at any time during its duration:
 - at canadapost.ca/signin (when you provide an email address at time of purchase)
 - at a post office by presenting the original receipt, appropriate identification (e.g., government-issued photo ID) and if applicable, proof of authorization. No refunds are provided once the service has started. A new service must be purchased to forward mail to addresses different than the one indicated on the original receipt. Canada Post reserves the right to not forward mail and end the service at anytime.
- No liability:** Canada Post and its agents (including but not limited to authorized dealers) will not be responsible for any direct, indirect, general, special or consequential damages arising out of or in any way connected to this agreement, regardless of whether such damages are based on contract or tort.
- Privacy:** Canada Post may provide your personal information to third party identification services, including telecommunications providers, in order to confirm your identity and protect you from fraud and identity theft, and you provide consent for such third party services to verify your personal information with records they may have about you. Visit canadapost.ca/privacy for details on Canada Post policy on personal information protection. To opt-out:
 - For Mover Data service, sign-in to the self-serve tool at canadapost.ca/signin and modify your selection under Contact Details; or contact us by telephone (1-800-267-1177).
 - For special offers, visit canadapost.ca/mailforwarding-optout.
- Forwarding mail from a postal box:** Purchase a Mail Forwarding for Moves service if your agreement to use a box has expired. The service can be purchased for a maximum of twelve months. The Mail Forwarding for Temporary Relocation service must be purchased when you still own the box.
- Consumer Choice:** Canada Post will resume the delivery of Neighbourhood Mail™ (flyers, etc.) to the original address when a Mail Forwarding for Moves service is purchased.

¹ Canada Post reserves the right to change the terms and conditions of the service at any time.
² Some exceptions apply (e.g., original and destination addresses after the start date).
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