



CHANGE OF DETAILS ON POSTAL REGISTER (PO3)

For any changes to information contained on the postal register, please complete this form and return it either by post to:

*The Manager
Communications Policy
Commerce, Consumers and Communications Branch
Ministry for Business, Innovation and Employment
PO Box 1473
Wellington 6140*

Or alternatively return your completed and scanned form by email to:

postalpolicy@mbie.govt.nz

Under s33 of the Postal Services Act 1998, a postal operator that intends to change its place of business, postal identifier or other particulars recorded in the Register is required to notify the Chief Executive of the Ministry of Business, Innovation and Employment in writing of the change at least one month before it takes place.

If there is a change in the persons who are concerned in the management of the postal operator (directors and chief executives, however described), the Chief Executive of the Ministry must be notified in writing either before the change occurs or within fourteen days of the change. A separate declaration must be made on a PO2 for ("Declaration by individual operators, directors and chief executives") by each new director or chief executive. The Ministry is unable to process changes until a completed PO2 form has been received from each.

No fee is payable but failure to notify the Chief Executive of the Ministry is an offence against the Act, and a fine of up to \$1,000 may be imposed for failing to comply.

All information disclosed on this form (apart from the personal addresses of chief executives and directors and description of services provided in Part C) will be made publicly available in the register of postal operators. The names and addresses of individual operators, chief executives and directors may be provided to the Police, the Ministry of Justice, the New Zealand Customs Service or any other agency for verification. All information submitted to the Ministry is subject to the provisions of the Official Information Act 1982.

The information in this statement will be held by the Ministry, 15 Stout Street, PO Box 1473, Wellington, New Zealand. You may access this information at the Head Office of the Ministry, or an office of the Ministry notified in the Gazette. Please contact the Ministry as soon as possible if this information requires correction.



Under the Postal Services Act 1998 it is an offence punishable by a fine of up to \$10,000 to provide false or misleading information or documentation in support of an application for registration as a postal operator.

To Communications Policy, Commerce, Consumers and Communications Branch, Ministry for Business, Innovation and Employment.

In accordance with the Postal Services Act 1998, I wish to advise you of the following changes to details on the Postal Register:

- Contact details [Part A]
- Persons concerned with management of the business [Part B]
- Postal Identifier(s) [Part C]

PART A: CHANGES TO CONTACT DETAILS

Current full name of company or individual _____

Please enter changes below:

Full name of company or individual: _____

Contact name: _____

Contact's position within company: _____

Contact's telephone number: _____

Registered office of company: _____

Place of business: _____

Postal address (if different from above): _____

Telephone: () _____

Fax: () _____

Email address: _____

Website: _____



PART B: PERSONS CONCERNED IN THE MANAGEMENT OF THE BUSINESS

Persons no longer concerned in the management of the postal operator: *Continue on a separate sheet if necessary.*

1. Full name: _____

Designation: _____

2. Full name _____

Designation: _____

Full names, designations and residential addresses of persons to be added to the Register:

Continue on a separate sheet if necessary.

Names and designations of persons listed below will made publicly available.

1. Full name: _____

Full residential address: _____

Designation: _____

2. Full name: _____

Full residential address: _____

Designation: _____

3. Full name: _____

Full residential address: _____

Designation: _____

A separate declaration must be made on a PO2 form ("Declaration by individual operators, directors and chief executives") by every person concerned in the management of the business (directors and chief executive, however described) to be added to the Register.

Changes will not be processed until PO2 forms have been received from each new chief executive and director.



PART C: CHANGE TO POSTAL IDENTIFIER(S)

A copy of my/our new postal identifier(s) [see explanatory note] is attached. Postal identifiers will be made publicly available.

- Please add identified(s) to the postal register.
- Identifier(s) replace existing identifier(s). Please indicate which identifiers to replace.

PART D: DECLARATION

Name _____

Designation _____

Signature _____

Date _____