

HOLD MAIL SERVICE (HMS) CANCELLATION FORM

Dear Valuable Client,

If you wish to cancel your HMS Suite(s) or completely terminate the service, we kindly request that you complete and sign this HMS Cancellation Form. Please send us the completed HMS Cancellation Form either by:

- a) **Mail**, to the following address: Or by b) **Email**: sending the scanned documents to holdmail@singpost.com
- Hold Mail Service (HMS) Office - Cancellation
Singapore Post Limited
10 Eunos Road 8, #01-30
Singapore Post Centre
Singapore 408600

Once Singapore Post Limited (“SingPost”) receives and verifies your duly completed and signed HMS Cancellation Form, we will cancel your HMS Suite(s) within 5 working days (“Cancellation Date”). We will then inform you of the Cancellation Date of your HMS Suite(s) via email. All your uncollected mail will be shredded 30 days after the Cancellation Date. All mail received after the Cancellation Date will be shredded. You agree that SingPost shall have no liability to you in such circumstances.

For more information about the HMS, please visit our website: www.holdmail.com.sg, or call the HMS Hotline at +65 6845 6901 or email us: holdmail@singpost.com

I, the undersigned *(first name and last name)* _____ client of *(service provider(s) name(s))* _____ (“Service provider(s)”), would like to cancel my Hold Mail Service (HMS) Suite(s) specified in Paragraph 2 of this HMS Cancellation Form.

1. YOUR DETAILS (WRITE IN CAPITAL LETTERS)

Full name	<i>(as per passport)</i>		
Passport no.		Passport expiry date	<i>(DD/MM/YYYY)</i>
Nationality	<i>(as per passport)</i>	Primary contact no.	<i>(code)</i> <i>(number)</i>
My HMS suite(s)	<i>(list all HMS suite(s) you currently possess)</i>		
Email			
Release Address	City	Province	
	Street		
	Apartment/unit no.	Postal code	
	Country		

2. YOUR HMS SUITE(S)

I would like to cancel the following HMS suite(s):

- My all suite(s) and immediately terminate the service
- only my _____ HMS suite and continue the service
- only my _____ HMS suite and continue the service
- only my _____ HMS suite and continue the service
- only my _____ HMS suite and continue the service

3. ACKNOWLEDGEMENT AND AUTHORISATION



HOLD MAIL SERVICE (HMS) CANCELLATION FORM

I the undersigned confirm (a) my acceptance of the HMS Terms & Conditions and (b) the accuracy and authenticity of the information set out in this HMS Cancellation Form.

SIGNATURE:
PRINTED NAME:
DATE:

4. FOR SINGPOST OFFICIAL USE ONLY

HMS Cancellation Form received by

HMS Cancellation Form verified by

SIGNATURE:

SIGNATURE:

PRINTED NAME:

PRINTED NAME:

DATE:

DATE: