

PERMANENT CHANGE OF ADDRESS



INSTRUCTIONS

You can notify Post Danmark about your change of address and get your mail forwarded by filling out this form and send it along with a copy of your photo ID* to Post Danmark, Kundelinjen, Kundeservice Privat, Carsten Nieburhs Gade 4, 1577 København V.

You may also scan the filled out form and photo ID* and send it by e-mail to flyt@post.dk. Please remember to sign the form. Please fill out and send the form a while before you move. We need **5 weekdays** in order to register your change of address. Letters, magazines, literature for the blind and newspapers will be forwarded to the new address for 6 months. After that any mail to the old address will be returned to the sender. If you have signed up for the "Reklamer – Nej Tak", "Reklamer og gratisavisser – Nej Tak" and "Modtagerflex", this will be cancelled when you change your address. If you wish to sign up again at your new address, you may do so via www.postdanmark.dk/privat/selvbetjening.

NAME (person or company, if any)

The officially registered name of all persons changing address, including name of company and CVR-no. if any. (Please write in block letters)

CHANGING ADDRESS FROM

Street name, number, letter, floor, left/right, number of apartment

Post code and city

CHANGING ADDRESS TO

Street name, number, letter, floor, left/right, number of apartment

C/O, if any

Post code and city (and country, if different from Denmark)

I WANT LETTERS TO BE FORWARDED FROM THE (we need at least 5 weekdays in order to register your request)

Date (DD/MM/YYYY)

SECRET ADDRESS

Pursuant to Law no. 1536 of 21/12/2010, Post Danmark must allow other postal operators access to information regarding addresses within their geographical area, with regard to delivering mail to a new address or Postbox. Post Danmark also informs those of Post Danmark's customers who wish to send you any mail and who use the products "Electronic movement information" or "Address cleaning" of your new address. If you do not want Post Danmark to pass on information about your change of address, you need to get a secret address. This means that mail delivered by other companies will not be forwarded to the new address but will instead be returned to the sender. Secret address only applies for the persons requesting secret address and not for the specific address in general. If you want all of the residents at the address to have secret address, you need to apply for secret address for each individual person.

I do not want my address to be passed on to others. The address must be secret.

Pursuant to §10, 2 of the Law of CPR, Post Danmark is required to pass on information about the address on demand from a city council, even if you have asked Post Danmark to keep a secret address. If you wish your address to be secret in the official records (address protection) you need to contact your home municipality ('Kommune'). A company cannot have a secret address.

SIGNATURE

Date (DD/MM/YYYY)

Signature

Telephone number/e-mail

Important if we have any questions to your about your change of address

REMEMBER TO ATTACH A COPY OF YOUR PHOTO ID

* A copy of any identification with a photo (passport or driver's license). If you do not have this, you may attach copies of two different identifications of a lower security level instead, e.g. Health insurance card, birth certificate or ID card.

** The names of the products are translated from Danish.

Power of attorney:

If you wish to report another person's change of address who is not within your household, you need to attach a copy of a power of attorney of the person changing address.

If you have any questions, please contact the customer service at (+45) 70 10 00 54