

Charity Mail – Application



Complete and forward to Australia Post.
Email: charitymail@auspost.com.au

Australia Post use only

Charity Mail
Approval Number

Charity Mail Terms and Conditions

The *Australia Post Terms and Conditions* (AP Terms) govern the use of Charity Mail. The AP Terms can be found at auspost.com.au/terms-conditions. Section 6 of the AP Terms will direct you to the relevant Service Schedule which sets out Service-specific requirements. Please ensure that you are familiar with the AP Terms before using the Service.

Privacy notice

Your personal information is collected to enable us to provide you with the products / services you wish us to provide. The products / services may not be able to be provided without this information. You may request access to your personal information while it is stored by us and we will assess your request in accordance with the law. We will give you reasons where we deny access. Call 13 13 18 to contact us.

Customer eligibility

To be eligible for the Charity Mail service you must be endorsed by the Australian Taxation Office (ATO) as an Income Tax Exempt Charity (ITEC) or as a Deductible Gift Recipient (DGR). As evidence of endorsement by the ATO you must have the "Notice of endorsement for charity tax concessions" or "Deductible Gift Recipient" document.

A copy of the "Notice of endorsement for charity tax concessions" or "Deductible Gift Recipient" document must be supplied with this application.

Australia Post does not approve the status for ITEC or DGR. If you believe your organisation is eligible for endorsement please contact the ATO for further information.

Customer details

Company / charitable organisation

ABN

Is your organisation registered with the Australian Charities and Not-for-profits Commission (ACNC)?

☐ No ☐ Yes

Authorised contact details

Title:

☐ Mr ☐ Mrs ☐ Ms ☐ Other (please specify)

Given names

Surname

Position / Title

Telephone number

Address

Postcode

Customer details (continued)

Do you have an Australia Post Business Credit Account?

☐ No ☐ Yes → Account Number

Organisation's activities

Please provide a list of the business names or branches that will be mailing under the Charity Mail service and are covered by the ITEC or DGR endorsement.

(These businesses must operate under the same ABN as listed in Customer details).

1.	<input type="text"/>
2.	<input type="text"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
6.	<input type="text"/>

Please attach listing if insufficient space.

Type of charity

Please indicate the charity group most applicable to you: (select one only)

- | | |
|--|---|
| <input type="radio"/> Aged persons | <input type="radio"/> Locality or neighbourhood |
| <input type="radio"/> Animals | <input type="radio"/> Moral improvement |
| <input type="radio"/> Culture | <input type="radio"/> People with disabilities |
| <input type="radio"/> Defence and public order | <input type="radio"/> Public works and utilities |
| <input type="radio"/> Disaster relief | <input type="radio"/> Relieving poverty or distress |
| <input type="radio"/> Education | <input type="radio"/> Religion |
| <input type="radio"/> Environment | <input type="radio"/> Research |
| <input type="radio"/> Health | <input type="radio"/> Science |
| <input type="radio"/> Indigenous persons | <input type="radio"/> Unemployment |
| <input type="radio"/> Industry, commerce and agriculture | <input type="radio"/> Young persons |
| <input type="radio"/> Other (please specify) | |

Declaration

I am authorised by the above company / charity to apply for the Charity Mail service. I certify that all the answers on this form are correct. I have read the terms and conditions applicable to the Charity Mail service (available at auspost.com.au/terms-conditions) and I am authorised to accept the terms and conditions that apply to this service on behalf of the company / charity named above.

Name Date (DD / MM / YYYY)

Position / Title