



## Application for Registration of a Mail Forwarding Business under the London Local Authorities Act 2007

Please complete the application form legibly in block capitals. Use additional sheets if necessary.

Is the application being made by :

An individual  A partnership  A body corporate

(Note, a body corporate includes a limited company)

Full name of applicant (ie the individual, partnership or body corporate)

- If a partnership please give full names of all partners
- If a body corporate its full incorporated name

Address of applicant (including postcode)

- If an individual the private address of the individual
- If a partnership the principal address
- If a body corporate the registered office address

Trading Name of the mail forwarding business

Business Address(es) in the City of London  
(Please give **all** addresses in the City of London occupied by the applicant for the purposes of the business. Please indicate which are postal addresses made available to clients.)

Please give the following means of contacting the applicant where applicable:-

Daytime Tel no.

Email

Website Address

Name of contact where applicant is a body corporate (please give the designation of the named contact)

Please note-

giving false information in respect of the name and address of the applicant and the address of each place occupied by the applicant for the purposes of the business is an offence under section 75 of the London Local Authorities Act 2007.

**APPLICATION FEE £150.00. Please make cheques payable to 'City of London Corporation'**

Fee: I enclose payment  (tick box)

**Declaration of Applicant**

I .....(please print name) declare  
that the information given above is true and accurate.

Date.....

Signature.....

Designation of Signatory.....

Please complete this application form in full and return it together with the fee for registration to:

**Trading Standards Service  
City of London  
P O Box 270  
Guildhall  
London  
EC2P 2EJ**

**The information gathered in this form may constitute personal data as defined in the Data Protection Act 1998. Any personal data will be processed in accordance with the requirements of that Act.**