

Delivery attempt: **I.** **II.**



**A/1** **A/1/SK** **A/2** **A/3** **A/4** **A/5** **A/6** **A/7** **A/7/2** **A/8** **A/9** **A/10** **A/10/SK**

## NOTICE OF THE ARRIVAL OF AN OFFICIAL DOCUMENT

Name of addressee, address of mail item: .....

**Dear Customer,**

On 20..... year ..... month ..... day, from ..... sender,  
an official document with identification number ..... has arrived to your address from ..... (place name),

**The mail item may be collected at the following post office** (name, address, and telephone number of PO, collection time from – to):

which may be claimed for the following 4 workdays upon providing proof of identity<sup>2</sup>.

The delivery of the document will be attempted again on: 20..... year ..... month..... day.

The official document may be collected for 5 workdays following the second delivery attempt upon presenting proof of identity<sup>2</sup>.

We kindly ask you to bring the present notice as it must be presented at the post office in order to claim the document.

**Official documents not delivered to the address in person** (A/1, A/2, A/3, A/7 and A/7/2, A/8, A/10) may be claimed in person, or if prevented from doing so, may be claimed by an authorised representative, or next-of-kin registered at the same address of 14 years of age or older [in accordance with the CvC.], or in the case of **documents to be delivered to the address in person** (A/1/SK, A/4, A/5, A/6, A/9, A/10/SK) may be claimed in person, or if prevented from doing so, by an authorised representative<sup>1</sup> upon presenting proof of identity<sup>2</sup>. The non-receipt of official documents entails legal consequences.

Delivery officer's name/number: ..... signature: .....

Please read the information overleaf.

**For more information please visit our website: [www.posta.hu/notices](http://www.posta.hu/notices)**

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<sup>1</sup> Authorizations must contain at least the following:

- a) in the case of natural persons, the natural identification particulars of the grantor and the authorised person as well as the type and number of official document identifying the grantor and the authorised natural person, or in the case of an entity, the name, registered seat and company registration number of the entity or the name of the institution ordering registration and the registration number of the entity,
- b) the address to which the grantor grants authorisation for the receipt of postal items,
- c) in the case of an authorisation for a specific mail item, the mail item's identification number, for which the authorisation is valid,
- d) the dating of the authorisation (place and time),
- e) the grantor's self-produced (or, in the case of entities, legal) signature, furthermore
- f) in the case of non self-written authorisations granted through conclusive private documents,
  - fa) the signatures of two witnesses and their place of residence, or
  - fb) court, public notary or attorney's (legal adviser's) authentication or regular endorsement, or
  - fc) in the case of a regular recording of a document produced or held by an economic operator or furthermore, in the case of documents prepared through the use of data carrier devices of any nature, the regular proof of identity of the economic operator who recorded, held or produced the document in question.

Magyar Posta continues to accept authorisations issued before 1 July 2013 and registered by Magyar Posta within their period of validity.

<sup>2</sup> The addressee or other authorised recipient may provide proof of identity with one of the following valid documents:

- a) **in the case of Hungarian citizens:** identity card or official document proving a request for such an identity card, passport or other travel document, identity card (including E-card), military identity card, defence service, governmental official or public employee identity card, military retirement card, temporary service card, driver's license, or other documents with a photograph and an individual number issued by an administrative body or chamber
- b) **in the case of citizens from European Economic Area countries or Switzerland:** travel document, personal identification card, residence card or registration certification
- c) **in the case of third county citizens:** travel document, residence permit, immigration permit, permanent residence permit, temporary residence permit, national residence permit or EC residence permit.

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More information on official documents is available through postal service outlets or through the GTC relevant Product Sheet of Postal Services published on the Magyar Posta website ([www.posta.hu](http://www.posta.hu)). The warning on the legal consequences stemming from the non-receipt of documents is included in Annex no. 2 of the GTC official document product sheet, according to the reference number of the type of official documents (A/1 – A/10/SK).