

REQUEST FOR RELEASE OF DOCUMENTS HELD IN SAFE CUSTODY

Please email the completed form to safecustody@robinsongill.com.au

Whose documents are being requested?

Full Name(s) _____
Address: _____
Telephone: _____
Email: _____

I am requesting an Original or a Copy or a Certified Copy document.

Are you the Director of a company requesting stored company documents? Yes No

Company Name: _____
Company Registered Address: _____
Company Postal Address: _____
ACN: _____

Are you the person whose document(s) are being requested? Yes No

If no, please outline who you are and the authority you rely on to make this request:

Full Name: _____
Address: _____
Telephone: _____
Email: _____
Authority to request: Attorney/Guardian/Administrator Executor/Administrator Other: _____

Full Name: _____
Address: _____
Telephone: _____
Email: _____
Authority to request: Attorney/Guardian/Administrator Executor/Administrator Other: _____

How would you like to collect the document?

- Email
- Standard Post (for copies only)
- Registered Post or Express Post (originals only)
- In Person Collection

I warrant that I am duly authorised to make this request for documents and hereby authorise Robinson Gill to release the requested documents:

Signature: _____
Full Name: _____
Date: _____

Signature: _____
Full Name: _____
Date: _____

For Company Directors:

Signature: _____
Full Name: _____
Date: _____

Signature: _____
Full Name: _____
Date: _____