

**I. II. NOTICE OF THE ARRIVAL OF AN OFFICIAL DOCUMENT (A/4 FOR DELIVERY IN PERSON sample)**



.....(name, address)

**Dear Customer,**

On  (day)  (month) 20  (year) an official document with the identification number .....  
addressed to you arrived from ..... (name of authority) in  
..... (place name).

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As no authorised recipient was found at the address, the document may be collected today between ..... and ..... hours,  
or on the following 4 working days from Mon to Fri between ..... hours and on Sat between ..... hours  
either by you in person or, if you are unable, by a person authorised by you<sup>1</sup>

at ..... Post Office ( ..... street ..... number) upon providing  
proof of identity<sup>2</sup>. Delivery of the document will be attempted again on  (day)  (month) 20  (year) between  
..... and ..... hours. If neither you nor your authorised representative is found at the address at that time, the document  
will be placed on deposit. The document will be available for collection for 5 working days following the date of the  
second delivery attempt upon providing proof of identity<sup>2</sup> at the post office named above during opening hours.  
Name of delivery officer: ....., number: .....

**Please bring this notice** as it must be shown at the post office in order to receive the document.

Please read the information overleaf.

large item

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

- a) in the case of a natural person, the natural identification particulars of the grantor and the authorised person as well as the type and number of an official document identifying the grantor and the authorised natural person, and 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 mail items,
- c) in the case of an authorisation for the receipt of a specific mail item, the identification number of the mail item for which the authorisation is valid,
- d) the place where and the date on which the authorisation was executed,
- e) the signature (authorised signature in the case of an organisation) of the grantor in his or her own hand, and
- f) in the case of an authorisation granted in a private document with full probative value which is not signed in the grantor's own hand
  - fa) the signature of two witnesses and the addresses of the witnesses, or
  - fb) judicial or notarial certification or an authorisation which is formally countersigned by a lawyer, or
  - fc) in the case of a correctly prepared image of a document issued or held by a commercial organisation or a document prepared on any data carrier, a formal certificate issued by the recording, holding or issuing commercial organisation proving that the image is identical to the original document.

The authorised person is entitled to receive the document if the authorisation extends to the receipt of an official document posted for delivery in person. 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 another authorised recipient may provide proof of identity with one of the following valid documents:

- a) **in the case of Hungarian nationals:** identity card or official document proving that a request for an identity card has been submitted, passport or other travel document, identity card, military identity card, defence service, government official and public official identity card, military retirement card, temporary service card, driver's licence issued after 1 January 2001, and other documents with a photograph and an individual number issued by an administrative body or chamber,
- b) **in the case of citizens of the European Economic Area and Swiss nationals:** travel document, identity card, residence card or registration certificate,
- c) **in the case of third country nationals:** travel document, residence permit, immigration permit, permanent residence permit, temporary residence permit, national residence permit or EC residence permit.

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The legal consequences of not accepting an official document are described in Annex 2 of the GTC product sheet for official documents, which is accessible at postal outlets and on [www.posta.hu/ugyfelszolgalat/aszf](http://www.posta.hu/ugyfelszolgalat/aszf) under the link for the type of official document (A/1 – A/7).