



ADESANYA  
Postal Address  
BCM-Mono  
London WC1N 3XX

Date: 10 May 2018

## CONFIRMATION OF YOUR MONOMARK ADDRESS

Please read carefully



1. **Correct addressing** saves time and helps us to help you. When using your Monomark address please set it out correctly. Incorrect addressing causes delays and may result, if unidentified, in mail being returned to sender.

**Your mail address is: -**

**AILEARN GROUP LTD  
27 OLD GLOUCESTER STREET  
LONDON  
WC1N 3AX**

2. **Membership certificate:**

This certificate must be produced when collecting mail. Please sign your certificate as soon as you receive it, then cut out and insert in the transparent wallet provided.

 <b>AILEARN GROUP LTD</b>  ..... Member's signature  
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British Monomarks Ltd  
Monomark House  
27 Old Gloucester Street  
London WC1N 3AX

Tel: 020 7419 5000  
Fax: 020 7831 9489  
e-mail: [mail@monomarks.com](mailto:mail@monomarks.com)  
[www.britishmonomarks.co.uk](http://www.britishmonomarks.co.uk)

Registered in England No. 674888.  
Registered Office as above.

3. **How we deal with your mail:**

According to the application form you completed, your instructions to us are: -

LETTERS:	<b>HOLD</b>
SPECIAL DELIVERY (Registered/Recorded):	<b>HOLD &amp; NOTIFY</b>
PARCELS:	<b>HOLD &amp; NOTIFY</b>

4. **Changes in your instructions should be clear and concise:**

- Write the new address in BLOCK LETTERS
- Always quote your registration or Company name
- Indicate if the change is temporary
- Dates should refer to posting dates in London

As a security measure changes should always be in writing. Letter, fax or email are all acceptable. The only changes we can accept over the telephone are *safe* instructions such as “hold my mail”, or, “revert to my usual address which is: -...”

**To check for your post  
call 020 7419 5050**

If you send us an instruction by Fax or e-mail, please commence your message: “*Attention Mail Department*” and don’t forget to quote your Monomark reference.

5. **If you intend calling for your mail** the office is open from 9.30am - 5.30pm Monday to Friday.

Nearest underground: Holborn or Russell Square.

Buses: 1, 8, 19, 25, 30, 38, 59, 68, 91, 98, 168, 171,188, 242, 243, 521

If you wish to enquire about mail call us on 020 7419 5050, **after 3:30pm** please as this allows us time to sort the mail

6. If you wish to change your Monomark/Company name, there is a £10 (plus VAT) charge to cover our administration costs.