

SHIPPING INFORMATION

(Please carefully review the instructions on page 2 before filling out this form.)

Congregation number: _____ Congregation name: _____

A SHIPPING ADDRESS (To be filled out by the ship-to congregation only)

(Ship-to congregation number) (Ship-to congregation name) (Postcode) (City) (Country)

Parcel delivery per UPS Pallet delivery per DB Schenker or DHL Freight

Delivery Address (To be filled out by the ship-to congregation only)

Kingdom Hall Company Private Address

(Recipient name)

(Street and house number) (Postcode) (City) (Country)

(Freely accessible or covered location (if available))

Contact Persons

A second contact person is necessary only in case of pallet deliveries per DB Schenker or DHL Freight

1. _____
(Last name) (First name) (Phone number) (E-mail)

2. _____
(Last name) (First name) (Phone number) (E-mail)

B KINGDOM HALL LITERATURE GROUP/SHIP-TO CONGREGATIONS

A literature group is composed of *all congregations of the same language that meet in the same Kingdom Hall auditorium.*

PART 1. NEW CONGREGATION

Kingdom Hall address: _____
(Street and house number) (Postcode) (City) (Country)

Send literature shipments to: Ship-to cong. number: _____ Ship-to cong. name: _____

This new congregation will serve as the ship-to congregation, and there are no other congregations in the literature group.

This new congregation will assume the role of ship-to congregation in an existing literature group.*

*NOTE: To change the role of the ship-to congregation in an existing literature group, a separate form must be filled out by the current ship-to congregation.

PART 2. MOVE EXISTING CONGREGATION TO A NEW KINGDOM HALL*

MOVE FROM:

Kingdom Hall address: _____
(Street and house number) (Postcode) (City) (Country)

Ship-to cong. number: _____ Ship-to cong. name: _____

MOVE TO:

Kingdom Hall address: _____
(Street and house number) (Postcode) (City) (Country)

Ship-to cong. number: _____ Ship-to cong. name: _____

*NOTE: A separate form is needed for each congregation that is moving to a new Kingdom Hall. The ship-to congregation for the literature group should fill out Part 3 to show the complete makeup of the literature group once all of the changes have been made.

To change the ship-to congregation, see page 2.

PART 3. SHIP-TO CONGREGATION*

Current ship-to cong. number: _____ **Current** ship-to cong. name: _____

New ship-to cong. number: _____ **New** ship-to cong. name: _____

List all other congregations in the updated Kingdom Hall Literature Group:

Cong. number: _____ Cong. name: _____ Language: _____

Cong. number: _____ Cong. name: _____ Language: _____

Cong. number: _____ Cong. name: _____ Language: _____

Cong. number: _____ Cong. name: _____ Language: _____

Cong. number: _____ Cong. name: _____ Language: _____

Cong. number: _____ Cong. name: _____ Language: _____

***NOTE:** Part 3 should be filled out in its entirety by the current ship-to congregation when the role of the ship-to congregation is changed. Do not use this section to add a congregation to or remove a congregation from the literature group.

INSTRUCTIONS

GENERAL

1. See *Literature and Magazine Request Guidelines* (S-56) for details regarding the use of Kingdom Hall Literature Groups.
2. Fill out only the applicable sections of this form.
3. A business address is preferred, which would include Kingdom Halls without gates and companies or offices that are clearly recognized as businesses.

LANGUAGE-COORDINATING CONGREGATION CHANGES

Language-coordinating congregation changes should be made by the current language-coordinating congregation using jw.org.

KINGDOM HALL/LITERATURE GROUP CHANGES

Section B, Part 1*: When a new congregation is formed, this section should be filled out in its entirety so that the branch office can assign the congregation to the correct literature group. If a new congregation is moving into a Kingdom Hall with an existing literature group, please indicate the number and name of the ship-to congregation where the new congregation is assigned.

Section B, Part 2: Use this section if your congregation is moving from one Kingdom Hall to another. This section should not be used by new congregations.

Section B, Part 3*: This section would only be filled in by the current ship-to congregation on file at the branch office.

***Note:** If a new congregation is assuming the role of ship-to congregation in an existing literature group, two forms are needed. The current ship-to congregation should submit one form with Section B, Part 3, filled out in its entirety. The new congregation that will serve as the ship-to congregation should submit one form with Section A, and Part 1 of Section B filled out in their entirety.

(Date)

(Secretary—Type name to indicate signature)

Send the completed form to the branch office by means of the jw.org Inbox feature. Retain a copy for the congregation file.