

Subject: **Post Office Box Number Renewal**

Dear Business Partner,

Please be informed that your annual Post Office Box Number (P.O. Box) renewal is due on 1 January 2009. Kindly note that you can renew your P.O. Box only through the Government Service Operation (GSO) counters and will not be able to do so online or at the Emirates Post branches.

We request you to complete your renewal process on or before 25 January 2009 to avoid an additional delay fee of AED 600.

In order to process your renewal, GSO requires the following:

- Duly signed renewal form, stamped by the Authorized Signatory of your company
- Valid Trade License copy
- Renewal fee of AED 700

The renewal form will be distributed to your P.O. Box during the third week of December.

Please note that all the P.O. Boxes in the zone will expire on 31 December 2008 irrespective of the registration / renewal date.

If your company requires additional services, such as change of P.O. Box name, P.O. Box Lock or Emirates Post Representative Card, please attach the relevant application forms to the renewal application.

If you would like to apply for a new P.O Box facility, please visit the GSO office at Dubai Media City, Building Number 14.

To view more information regarding service charges and process requirements, please visit <http://www.dic-communityguide.com/dic/>.

For any further information or clarification, please contact GSO on email: gsoenquiry@tecom.ae or telephone: 04 391 1111.

Sincerely,
Government Services Operations
TECOM Investments