

## **Subject: P.O. Box Renewal 2008**

Dear Business Partner,

We would like to bring to your attention that your PO Box renewal is due on January 1<sup>st</sup> 2008. Kindly note that the renewal is required to be done **ONLY** through the GOS counters and **NOT** at the branches of the Emirates Post or online. Please make sure that the following documents are complete before initiating the process:

- The application form signed and stamped by the Authorized Signatory of your company.
- A copy of the valid Trade License.
- AED 700 towards the cost of the renewal.

To avoid AED 600 delay fine please make sure to renew your P.O. Box before January 25<sup>th</sup> 2008.

In case services such as P.O. Box Name Change, PO Box Lock Change or Emirates Post Representative Card are also needed then, it should be included with the renewal application. (For charges please view the link provided below)

For any further information please contact us on [gsoenquiry@tecom.ae](mailto:gsoenquiry@tecom.ae) /04 391 1111.

**Sincerely,**

**Government Services Operations  
TECOM Investments**

### **NOTES**

- The renewal form will be distributed to your premise during the first week of December.
- All the P.O. boxes expire on December 31<sup>st</sup> regardless of the registration date.
- If you would like to apply for the PO Box facility, please visit GSO at DMC 14.

To know more about GSO service updates please visit <http://www.dic-communityguide.com/dic/>.