

Subject: PO Box Renewal

Dear Business Partner,

Please be informed that your annual P.O. Box renewal is due. Thus, we request you to complete your renewal process before 28th January 2010 to avoid an additional delay fee of AED 600.

Kindly carry out the renewal of your P.O. Box through the Government Service Operation (GSO) counters as it cannot be done online or at the Emirates Post branches.

To process your renewal, GSO requires the following:

- Renewal Form, duly stamped and signed by the Authorized Signatory of your company
- Valid Trade License copy
- Renewal fee AED 700

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

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.

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

Note: all the P.O. Boxes in the zone will expire on 31st December 2009 irrespective of the registration / renewal date.

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.**

Sincerely,
Government Services Operations
TECOM Investments