



## P.O. Box Rental Application

This form may be handed in at the main counters in the General Post Office at 104 Main Street.

**Please complete this form in BLOCK CAPITALS only.**

1. PO Box to be registered in the name of   
(person or business)

2. Name of person completing application   
(only to be filled in the case of a business)

3. Address

	Tel: <input style="width: 90%;" type="text"/>

4. If the PO Box is to be registered in the name of a company, proof of the existence of the company must be provided ie- ' Certificate of Incorporation ' AND ' Particulars of Directors '.

5. Is the PO Box to be used for either (A) Registered Company address services, or (B) Private mail-box services. *Please circle:* ( **A** / **B** )

6. If the PO Box is to be registered in the name of an individual proof of identification (Id Card) and residence, (eg- utility bill, etc) must be provided.

7. PO Box rental fee is £50 for all sizes. A deposit of £30 is payable in advance and fully refundable upon the surrender of an undamaged key and box.  
Size of PO Box preferred: *Please circle:* ( **SMALL** / **LARGE** )

8. Please state if the renter has a disability that could hinder in clearing the PO Box. *Please circle:* ( **Y** / **N** )

9. Only one original key is issued and shall **NOT** be copied.

10. Rules and guidance of rental are listed on the reverse of this form. Your signature on this form will be used as evidence of agreeing to them. A copy of these rules will be given to you with your key on approval of this application. (A copy of the PO Box Regulations can be provided on application.)

Signature of applicant

Date of application

Initials of applicant

**ONLY on issue of PO Box KEY.**

**The renter MUST INFORM the Post Office of ANY CHANGES to these details.**

For official use only

Authorised for RGPO by:  Signed

Receipt No:  Date

PO Box Number allocated:  Date

**End of Rental Checks**

(Please circle). Key undamaged: ( **Y** / **N** ) Box undamaged: ( **Y** / **N** ) Refund of deposit approved: ( **Y** / **N** )

Officer's name:  Initials:  Date:

**Please read rules of rental overleaf before signing**

# **P.O. Box Rental Rules & Conditions**

*The application form may be handed in at the main counters in the General Post Office at 104 Main Street.*

## **RULES OF RENTAL**

1. PO Boxes may be rented at the General Post Office under the following conditions.

**Upon breach thereof permission for the use of the PO Box may be withdrawn.**

Rules and conditions are:

- (a) on entering a rental agreement with the Gibraltar Post Office;
- (b) a PO Box may not be rented in a fictitious name or for an improper use;
- (c) no two persons, unless they are in business partnership, may jointly rent one PO Box;
- (d) on first application, the identity of the renter making the application must be furnished (e.g. - ID Card, passport);
- (e) on first application, the business and/or the private address (addresses outside Gibraltar are accepted) of the renter must be furnished (e.g. - Certificate of Incorporation, Utility Bill, etc.). **Any changes to these shall be notified to us immediately;**
- (f) notwithstanding 'c' above, any person not being a box renter may have his correspondence placed in the private box of a renter, subject to the written consent of such renter being furnished to the Post Office and on payment of a fee equal to half the rental payable in respect of the box. In **all** such cases:
  - (i) the person not being the renter whose correspondence is addressed to a PO Box can only obtain such through the renter who is solely responsible for providing this mail, (see '2' under Locks and Keys below),
  - (ii) the renter shall arrange for the payment to the Post Office of the extra half rental fee within the allotted time,
  - (iii) the renter shall be responsible for informing the Post Office of any changes.

## **DELIVERY OF CORRESPONDENCE**

1. **ONLY** mail addressed to a PO Box will be delivered to the PO Box.
2. Delivery into a PO Box shall be deemed to be, in all respects, equivalent to personal delivery to the addressee's address.
3. Correspondence erroneously addressed to a PO Box, or miss sorted therein, shall immediately be handed back at the PO Box Counter endorsed "**Not for Box No. \_\_\_\_\_**" and shall not be unduly detained.
4. In exceptional circumstances, such as the loss of a key, mail from any PO Box may, temporarily, be collected from the P.O. Box counter subject to compliance with the provisions under 'Proof of identification'. Collection from the counter will only be allowed for 1 week.
5. Any business or individual renter that fails to comply with any of these conditions may have their mail returned to sender or withheld until the conditions are complied with.

## **PROOF OF IDENTIFICATION FOR COLLECTION**

Unless the renter is well known, or can be identified by someone well known to a responsible officer of the Post Office, the only admitted "proof of identification" shall be the current, valid receipt for the PO Box rental or other identification which bears the photograph and name of the individual, for example ID Card or Passport.

## **RE-ADDRESSING OF CORRESPONDENCE**

A renter may only re-direct correspondence from a PO Box after the rental agreement has been terminated and the PO Box key returned to the Post Office. Such re-addressing to be undertaken only after approval from by the Post Office.

## **LOCKS AND KEYS**

1. When a PO Box is let, the renter will be supplied with a key, which is required to be returned undamaged when the box is given up. A deposit of £30 shall be payable. Such deposit to be repayable upon the surrender of the undamaged key and box.
2. **Renters should take due care of the issued key and are not permitted to have extra keys made.**
3. The Post Office must be informed immediately if a key is lost in order that a new lock may be fitted. A charge of £36.00 shall be made for the renewal of a lock;  
**(Note- for security reasons keys should not be labeled with the PO Box Number in case of loss).**
4. No lock may be replaced on any box other than with a lock supplied and fitted by the Post Office; no repairs to a box may be executed except by the Post Office.
5. Notwithstanding the provisions under '2' above, if the issued key sustains damage, the Post Office may make an approved copy (£10) instead of replacing the lock, but only after the surrender of the damaged key.

## **RENTALS**

The rental in respect of a PO Box shall be payable in advance of the 31st March in each year, any portion of a calendar quarter being considered a full quarter; Eg- the rental charge for a large box for the period 1<sup>st</sup> January to 31<sup>st</sup> March would be £12.50

## **FORFEITURE OF A PO BOX**

Failure to pay the rental of a PO Box within 7 days of the date when it is due, or any breach of a rental condition, may result in the forfeiture of the box, which may then be re-let.

## **REFUSAL TO LET A PO BOX**

The Royal Gibraltar Post Office may refuse to let a PO Box.

## **FURTHER CONDITIONS**

In addition to the conditions set out in the Private Letter Box Regulations, the Royal Gibraltar Post Office may, from time to time, impose such further conditions as may be required with regards to the use of PO Boxes.

## **ANNUAL RENTAL FEES**

PO Box (existing and new) £50.

## **DATA PROTECTIONS ACT 2004**

***Please fill in the application form overleaf***