



Why bother with your own private post office box?

Convenience

PO box facilities are open 24 hours a day, seven days a week, so you can check your mail when you want

Location

You can rent a box in a commercial building or somewhere close to your home or office

Service

You'll be able to take advantage of Emirates Post's Private Mail Bag and Postal Proxy Services. Private Mail Delivery and Pick-up & Delivery Services are available on contract, too. Private post boxes are situated at all post offices, shelters, a number of commercial buildings, and some postal agencies.

Application

The easiest way to go about setting up your own post office box is to apply online – go to www.emiratespost.com

and follow the directions to set up a post office box. Once you've filled in the relevant details, you have two working days to go to your post office with the following forms:

- Application Form (downloadable from the website)
- Two passport copies (including UAE residence visa copy for expatriates)
- Two passport-size photographs
- Payment (rent and subscription) The subscription fee for a new post office box is AED 50 per year. The rental is prorated as follows:

- During the first four months of the year, rent is AED 200 plus AED 10 per key (for the whole year)
- During the second four months of the year, rent is AED 150 plus AED 10 per key (for the remainder of the year)
- During the last four months of the year, rent is AED 100 plus AED 10 per key (for the remainder of the year)

Company Post Office Boxes

If you're the one in charge of setting up the mail for your company, the process is similar. Go to www.emiratespost.com and follow the directions to set up a post office box. Building owners thinking of offering private post boxes to their tenants should refer to 'Post Boxes in Commercial Buildings' under Corporate Services. You'll need to submit:

- Application Form (downloadable from the website)
- Copy of Trade License
- Original Trade License (signed by a legal attorney)
- Payment. During the first four months of the year, rent is AED 500 plus AED 10 per key. During the second four months of the year, rent is AED 400 plus AED 10 per key. During the last four months of the year, rent is AED 300 plus AED 10 per key.

If you find these instructions have changed or have any useful information to add, let us know via editor@AbuDhabiWeek.com and we'll post an update.

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