



**GAMBIA POSTAL SERVICES**  
**APPLICATION FOR P.O. BOX/PMB**

- 1. Name (in full).....
- 2. Address (Home)..... Tel: No.....
- 3. Address (Office)..... Tel: No..... Fax No:.....
- 4. Email Address: .....
- 5. ID Card No: ..... Business Regn. No: ..... Tin No:.....
- 6. State Requirement      Private Mail Bag                       Post Office Box   
(Tick appropriate box)
- 7. Location of P.O. Box/PMB
  - a. Banjul
  - b. Serrekunda
  - c. Other.....
- 8. State name to be inserted on box/bag (if different from (1) above)  
.....
- 9. Signature of Applicant.....
- 10. Date.....

**PLEASE SEE NOTES ON BACK OF FORM**

**FOR OFFICIAL USE ONLY**

Approved/Not Approved                      Comments.....  
(delete as appropriate)

Box Allocated.....                      Bag Allocated.....  
(with effect from)                      (with effect from)

Signature of Approving Officer.....

Date.....

Reference of letter of allocation.....

Date.....

Amount Paid.....      TR. NO.....      Date.....

## NOTES

1. Effective January 1<sup>st</sup> 2008, the annual rental fee for a P.O. Box is D1,500.00 for a Large Corporation, D1,000.00 for small and medium enterprise and D500.00 for Individual and the annual rental fee for a Private Mail Bag is D400.00 for Individual and D500.00 for Business.
2. Rental is due on the 1<sup>st</sup> of January every year. If the rent is not paid by 15<sup>th</sup> January, service will be terminate.
3. Replacement of lost key is D200.00.
4. Only the authorized person named on mail bag application can receive mail. Only a national ID Card or Passport will be accepted as identification.
5. All applicants for private mailbags must submit two pass port size photographs upon approval.
6. All enquiries are to be directed to 4226114/4227398.