



KIRIBATI POSTAL SERVICES

APPLICATION FOR POST OFFICE BOX & BAG SERVICES



SECTION A: APPLICANT INFORMATION

Individual
 Church/School
 Business/SME/SOE
 Ministry

Full Name: _____

Contact: **Home:** _____ **Work:** _____ **Mobile:** _____

Email Address: _____

Street Address: _____

Attach one passport size photo to be certified by postal officer (Individual Only)

For **Businesses**, a Business registration certificate must be provided with the ownership details; If a **Company**, then a Company Registration Certificate with the particulars of directors must be provided and Official rubber Stamp.

SECTION B: SERVICES REQUIRED

Post Office at which Box is located: _____ Postal Box Number: _____

Application for *(please tick)*

Letter Box
 Mail Bag
 Change of lock
 Additional Key
 Transfer of Ownership

Box Size *(if applying for a new Letter Box)*

Small
 Large
 Pigeon Hole
 Out door letter box

SUPPORTING DOCUMENTS

ID Card *(KPF Card / Passport / Driver's License/National ID)*
 Letter/ Email from owner *(for transfer of ownership)*
 Business Registration Certificate *(for a Business)*
 Statutory Declaration *(for transfer of ownership)*
 Company Registration Certificate *(for a Company)*

SECTION C

DECLARATION

Stamp/Seal
*(School / Business/
/ Company)*

I hereby truthfully declare that all information supplied is correct; and agree fully to be bound by the Terms and Conditions *(see reverse)* of Kiribati Postal Services including any new charges imposed. I accept fully that any false declarations and or breach of the Term and Conditions will have legal implications.

Signature: _____ Date: _____

Name: _____ Designation *(if company)*: _____

SECTION D: OFFICIAL USE ONLY

ID Type: _____ ID Number: _____ If Section B is change of lock

Charges : AUD \$ _____ Current Rental Paid Yes No

Box Type: Large/ Small/ Pigeon hole/Outdoor RR #: _____

POSTAL OFFICER

POSTMASTER

NAME: _____ NAME: _____

SIGNATURE: _____ SIGNATURE: _____

Date Stamped

Note: Boxes are leased annually (1 January - 31 December). Renewals are to be made on or before 31st January annually or a late penalty fee will apply.