



## POST OFFICE BOX and PRIVATE MAIL BAG APPLICATION

Please print all information clearly

<b>Applicant</b>	Date / /
First names: _____ Surname: _____	
Company Name: _____	
Telephone – work: _____ Home: _____	
Facsimile: _____ Mobile: _____	
Address: To enable delivery of items directly to you, such as EMS or courier service please provide a brief description of the location of your business or residence. Attach a map if required.	
_____	
_____	
Please indicate if your application is for: Business <input type="checkbox"/> Individual <input type="checkbox"/>	

<b>Name and address of alternate contact</b>
First names: _____ Surname: _____
Company Name: _____
Telephone – work: _____ Home: _____
Facsimile: _____ Mobile: _____
Address: _____
_____

Required service:	Fee	Service required (tick)
Standard PO Box	3,375 vatu per annum	
Large PO Box	6,750 vatu per annum	
Private Mail Bag	6,750 vatu per annum	
Rural PO Box	675 vatu per annum	
Extra Key (1 only provided as part of above fee)	540 vatu per extra key	
Weekday delivery of mail to home or business	3,000 vatu per month	
Weekday pick-up of mail from home or business	3,000 vatu per month	
Both delivery and pickup of mail from home or business	5,000 vatu per month	
Forwarding of mail to another location	Standard postage plus 200 vatu per mailing.	

Vanuatu Post has PO Boxes available at many locations. Please enquire about the most convenient location for you. We also have change of address cards available to assist you in notifying everyone of your new address. These are postage free worldwide.

Post Office use only	Signature	Date	Time
Location			
PO Box/PMB number			
Invoice number			
Box records updated			
Lock changed and key issued			