



Ref. # Private Letter Box

Key #:

Application for Private Letter Box at General Post Office

Size # 2 -	5 ½ X 5 ½ x 14	\$4,500.00 per annum
Size # 5	6 ½ X 6 ½ x 18	\$5,400.00 per annum
size # 6	12 X 5 ½ x 14	\$7,200.00 per annum
size # 7	12 X 5 x 17 ½	\$8,400.00 per annum
size # 8	11 X 11 x 18	\$9,600.00 per annum
size # 9	17 ½ X 5 x 17 ½	\$12,000.00 per annum
Size # 10 - 12 x 6 x 14	12 X 12 x 18 ½	\$15,000.00 per annum

COST OF EACH ADDITIONAL KEY \$1,000.00

Name (In Block Letters)

Address

Date..... Telephone #.....

Postmaster General
General Post
Office
Georgetown

Sir,

Application is hereby made for a Private Letter Box Size # and key(s) in the name of the address: undersigned/on behalf of the undermentioned.

Yours' Co – operatively

Signature:

Dear Postmaster General,

This applicant is known to me and his/her application is hereby recommended.

Reference

(1)	(2)
Name:	Name:
Address:	Address:
.....
Occupation:	Occupation:
.....
Telephone #:	Telephone #:
.....
Signature	Signature

CONDITIONS APPLICABLE TO THE USE OF PRIVATE LETTER BOX

1. A deposit amounting to the cost of the size chosen is required. Should the renter no longer desire the service, same would be refunded after giving **7 (seven)** days' notice in writing to the Postmaster General.
2. An applicant shall undertake to rent a Private Letter Box for a minimum period of **12 months**, and the rent shall be payable annually in advance. Such rent shall be due and payable notwithstanding that an invoice has not been received by the renter of the said Private Letter Box.
3. The Postmaster General may suspend the use of a Private Letter Box if the rent has not been paid **7 (seven)** days after the day on which it was due.
4. Any notice or account given or rendered by or on behalf of the Postmaster General shall be deemed duly given or rendered if placed in the renter's Private Letter Box or sent to their last known address.
5. Any change of address **must** be immediately communicated to the Postmaster General in writing.
6. Rental must be **fully paid** before an application is made for an additional key(s) or a change of lock.
7. Should the renter no longer desire the use of the Private Letter Box, the Postmaster General must be so informed in writing at the earliest opportunity, and the key(s) in their possession returned. In addition, all arrears **must** be settled in full.

AGREEMENT

I hereby agree to all the above terms/conditions applicable to renting a Private Letter Box from the Guyana Post Office Corporation.

Signature:

Date:

FOR OFFICE USE ONLY

I hereby acknowledge receipt of key(s) for the Private Letter Box applied for overleaf.

I.D/Passport #:

Date:

Signature: