



Republic of Liberia  
**Ministry of Posts & Telecommunications**



1000 Monrovia 10, Liberia

APPLICATION AND RENTAL LOCKED BOX FORM FOR POST OFFICE BOX

PROPOSED BOX # \_\_\_\_\_

FORM NO: \_\_\_\_\_

OLD SUBSCRIBER YES ( ) NO ( )

PREVIOUS ASSIGNED #: \_\_\_\_\_ NEW SUBSCRIBER YES ( ) NO ( )

DATE OF SUBSCRIPTION \_\_\_\_\_

CURRENT RECEIPT # \_\_\_\_\_

DATE: \_\_\_\_\_

SERVICE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Email address \_\_\_\_\_

CATEGORY OF BOXES: SMALL ( ) MEDIUM ( ) LARGE ( ) EXTRA LARGE ( )

COST US\$/ LD\$ \_\_\_\_\_ AMOUNT IN WORDS \_\_\_\_\_

TELEPHONE OR CELL PHONE NUMBER \_\_\_\_\_

HOW DO YOU RECEIVE MAIL PRESENTLY? \_\_\_\_\_

NAME ( S) TO HAVE ACCESS TO THE BOX: \_\_\_\_\_

RELATIONSHIP

_____	_____
_____	_____
_____	_____
_____	_____

By signing this agreement, the customer agrees to the following conditions, that

1. The Post Office Box is owned solely by the Ministry of Posts & Telecommunications;
  2. Post Office Box will be kept in good condition at all times,
  3. A charge of \$15.00 will be leveled for lost key or combinations,
  4. Any subscribers failing to meet their payment on time shall have their boxes repossess by the Ministry;
- ❖ Any unlawful use of the box will be subject to repossession without further notice
- SUBSCRIPTION PERIOD 6 (SIX) MONTHS PERIOD: ( ) 1 (ONE) YEAR ( )

SIGNED: \_\_\_\_\_

APPLICANT

OFFICIAL USE ONLY

STATUS OF BOX RE-ASSIGNED ( ) REACTIVATED ( ) NEW ( )

SIGNED \_\_\_\_\_

APPROVED \_\_\_\_\_

Supervisor

Head Postmaster

APPROVED: \_\_\_\_\_

Attested \_\_\_\_\_

Director General of Posts, RL

Deputy Minister for Operations

"APPROVED" AND ASSIGNED" BOX NUMBER: \_\_\_\_\_

MOTTO:

"Rain or Shine, Mail Must Go"