

P.O.Box REGISTRATION – NEW



Definition

This service includes annual P.O. Box rental and the eShaar SMS notification. Please note that once registered, you cannot discontinue the service without cancelling the license.



Process



Contact Shams Concierge for Corporate P.O. Box Setup

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



Receive notification that the Corporate P.O. Box has been setup successfully

5.



Receive keys

6.



Timeline

- Within 24 Hours



Fees

- AED 1,575



Documents Required

- Duly fill up the Corporate application form signed and stamped
- Valid copy of the Trade license
- Passport copy and valid National ID Card of the authorized person