



Definition

Once the company's P.O. Box is close to expiry, it must go through the renewal process in order to continue the service and avoid the late renewal fines.



Process



Contact Shams Concierge for Corporate P.O. Box renewal assistance.

1.



Submit required documents

2.



Settle payment

3.



Receive timeline

4.



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

5.



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