

## **INSTRUCTIONS FOR THE APPLICANT**

1. The Post Boxes/ Bags will only be allotted to persons living or firm situated in Lahore Postal Area.
2. The timings of clearance of post box are from 0800 A.M. to 1700 P.M. Post box can be cleared on all working days except Sunday I P.O. Holidays.
3. The renter will provide his own lock and key which would be of good quality from the point of view of security of mail as the poor quality lock is likely to be tempered with.
4. A post box/bag is rented for a period for a period of one year commencing from <sup>15<sup>1</sup></sup> July 30<sup>h</sup> June on payment of Rs.300/- (in cash only) five for a post box and bag when taken together with the same number will be Rs.600/- for one year. The post box ticket must be renewed one week before the date of its expiry.
5. The post box/bag must be renewed before the expiry of the period noted in the ticket and if an application with the fee for renewal does not reach the post office one week before the date of expiry, the allotment of the post box will be liable to be cancelled.
6. The application for allotment as well as renewal must be accompanied by an attested Photostat copy of the National Identity Card of the Proprietor/ Officer concerned. Foreigners will kindly attached an attested Photostat copy of the <sup>15<sup>1</sup></sup> page of their Passport along with the application form.
7. The application form from Firm/ Officers for renewal as well as allotment of the post boxes must also be impressed with the office stamp below the signature of the Proprietor / Manger/ Officer.
8. Only prepaid unregistered letters, postcards, newspapers and packets will be delivered through this system. The registered and accountable articles showing merely a P.O. Box No. as address cannot be booked/posted for their delivery. But in case a such a registered articles meant for delivery though a P.O.Box is received, a notice along with the addressee receipt will be sorted in the post box/bag and the addressee will have to take delivery of the articles within 7days of collecting the notice from his P.O. Box after surrendering the signed receipt. Window delivery timings will be from 0900 A.M. to 1500 P.M. on all working days except Sunday and P.O. holidays. Seven days waiting time for window delivery starts from the date, the notice is dropped in the P.O.Box.
9. The P.O. Boxes a, -e only meant for the delivery of full-prepaid unregistered mail. Please therefore advise your correspondents to give your full address on the registered mail so as to arrange delivery through the postmaster concerned. Otherwise the risk involved in the window delivery as mentioned in the preceding Para will be at the responsibility of the holder of a P.O.Box.
10. If the holder of a post Box does not clear the postal articles sorted therein within a week, a registered notice will be issued to him for clearance of the post box and if he refuses or fails to take delivery after due notice or if is established that he has left permanently the place of destination without leaving instructions regarding the disposal of his postal articles, the articles will be consigned to the Returned Letter Office. However, the Regd. Mail will be returned on the 8<sup>h</sup> day without issuing further notice.
11. The mail having merely P.O.Box. No. Written on it, will be sorted in the respective P.O.Box. But the name and address, if written in addition to P.O.Box. No. Must confirm to that recorded by the holders in the in the application form for allotment or renewal. Names & particulars different from that on record. If found recorded on the mail on a P.O.Box, will render the mail detained and returned undeliverable.
12. Please notify change of address through a written application, which should be accompanied by Photostat of national identity card/1<sup>st</sup>page of passport and allotment ticket.
13. In case of loss of key of lock, breaking open of the lock by the holders themselves is not allowed. The Assistant Chief Postmaster only is competent to break the lock on receipt of an application along with Photostat of the national identity card or 1<sup>st</sup> page of passport of the holder and allotment ticket.
14. Kindly do not open your mail within the limits of P.O. Boxes.
15. Please make it a point that only the mails of allottee of P.O.Box. i. e. individual/ Firm will be delivered through P.O. Box. This facility can not be extended to any other individual or sister concern in case of firm infringement of these instruction will render the CANCELLATION of the P.O. Box.