



Post PNG

POST OFFICE BOX SERVICE RECORD

PM105

<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Select Box Size</p> <p>Small <input type="checkbox"/></p> <p>Medium <input type="checkbox"/></p> <p>Large <input type="checkbox"/></p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>USE OF BOX</p> <p>PERSONAL <input type="checkbox"/> GOVERNMENT <input type="checkbox"/></p> <p>BUSINESS <input type="checkbox"/> OTHERS <input type="checkbox"/></p> <p>Specify if 'OTHERS':</p> </div> </div>	<p>(For Office Use Only)</p> <p>1. Annual Fee: Box No:</p> <p>2. Date Service Commenced.....</p> <p>3. Amount accounted in Pronto POS(K): Date:</p> <p>4. Pronto POS Receipt No:</p> <p>5. Name & Signature of Issuing CSO:</p> <p>6. Number of keys issued initially (how many):</p> <p>(i) CSO initial:</p> <p>7. Name & Signature of occupant receiving new keys:</p> <p>8. Replace lost key/locks (K):</p> <p>(i) CSO Initial:</p> <p>(ii) Date:</p> <p>9. Name & signature of occupant receiving new keys:</p> <p>10. Request additional key cut</p> <p>(i) Amount: (ii) Date:</p> <p>11. Name & Signature of person receiving the additional keys:</p> <p>.....</p> <p>12. Date service transferred to new occupant :</p> <p>13. Deposit on keys: (K)</p> <p>(i) Name of accepting CSO:</p> <p>14. Date service discontinued:</p> <p>(i) CSO name & Initial:</p>
<p>1. Location of the Box at: PostOffice</p> <p>2. Full Name of the Person/Owner /Director:</p> <p>.....</p> <p>3. Name of Company, Business etc. Registered with IPA (If Any):</p> <p>.....</p> <p>4. IRC Tax Identification Number (TIN):</p> <p>5. IPA Registration Number:</p> <p>6. Residential Address:</p> <p>(i) Section: (ii) Lot:</p> <p>(v) Suburb/Village :</p> <p>(vi) District/Town:.....</p> <p>6. Email:</p> <p>7. Business Address:</p> <p>(i) Telephone:</p> <p>(ii) Mobile:</p> <p>(iii) Email:</p> <p>(v) Occupation:</p>	

NOTE:

- It is Mandatory that the IRC Tax Identification Number be updated (TIN) if the Company has been Registered with IRC. If it is a new Business /Company requiring IRC TIN, the name on the IPA Certificate and the IPA Registration number will have to updated in or der for Post PNG to share the data wit h IRC.
- It is also mandatory for all other contact address to be captured in this form during PLB registrations.
- For online Registration and Payment, ensure you submit the copy of the updated PM105 form together with your Bank receipt to plb.enquiries@postpng.com.pg
- If you are doing PLB registrations or annual renewal payment at the PO, ensure this application is updated and lodged at the Post Office where the PLB service is required.
- **Individuals registering PLB for private use are not required to enter details in section 3, 4 & 5 above (Section A)**
- If the send e r fails to include the number of the Post Office Box in the address, Post PNG cannot guarantee that the parcel will be promptly sorted at the receiving Post office. In this case, we encourage the owner of the PLB to ensure that the Senders are notified of your PLB numbers and other contact details.
- For enquiries, speak to our Staff at the counter or Call us on Toll Free Number 180 2222 or phone 305 3764. You can also send an email to us on 'plb.enquiries@postpng.com.pg'