

Before you start

Corporate PO Boxes can only be used for single entities (alternate trading names are permitted).

Applications can be made:

- In person at Postal Headquarters, or
- By post to:
 - Customer Services
Freepost 1167
Postal Headquarters
Douglas
Isle of Man
IM87 6DL

Section A – PO Box details

Why is a Private Box needed?

This helps us understand how the service will be used.

Type of mail expected

This helps us understand the nature of mail you expect to receive and ensures the service is suitable for your needs (for example, business mail, regulatory notices, or client documentation).

How the PO Box address appears

Please indicate your preference for how the PO Box address is displayed

☐ Full address

*Any Company PLC
PO Box XXXX
1 High Street
Town
Isle of Man
IM99 XXX*

☐ Abbreviated address with name

*Any Company PLC
PO Box XXXX
Isle of Man
IM99 XXX*

Isle of Man Post Office PO Box Application

Corporate – Single Entity

Additional services

Mail not bearing the PO Box number to be transferred to the PO Box: ☐ Yes ☐ No

Mail addressed to the PO Box to be delivered to the registered address: ☐ Yes ☐ No

(Subject to an additional fee)

Section B – Applicant details

The Box Holder

Name of entity/business:	
Registered postal address:	
Contact telephone number:	
Contact email address:	
Company registration number (if applicable):	
Other trading names associated with the Box Holder:	

Business activities

Please provide a brief description of the main activities of the business.

Individual making the application

Full name:	
Job title:	

PO Box cardholder(s)

Cardholders are individuals authorised to collect mail from the PO Box.

If different from the individual making the application, please provide names below.

Full name(s):	
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Signature(s):	

Compliance declarations

Is the Box Holder:

A public authority or government body? ☐ Yes ☐ No

Licensed by the Financial Services Authority? ☐ Yes ☐ No

Listed on a public stock exchange? ☐ Yes ☐ No

Documents to be provided

Please confirm inclusion of the following:

- ☐ Certificate of incorporation, partnership deed, or declaration of trust (as applicable)
- ☐ Full details (full name, residential address, date of birth) of all directors / partners / trustees
- ☐ Full details (full name, residential address, date of birth) of all beneficial owners (see notes)

For two directors / partners / trustees, any beneficial owners, and any proposed cardholders (if not already covered):

- ☐ Valid photographic identity – original or certified copy (see notes)
- ☐ Utility bill for residential address dated within 6 months – original or certified copy (see notes)

If a proposed cardholder is not an officer of the company, please provide full details.

This includes full name, residential address, and date of birth.

Section C – Fees and source of funds

Fee payable by direct debit only:		PO Box Licence	PO Box Delivery
	Business	☐ £369.99	☐ £255.14 [^]
Source of funds: <i>This refers only to the source of funds used to pay for the PO Box service (for example, business earnings).</i>			

[^]Excludes VAT which will be charged at the standard rate

Section D – Declaration

I confirm that:

- ☐ I am authorised to request this service
- ☐ The documents provided are genuine and accurate
- ☐ I have completed and enclosed the direct debit form (see end of document)
- ☐ I have read and understand the terms and conditions of service

Applicant Signature:	
Date:	

Notes

**Beneficial owner – The beneficial owner is the person who ultimately controls the business. In a simple company it will be any shareholders who own more than 25% of the shares. In a more complex structure it may be the shareholders of the ultimate holding company. If necessary, you should provide an explanation of how the beneficial owner is related to the business applying for the PO Box service.*

Certification requirements for copies

If you are unable to provide original documents, certified copies may be accepted. Certification must be carried out by a suitably qualified professional, including:

- Solicitor or advocate
- Chartered or Certified Accountant
- Notary public
- Bank official
- FSA regulated individual
- Police officer
- Chartered professional (e.g. engineer, surveyor)
- Senior civil servant

The certifier must not be a family member, close friend, or anyone with a personal interest in the transaction.

Original documents may also be presented at the Douglas Sorting Office counter for certification by the counter clerk.

The certifier must write:

"I certify that this is a true copy of the original document."

For photographic identification:

"I certify that this is a true copy of the original document and that the photograph is a true likeness of the individual."

The certifier must also include their full name, professional title, organisation (if applicable), registration number (if applicable), signature, date of certification, and contact details.

All applications are subject to review by the Isle of Man Post Office Compliance Department. If an application cannot be accepted, any payment made will be refunded.

Terms and conditions and the privacy notice for the service are available on www.iompost.com.

Section E – Official use only

Counter clerk name and signature:		
All fields complete:	☐ Yes ☐ No	

Isle of Man Post Office PO Box Application

Corporate – Single Entity

Document completeness check: (Refer to 'Documents to be provided')			☐ Yes ☐ No		
Original documents supplied:	☐ Yes ☐ No				
If No, appropriately certified copies supplied:	☐ Yes ☐ No				
Submitted to compliance:	☐ Yes ☐ No				
Compliance CRR complete (reference):	☐ Yes ☐ No	Signature		Date	
Confirmation letter sent (date)					

Instructions to your Bank or Building Society to Pay by Direct Debit



Please fill in the whole form using a ball point pen and send to:
Isle of Man Post Office, Spring Valley, Douglas, ISLE OF MAN, IM2 1AA
Name and Full Postal Address of your Bank or Building Society

Name of Bank/Building Society
Address
Postcode

Name(s) of Account Holders

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Bank/Building Society Account Number

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Branch Sort Code

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Originator's Identification Number

6	5	9	0	0	4
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Reference Number

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Instructions to your Bank or Building Society

Please pay Isle of Man Post Office Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Isle of Man Post Office and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Isle of Man Post Office's Privacy Notice is available to view at www.iompost.com/privacy. Should you have any queries please contact Isle of Man Post Office's Data Protection Officer on +44 (0)1624 698485 or dpo@iompost.com.

Banks and building societies may not accept Direct Debit Instructions for some types of account.

This Guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits

If there are any changes to the amount, date or frequency of your Direct Debit Isle of Man Post Office will notify you 5 working days in advance of your account being debited or as otherwise agreed. If you request Isle of Man Post Office to collect a payment, confirmation of the amount and date will be given to you at the time of the request

If an error is made in the payment of your Direct Debit, by Isle of Man Post Office or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society

If you receive a refund you are not entitled to, you must pay it back when Isle of Man Post Office asks you to

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.