

Obtaining a Post Office Box Number

Eligibility

When an application is made for a Post Office Box Number, a postal officer will examine the respective establishment and confirm the suitability for same.

Process of Submitting Applications

Places From Where Applications can be Obtains

From the assistant Superintendent of the Control Mail Exchange or from a post Master of any Post Office on a written application.

Fees Payable for Obtaining the Service: An annual fee of Rs. 1500.00

Period Taken for Granting the Service (Ordinary service and Priority Service): Within three days.

Supporting Documents Required: Certificate of registration of the business.

Staff Officers in Charge of the Service

Designation	Name	Division	Telephone No.	Fax	E-mail
Asst. Supdt. (Local Mail)	J.W. Dharmasena	Local Mails	+94-112-440977	-	-

Exceptions or Instances Outside the Above Requirements and Special Information

A written application should be made to the respective Post Master for obtaining a Post Office Box Number from a Post Office

Application Form: CLG.I

Perfected Specimen Application Form

Organization Information.

Department of Posts

Postal Head Quarters,

310,

D. R. Wijewardana Mawatha,

Colombo 01.

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Telephones: +94 0112328301-3

Fax Nos: +94-112-44 0555

Email: info@slpost.lk

Website: www.slpost.gov.lk

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