

Obtaining the Business Reply Covers and Card Service

Eligibility

Available to the Registered Business Establishments and government Establishments in Sri Lanka.

Process of Submitting Applications: A written application should be submitted for this purpose.

Places From Where Application Form can be Obtained

Post Master general Office,
No.30,
D.R. Wigewardhana Mawatha,
Colombo 10

Fees Payable for Obtaining Application Forms: No fee is charged.

Time for Submission of Applications: From 8:33 a.m. to 4:15 p.m.

Fees Payable for Obtaining the Service: Rs. 1500.00 annually

Time Taken for Providing the Service (Ordinary Service): From 05 to 10 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
Dy. P.M.G (operations)	Mr. R.D.P. gamini	P.M.G's Office	+94-112-325112	+94-112-421441	-
Controller (Operations)	K.M. Kumarasiri Bandara	P.M.G's Office	+94-112-329966	+94-112-421441	-
Asst. Supdt Coordination	E.Dayawanse	P.M.G's Office	+94-112-325565	+94-112-421441	-

Exceptions or Instances Outside the Above Requirements and Special Information

Specimen Application Form: No. form is available. A written request should be made.

Perfected Specimen Application Form

Organization Information.

Department of Posts

Postal Head Quarters,
310,
D. R. Wijewardana Mawatha,
Colombo 01.

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.ws_toolbar .ws_tb_btn {cursor:pointer;border:1px solid #555;padding:3px} .tb_highlight{background-color:yellow}
.tb_hide {visibility:hidden} .ws_toolbar img {padding:2px;margin:0px}
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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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