Obtaining a Certified Copy of the Delivery Receipt of the Registered (Regd)Article

Eligibility
Process of Submitting Applications

Places From Where Applicant Form can be Obtained: From the Registration section of Central Mail Exchange.

Fees Payable for Obtaining Application Form: No fee is charged

Time During Which Applications Should be Submitted: During office hours (from 8:30 to 16:15 p.m)

Fees Payable for Providing the Service: Rupees fifty (Rs. 50.00)

Time Taken for Providing the Service (Ordinary Service and Priority Service): Two days (02)

Supporting Documents Required: Posting of letter to be proved.

Staff Officers in Charge of the Service

Designation	Name	Division	Telephone No.	Fax	E-mail
Asst. Supdt (Registration)	V.Viwekanandalingam	Registration	+94-112-440090	+94-112-421441	-
Dg.P. M.G. (Registration)	R. Kularatne	Registration	+94-112-320700	-	-
Chief Clerk	S.Akarawita	Registration	+94-112-328359	-	-

Exceptions or Instances Outside the Above Requirements and Special Information

Application Form
Perfected Specimen Application
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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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