

Handing Over of Letters and Other Postal Articles to be Sent Through Express Post to the Countries Mentioned in the List of Charges Annexed

Eligibility: Any person may obtain this service

Process of Submitting Applications

Places From Which Application Forms can be Obtained

EMS counter at the Central Mail Exchange and from the Regional offices.

Fees Payable for Obtaining Application Forms: No charge.

Time During Which Application Should be Submitted: From 9:00 a.m. to 4:30 p.m.

Fees Payable for Obtaining the Service: The list of charges annexed.

Time Taken to Provide the Service (Ordinary Service and Priority Service)

A period from 03 to 06 days according to the Air Mail time table

Supporting Documents Required

- EMS 09 (docket) and
- CP 2/ XP3/ 01 (receipt)

Staff Offices in Charge of the Service

Designation	Name	Division	Telephone No.	Fax	E-mail
Superintendent	Mr. Narayanaswamy	International Postal Services	+94-11 2-320017	-	-
Asst. Supdt.	M.H.M. Aslam	Foreign Posts	+94-11 2-440668	-	-

Exceptions or Instances Outside the Above Requirements and Special Information

Complaints regarding non-receipt of any article accepted, at the destination on the scheduled date will be looked into.

Specimen Application Form: No prescribed form. A writer complaint to be handed over instead.

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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