

Currency : Sri Lanka Rupee - LKR

**Basic services****Mail classification system (Conv., art. 17.4; Regs., art. 17-101)**

1	Based on speed of treatment of items (Regs., art. 17-101.2):	No
1.1	Priority and non-priority items may weigh up to 5 kilogrammes. Whether admitted or not:	No
2	Based on contents of items:	Yes
2.1	Letters and small packets weighing up to 5 kilogrammes (Regs., art. 17-103.2.1). Whether admitted or not (dispatch and receipt):	No
2.2	Printed papers weighing up to 5 kilogrammes (Regs., art. 17-103.2.2). Whether admitted or not for dispatch (obligatory for receipt):	No
3	Classification of post items to the letters according to their size (Conv., art. 17, art. 17-102.2)	No

**Optional supplementary services****4 Insured items (Conv., art. 18.2.1; Regs., 18-001.1)**

4.1	Whether admitted or not (dispatch and receipt):	Yes
4.2	Whether admitted or not (receipt only):	-
4.3	Declaration of value. Maximum sum	
4.3.1	surface routes:	SDR
4.3.2	air routes:	7.722 SDR
4.3.3	Labels. CN 06 label or two labels (CN 04 and pink "Valeur déclarée" (insured) label) used:	CN 04 and pink 'Valeur déclarée' (insured) label
4.4	Offices participating in the service:	All offices
4.5	Services used:	
4.5.1	air services (IATA airline code):	UL, EK, CX, MH, TK, KE, SQ, TG, FE, GF, EY
4.5.2	sea services (names of shipping companies):	Bridges World Wide
4.6	Office of exchange to which a duplicate CN 24 formal report must be sent (Regs., art.17-138.11):	
	Office Name :	Superintendent , Central Mail Exchange
	Office Code :	LKCMBA
	Address :	No- 87, D.R.Wijewardena Road, Colombo - 01000, Sri Lanka
	Phone :	(+94) 11 244 0111
	Fax :	(+94) 11 244 0111
	E-mail 1 :	supdt.cme@slpost.lk
	E-mail 2:	

Office Name : Assistant Superintendent (Registration)  
 Address : Central Mail Exchange, 87, D.R. Wijewardena Mawatha,  
 COLOMBO 01000,  
 SRI LANKA.  
 Phone : 0094112440090  
 Fax : 0094112447766  
 E-mail 1 : as.register@slpost.lk  
 E-mail 2 :

**5 Cash-on-delivery (COD) items (Conv., art. 18.2.2 Regs. arts. 18-002.1, 18-002.2)**

5.1	Whether admitted or not (dispatch and receipt):	No
5.2	Whether admitted or not (receipt only):	No
5.3	Amount of the rate applied in addition to the postage charges applicable to COD items	
5.3.1	ordinary items:	SDR
5.3.2	registered items:	SDR
5.3.3	insured items:	SDR
5.4	Charges on COD items	
5.4.1	Levied on the sender of the item:	No
5.4.2	Levied on the addressee of the item:	No
5.4.3	Do you apply a special charge for delivering cash-on-delivery items in the destination country	No
5.4.4	If you answer yes, how much is this charge	SDR
5.4.5	Do you require cash-on-delivery items to be sealed	No

**6 Express items (Conv., art. 18.2.3, 18-102)**

6.1	Whether admitted or not (dispatch and receipt):	Yes
6.2	Limited to priority items:	Yes
6.3	Item itself or an advice of arrival delivered by express in the case of an insured item:	
6.4	Other information	

**7 Delivery to the addressee in person (Conv., art. 18.2.4, 18-103)**

7.1	Admitted for registered and insured items (If admitted according to question 4):	No
7.2	Admitted <u>only</u> if registered and insured items are received with an advice of delivery :	Yes
7.3	Indication to appear on items sent to your administration :	CN07


**8 Items for delivery free of charges and fees (Conv., art. 18.2.5; Regs., art. 18-004)**

8.1	Ordinary, registered and insured items. Whether admitted or not:	No
8.2	Registered and insured items only. Whether admitted or not:	No
8.3	Merchandise return service	No

**9 International business reply service (IBRS)**

9.1	International business reply service (IBRS) (Conv., art.18.3.1; Regs., art. 18-104)	No
9.2	Operated on a reciprocal basis (Regs., Conv. 18.3.1, Regs., 18-104.2.3)	No
9.3	Items weighting from 50g to 2000g on a reciprocal basis (Regs., art. 18-104.3.3)	No

9.4	If more than 50g but less than 2000g, please specify the upper weight limit	g
9.5	Items excluded from IBRS with certain contents other than the ones specified in Conv., art. 18 (Conv., art. 18; Regs., art. 18-104.3.4)	No
9.5.1	If yes, please specify:	
9.6	Open to bilaterally agreement to any further extensions of the service (Regs., art. 18-104.3.5)?	No
<b>10</b>	<b>International reply coupons (Conv., art. 18.3.2; Regs., art. 18-108 and 18-106.1).</b> Whether sold or not (Regs., art. RL 146.1):	Yes
<b>11</b>	<b>Radioactive materials (Conv., art. 19.3; Regs., arts. 19.3.3)</b>	
11.1	Whether admitted or not (dispatch and receipt):	Yes
11.2	Whether admitted or not (receipt only):	Yes
<b>12</b>	<b>Requests for withdrawal from the post, alteration or correction of address (Conv., art. 5; Regs., art. 19-210.5.4)</b>	
12.1	Whether admitted or not:	Yes
12.2	Office to which requests must be sent: (Regs., art. RL 152.3.4):  Office Name : Superintendent, Central Mail Exchange  Office Code :  Address : No- 87, D.R.Wijewardena Road, Colombo 01000, Sri Lanka  Phone : (+94) 11 244 0111  Fax : (+94) 11 244 0111  E-mail 1 : supdt.cme@slpost.lk  E-mail 2 :	
<b>13</b>	<b>Exempt patient specimens (human or animal) (Conv., art.19-003.2.3;Regs., arts. 19-004)</b>	
13.1	Whether admitted or not (dispatch and receipt):	No
13.2	Whether admitted or not (receipt only):	No
<b>14</b>	<b>Category B Infectious Substances (UN 3373) (Conv., art.19-003.2.1; Regs., arts. 19-001.1.2, 19-003.2.2, 19-003.2.6)</b>	
14.1	Whether admitted or not (dispatch and receipt):	No
14.2	Whether admitted or not (receipt only):	No
<b>15</b>	<b>Literature for the blind (Regs., art. 17-107.5)</b>	
15.1	Sound recordings sent by a blind person to any addressee. Whether admitted or not as literature for the blind:	Yes
15.2	Sound recordings sent to a blind person by any sender. Whether admitted or not as literature for the blind:	Yes
<b>16</b>	<b>Combination in one item of articles on which different charges are payable (Regs., art. 15-101.4).</b> Whether authorized or not:	No
<b>Other information</b>		

<b>17</b>	<b>Small packets exceeding 500 g (Conv., art. 15; Regs., art. 15-102.1).</b> Delivery charge on domestic items applicable to international items:	SDR
<b>18</b>	<b>Registered items. Liability (Conv., art. 22.2)</b>	
18.1	Whether accepted or non in cases of <i>force majeure</i> (Regs., art. 22-001.2):	No
18.2	Equivalent of the 30 SDR indemnity per item (Regs., art. 22-001.2.1.1):	5700 LKR
18.3	Equivalent of the indemnity for each M bag – maximum 150 SDR (Regs., art. 22-001.2.1.1):	LKR
<b>19</b>	<b>Insured items. Liability (Conv., art. 18.2)</b>	
19.1	Whether accepted or not in cases of <i>force majeure</i> (Regs., art. 22-001.2):	No
19.2	Whether admitted or not on board ships and aircraft used by the administrations (Regs., art. 25-004.4):	No
<b>20</b>	<b>Remuneration for returned undeliverable letter-post items</b>	
20.1	Collection of the remuneration provided for in paragraphs 2 and 3 of article 30-122 of the Convention Regulations	Yes
20.2	Indicate year from which the remuneration in 20.1 will apply (please note questions 20.1 and 20.2 shall be completed by no later than 31 October prior to the year from which those rates should apply)	2023
<b>21</b>	<b>Registered items in closed envelopes containing the articles mentioned in article (Conv., art.19.6).</b> Whether admitted or not:	Yes
<b>22</b>	<b>Methods of denoting prepayment (Regs., arts. 06-001)</b>	
22.1	Prepayment of postage indicated by means of impressions made by a printing press or other printing or stamping process. Whether admitted or not:	Yes
22.2	Indication used to denote prepayment:	Franking Machine Impression
22.3	Can prepayment be denoted by an indication that full postage has been prepaid, for example: "Taxe perçue" (Postage paid)? Whether admitted or not:	Yes
22.4	If so, indicate the indication(s) adopted:	"Postage Paid"
		
<b>23</b>	<b>Suspected fraudulent use of postage stamps, etc. (Regs., art. 06-004)</b>	
23.1	Is the prescribed procedure permitted by internal legislation:	No
23.2	Office to which advices on suspected fraudulent use must be sent:	
	Office Name : Superintendent, Central Mail Exchange	
	Office Code :	
	Address : No-87, D.R.Wijewardena Road, Colombo - 01000	
	Phone : (+94) 11 244 0111	
	Fax : (+94) 11 244 0111	
	E-mail 1 : supdt.cme@slpost.lk	
	E-mail 2:	

Office Name : Interantional Postal Services Division  
 Address : Postal Headquarters, No.310, D.R. Wijewardena Mawatha, Colombo  
 - 01000, Sri Lanka  
 Phone : 0094112320017  
 Fax : 0094112339301  
 E-mail 1 : supdt.ips@slpost.lk  
 E-mail 2 : as.upu@slpost.lk

**24 Registered items (Regs., arts. 17-121 and 18-101)**

24.1	Replacement of the prescribed CN 04 label by a framed label on which only the letter "R" has been printed:	No
24.2	Replacement by a stamp impression or strip:	Yes
24.3	CN 33 special lists. Whether always required or not:	Yes
24.4	Bulk entry. Whether accepted or not:	No
24.5	Bulk entry in all cases:	No
24.6	Bulk entry only within the framework of a bilateral agreement:	No

**25 Procedures for delivering registered and insured items (Regs., arts. 18-001, 18-101)**

25.1	Handed over against the signature of the addressee or of a duly authorized agent	
25.1.1	Registered items:	Yes
25.1.2	« This section is no longer valid »	
25.1.3	Insured items:	Yes
25.2	Whether handed over against the signature of a <i>de facto</i> agent (member of the addressee's family, hotel porter, janitor, etc.)	
25.2.1	Registered items:	Yes
25.2.2	« This section is no longer valid »	
25.2.3	Insured items:	Yes
25.3	Office Name : Assistant Superintendent- Registered Branch Number of attempted deliveries for registered and insured items	
25.3.1	Office Code : Registered items	3
25.3.2	Address : Central Mail Exchange, « This section is no longer valid » 87, D.R. Wijewardena Road, Colombo - 01000, Sri Lanka	
25.3.3	Insured items	3
25.4	Retention period for registered and insured items once a card has been left after several failed delivery attempts	
25.4.1	Phone : (+94) 11 23200700 Fax : (+94) 11 244 0090 Registered items	14 Day(s) - Month (s)
25.4.2	E-mail 1 : asregcme@gmail.com « This section is no longer valid »	
25.4.3	E-mail 2 : as.register@slpost.lk Insured items	14 Day(s) - Month (s)

**26 « This section is no longer valid »****27 Advice of delivery (CN 07 form) (Regs., art. 18-003)**

27.1	Whether signed by the addressee (or his representative):	Yes
27.2	Whether signed by the official of the office of destination:	Yes

**28 Letter-post items retained or addressed poste restante (Regs., art. 19-104.5.3). Period of retention:** 15 Day(s) - Month (s)

- 29 Inquiries (Regs., art. 21-001 and art. 21-002.1.5).**  
Offices to which inquiries must be sent regarding (CN 08 form) (Regs., art. RL 154.2.5):
- 29.1 Ordinary items:
- Office Name : Assistant Superintendent- Foreign Mails
- Office Code :
- Address : Central Mail Exchange,  
87, D.R.Wijewardena Road,  
Colombo - 01000,  
Sri Lanka
- Phone : (+94) 11 244 0668
- Fax : (+94) 11 244 0111
- E-mail 1 : fgncmb@yahoo.com
- E-mail 2 : as.foreign@slpost.lk
- 29.2 Registered items or insured items:
- 29.3 Cash-on-delivery (COD) items:
- Office Name :
- Office Code :
- Address :
- Phone :
- Fax :
- E-mail 1 :
- E-mail 2:
- 29.4 Electronic CN 08 form (Regs., art. 21-002) Whether admitted or not: Yes
- 30 Items subject to customs control (Regs., art. 20-001)**
- 30.1 Number of CN 23 customs declarations needed when the contents exceed 300 SDR in value: 4
- 30.2 Languages in which the CN 22 label and CN 23 customs declarations may be filled in: English
- 30.3 M bags (Regs., art. 20-001.2.9)
- 30.3.1 Whether the address label of special bags of printed papers requires a CN 22 label:
- 30.3.1.1 in all cases (whether items have to be submitted to customs control or not): Yes
- 30.3.1.2 only when items have to be submitted to customs control: -
- 30.3.2 Any CN 23 customs declaration required, as well as any other accompanying papers, should be attached:
- 30.3.2.1 to the outside of the bag: Yes
- 30.3.2.2 to one of the items contained in the bag: Yes
- 31 Empty bags (Regs., art. 17-139)**
- 31.1 Office of exchange appointed for reception of empty bags in long-distance services:

Office Name : Assistant Superintendent(Foreign Mails), Colombo Central Mail Exchange (CMBA)

Office Code : LKCMBA

Address : 87, D.R.Wijewardena Road,  
Colombo 01000,  
Sri Lanka.

Phone : (+94) 11 244 0111

Fax : (+94) 11 244 0111

E-mail 1 : asfgn@yahoo.com

E-mail 2 : as.foreign@slpost.lk

31.2 Average value in SDR of bags used by offices of exchange (Regs., art. 17-139 and 17-144.9): 12 SDR

**32 A list of contact e-mail addresses for accounting and verification notes is temporarily being maintained and published outside the compendia; please refer to International Bureau circular 75/2020. The UPU contact person for any updates to this list is jean-marc.coeffic@upu.int.**

CN 43,

Office Name : Asst. Superintendent, Registration Branch

Address : Registration Branch, Central Mail Exchange, Colombo - 01000, Sri Lanka

Phone : 0094 11 232 0700

Fax : 0094 11 244 0090

E-mail 1 : asregcme@gmail.com

E-mail 2:

**32 A list of contact e-mail addresses for accounting and verification notes is temporarily being maintained and published outside the compendia; please refer to International Bureau circular 75/2020. The UPU contact person for any updates to this list is jean-marc.coeffic@upu.int.**

CN 43, CN 54, CN 54bis, CN 56, CN 57,

Office Name : Asst. Superintendent, Foreign Mails

Address : Colombo Central Mail Exchange,  
87, D.R.Wijewardena Road,  
Colombo 01000,  
Sri Lanka.

Phone : (+94) 11 244 9886

Fax : (+94) 11 244 0111

E-mail 1 : fgncmb@yahoo.com

E-mail 2 : as.foreign@slpost.lk

**32 A list of contact e-mail addresses for accounting and verification notes is temporarily being maintained and published outside the compendia; please refer to International Bureau circular 75/2020. The UPU contact person for any updates to this list is jean-marc.coeffic@upu.int.**

CN 58, CN 61, CN 62, CN 63, CN 64

Office Name : Accountant, International Accounts

Address : Postal Headquarters,  
310, D.R.Wijewardena Road,  
Colombo 01000,  
Sri Lanka.

Phone : (+94) 11 2328579

Fax : (+94) 112326329

E-mail 1 : postinte@gmail.com

E-mail 2 : acct.ia@slpost.lk

**33 Office(s) of exchange responsible for handling letter post (Regs., art. 17-114.4)**

Office Name :	Superintendent, Central Mail Exchange
Office Code :	
Address :	87, D.R.Wijewardena Road, Colombo - 01000, Sri Lanka
Phone :	(+94) 11 244 0111
Fax :	(+94) 11 244 0111
E-mail 1 :	supdt.cme@slpost.lk
E-mail 2 :	

**Mails conveyed by sea****34 Surface letter-post mails**

34.1 Name of port(s) of arrival: Colombo Harbor

34.2 Name and address of the exchange office of destination to which advance CN 37 delivery bills should be sent:

Office Name :	Asst. Superintendent, Foreign Mails
Office Code :	
Address :	Central Mail Exchange, 87, D.R.Wijewardena Road, Colombo 01000, Sri Lanka
Phone :	(+94) 11 244 0111
Fax :	(+94) 11 244 0111
E-mail 1 :	as.foreign@slpost.lk
E-mail 2 :	fgncmb@yahoo.com

**35 Surface parcel mails (See Parcel Post Compendium)****Service to customers**

**36 On-line tracking provided** Yes

36.1 Web site address to access information

<http://www.slpost.gov.lk/>

36.2 Languages in which track and trace information is available

English

36.3 Contact point :

36.3.1 For partner designated operators

Phone :	0094 112 440090
Fax :	0094 112 440111
E-mail :	as.register@slpost.lk

36.3.2 For customers



Phone : 0094112440668  
 Fax : 0094112440111  
 E-mail : asfgn@yahoo.com, asfgn@slpost.lk

**National Holidays**

- 37.1 National holidays available on parcel post compendium  
[https://parcel.upu.org/Published%20Documents/Parcel\\_Compndium\\_LK\\_LKA\\_EN.pdf](https://parcel.upu.org/Published%20Documents/Parcel_Compndium_LK_LKA_EN.pdf)
- 37.2 Parcel post compendium  
<https://parcel.upu.org>

**Delivery standards**

- 38 See the annexes.

**Other information**

- 39 **Airmail**
- 39.1 Are dues payable for air conveyance of airmails in transit between two airports in your country fixed in the form of a single price? No
- 39.2 Subject to the agreement of the administrations receiving these mails at the airports of their countries, does your administration send surface mail by air with reduced priority (S.A.L.)? See also table D – Details concerning the S.A.L. service published in CN 68: <http://www.upu.int/en/activites/transport/publications.html> No
- 39.3 If so, are reduced air surcharges collected for S.A.L. mail? No
- 39.4 As an administration of dispatch, have you opted for individual entry of each bag on the CN 38 or CN 41 delivery bill? Yes
- 39.5 Subject to prior agreement, do you authorize administrations to use your airmail bags for making up mails addressed to you? Yes
- 39.6 For bags of S.A.L. mail, is use made of CN 35 labels bearing in bold characters the words "S.A.L. surface par avion" (S.A.L. surface airlifted) instead of CN 36 labels? No

**Letter Post Compendium Online - Annexes**

LK - Sri Lanka

**Department of Posts, Sri Lanka**

LKA

**Letter delivery standards - Air letter**

OE Name Central Mail Exchange  
 IMPC Code LKCMBA  
 Tel (+94)112440111  
 Fax (+94)112440111  
 Hours of operation Mon - Sat (24 hrs) Sunday - Closed

**From the airport of destination to the addressee**

Arrival at the airport		Days of delivery by zone		
Day	Time	Zone 1	Zone 2	Zone 3
Monday	00:00 - 07:00	Monday+1	Monday+2	Monday+3
Monday	07:01 - 23:59	Tuesday+1	Tuesday+2	Tuesday+3
Tuesday	00:00 - 07:00	Tuesday+1	Tuesday+2	Tuesday+3

Tuesday	07:01 - 23:59	Wednesday+1	Wednesday+2	Wednesday+3
Wednesday	00:00 - 07:00	Wednesday+1	Wednesday+2	Wednesday+3
Wednesday	07:01 - 23:59	Thursday+1	Thursday+2	Thursday+3
Thursday	00:00 - 07:00	Thursday+1	Thursday+2	Thursday+3
Thursday	07:01 - 23:59	Friday+1	Friday+2	Friday+3
Friday	00:00 - 07:00	Friday+1	Friday+2	Friday+3
Friday	07:01 - 23:59	Monday+1	Monday+2	Monday+3
Saturday	00:00 - 07:00	Monday+1	Monday+2	Monday+3
Saturday	07:01 - 23:59	Monday+1	Monday+2	Monday+3
Sunday	00:00 - 23:59	Monday+1	Monday+2	Monday+3

## Definition of zones

## Zone 1:

Postcodes	Cities
00010 - 001500	With in Colombo

## Zone 2:

Postcodes	Cities
	Main cities (Suburb of Colombo)

## Zone 3:

Postcodes	Cities
	Other Cities

Arrival at office of exchange:

11.00 hrs

**Customs clearance times:**

Items subject to customs duty:

Items not subject to customs duty:

**Comments:**

## Letter Post Compendium Online - Annexes

LK - Sri Lanka

## Department of Posts, Sri Lanka

LKA

## Letter delivery standards - Surface letter

OE Name	Central Mail Exchange
IMPC Code	LKCMBA
Tel	(+94)112440111
Fax	(+94)112440111
Hours of operation	Mon - Sat (24 hrs) Sunday - Closed

## From the airport/port/office of exchange of destination to the addressee

Arrival at the airport		Days of delivery by zone		
Day	Time	Zone 1	Zone 2	Zone 3
Monday	00:00 - 07:00	Monday+1	Monday+2	Monday+3
Monday	07:01 - 23:59	Tuesday+1	Tuesday+2	Tuesday+3
Tuesday	00:00 - 07:00	Tuesday+1	Tuesday+2	Tuesday+3
Monday	07:01 - 23:59	Wednesday+1	Wednesday+2	Wednesday+3
Wednesday	00:00 - 07:00	Wednesday+1	Wednesday+2	Wednesday+2
Wednesday	07:01 - 23:59	Thursday+1	Thursday+2	Thursday+3
Thursday	00:00 - 07:00	Thursday+1	Thursday+2	Thursday+3
Thursday	07:01 - 23:59	Friday+1	Friday+2	Friday+3
Friday	00:00 - 07:00	Friday+1	Friday+2	Friday+3
Friday	07:01 - 23:59	Monday+1	Monday+2	Monday+3
Saturday	00:00 - 07:00	Monday+1	Monday+2	Monday+3
Saturday	07:01 - 23:59	Monday+1	Monday+2	Monday+3
Sunday	00:00 - 23:59	Monday+1	Monday+2	Monday+3

## Definition of zones

## Zone 1:

Postcodes	Cities
00010 - 001500	With in Colombo

## Zone 2:

Postcodes	Cities
	Main cities (Suburb of Colombo)

## Zone 3:

Postcodes	Cities
	Other Cities

Arrival at office of exchange:

11.00 hrs

**Customs clearance times:**

Items subject to customs duty:

Items not subject to customs duty:

**Comments:**