

INLAND POSTAL RATES

WITH EFFECT FROM 07.08.2014

01. Ordinary letter (Up to 20g)

Rs 10.00

02. Business Letter :(Up to 2Kg) Postage is given in the chart below

Weight (Grams- w)	Postage Rs
$0 < W \leq 20$	15.00
$20 < W \leq 40$	25.00
$40 < W \leq 60$	35.00
$60 < W \leq 80$	45.00
$80 < W \leq 100$	55.00
$100 < W \leq 150$	60.00
$150 < W \leq 200$	65.00
$200 < W \leq 250$	70.00
$250 < W \leq 300$	100.00
$300 < W \leq 350$	130.00
$350 < W \leq 400$	160.00
$400 < W \leq 450$	190.00
$450 < W \leq 500$	220.00
$500 < W \leq 550$	250.00
$550 < W \leq 600$	280.00
$600 < W \leq 650$	310.00
$650 < W \leq 700$	340.00
$700 < W \leq 750$	370.00
$750 < W \leq 800$	400.00
$800 < W \leq 850$	430.00
$850 < W \leq 900$	460.00
$900 < W \leq 950$	490.00
$950 < W \leq 1000$	520.00
$1000 < W \leq 1250$	570.00
$1250 < W \leq 1500$	620.00
$1500 < W \leq 1750$	670.00
$1750 < W \leq 2000$	720.00

The letters accepted by central mail exchange for delivery within 1-15 Colombo

City zones. (Minimum 25000 letters) Weight up to 20g per letter

Rs 12.00

03. Post card

Rs 8.00

04. Printed matter open Packets and open letters –Ordinary (Up to 20g only)

Rs 7.00

05. Printed matter open Packets and open letters - Business (Maximum Weight 2Kg)

Postage is given in the chart below

Weight (Grams- w)	Postage Rs
$0 < W \leq 20$	12.00
$20 < W \leq 40$	20.00
$40 < W \leq 60$	25.00
$60 < W \leq 80$	30.00
$80 < W \leq 100$	35.00
$100 < W \leq 130$	40.00
$130 < W \leq 160$	45.00
$160 < W \leq 190$	50.00
$190 < W \leq 220$	55.00
$220 < W \leq 250$	60.00
$250 < W \leq 300$	65.00
$300 < W \leq 350$	70.00
$350 < W \leq 400$	75.00
$400 < W \leq 450$	80.00
$450 < W \leq 500$	85.00
$500 < W \leq 600$	90.00
$600 < W \leq 700$	95.00
$700 < W \leq 800$	100.00
$800 < W \leq 900$	105.00
$900 < W \leq 1000$	110.00
$1000 < W \leq 1500$	115.00
$1500 < W \leq 2000$	120.00

06. Periodicals and newspapers registered in General Post Office (Maximum weight 1 Kg)

Weight (Grams- w)	Postage Rs
0 < W ≤ 60	8.00
60 < W ≤ 120	12.00
120 < W ≤ 240	24.00
240 < W ≤ 360	36.00
360 < W ≤ 480	48.00
480 < W ≤ 600	60.00
600 < W ≤ 720	72.00
720 < W ≤ 840	84.00
840 < W ≤ 960	96.00
960 < W ≤ 1000	108.00

07. Braille documents for the blind persons are free from postage.

08. Registration Fee

Rs 25.00

09. Parcel Post Postage (Maximum Weight 20Kg) - Postage is given in the chart below

Weight (Grams -w)	Postage Rs
0 < W ≤ 250	90.00
250 < W ≤ 500	110.00
500 < W ≤ 1000	130.00
1000 < W ≤ 1500	150.00
1500 < W ≤ 2000	200.00
2000 < W ≤ 2500	250.00
2500 < W ≤ 3000	300.00
3000 < W ≤ 4000	350.00
4000 < W ≤ 5000	450.00
5000 < W ≤ 6000	550.00
6000 < W ≤ 7000	650.00
7000 < W ≤ 8000	750.00
8000 < W ≤ 9000	850.00
9000 < W ≤ 10000	950.00
10000 < W ≤ 11000	1,050.00
11000 < W ≤ 12000	1,150.00
12000 < W ≤ 13000	1,250.00
13000 < W ≤ 14000	1,350.00
14000 < W ≤ 15000	1,450.00
15000 < W ≤ 16000	1,550.00
16000 < W ≤ 17000	1,650.00
17000 < W ≤ 18000	1,750.00
18000 < W ≤ 19000	1,850.00
19000 < W ≤ 20000	1,950.00

10. Posting and delivery fee for a value payable Parcel

Rs 15.00

In addition to parcel post postage and money order charges (for debit note)

11. Insured Post - Only official insured articles will be accepted.

12. Inland Speed Post Courier Charges (Maximum weight 10 Kg)

- For delivery within Colombo delivery zones or acceptance and delivery within own delivery zone - A
- For delivery in areas out of own delivery zone - B

Weight (Grams -w)	A	B
0 < W ≤ 20	50.00	65.00
20 < W ≤ 40	60.00	75.00
40 < W ≤ 60	70.00	85.00
60 < W ≤ 80	80.00	95.00
80 < W ≤ 100	90.00	105.00
100 < W ≤ 150	95.00	110.00
150 < W ≤ 200	100.00	115.00
200 < W ≤ 250	105.00	120.00
250 < W ≤ 300	135.00	150.00
300 < W ≤ 350	165.00	180.00
350 < W ≤ 400	195.00	210.00
400 < W ≤ 450	225.00	240.00
450 < W ≤ 500	255.00	270.00
500 < W ≤ 550	285.00	300.00
550 < W ≤ 600	315.00	330.00
600 < W ≤ 650	345.00	360.00
650 < W ≤ 700	375.00	390.00
700 < W ≤ 750	405.00	420.00
750 < W ≤ 800	435.00	450.00
800 < W ≤ 850	465.00	480.00
850 < W ≤ 900	495.00	510.00
900 < W ≤ 950	525.00	540.00
950 < W ≤ 1000	555.00	570.00
2000 < W ≤ 3000	855.00	870.00
3000 < W ≤ 4000	955.00	970.00
4000 < W ≤ 5000	1055.00	1070.00
5000 < W ≤ 6000	1155.00	1170.00
6000 < W ≤ 7000	1255.00	1270.00
7000 < W ≤ 8000	1355.00	1370.00
8000 < W ≤ 9000	1455.00	1470.00
9000 < W ≤ 10000	1555.00	1570.00

13. Certificate of posting for one / many Postal articles	
• for one Postal articles	Rs 40.00
• From 2-100 postal items	Rs 50.00
• From 101 - 500 postal items	Rs 60.00
• 500 or more items	Rs 100.00
14. Advice of delivery	Rs 30.00
15. Warehousing charges (First 05 days free .from 06 th day onwards, per every day)	Rs 40.00
16. Search fee	
For search in destination office	Rs 25.00
For search in transit office	Rs 35.00
17. Fee to issue a certified copy for the original of a registered article receipt	Rs 50.00
18. Charge for the Inquiry of disposal of a registered or an insured article	Rs 15.00
19. The minimum surcharge on an unpaid or underpaid postal article	Rs 10.00
20. The Withdrawal from post charge for a for posted article (If a telemail message is necessary the applicant should pay the relevant charge)	Rs 50.00
21. Annual fee for registration of Newspaper or periodical in General Post office (Per calendar year)	Rs 3000.00
22. Issue of Postal Identity card	Rs 50.00
Issue by one day service	Rs 100.00
23. P.O Box charge per calendar year	Rs 5000.00
24. Annual Registration fee for Business reply Envelopes or Cards (For every calendar year).A minimum refundable deposit, equal to the sum of the postage of the number of envelopes Or cards expected by the institution within a month, should be made.	Rs 5000.00
25. Cost of tappal bag	
Large size (MM . 970 x 510)	Rs 7500.00
Small size (MM. 760 x 430)	Rs 5000.00
An additional key	Rs 500.00

26. Bulk mail service (M Service)		
Initial Registration		Rs 5000.00
Fee for annual renewal		Rs 3000.00
27. Money order commission		
Up to Rs 2000.00	(Every 100/=Rs or part thereof)	Rs 3.00
From Rs.2000.01 to Rs 5000.00	(Every Rs.1000/- or part thereof)	Rs 15.00
From Rs.5000.01 to Rs .25000.00	(Every Rs.1000/- or part thereof)	Rs 10.00
28. Fax money order (The minimum amount of a fax M.O is Rs 100/=)		
• Fixed fee		Rs 10.00
• Charge for one fax money order		Rs 30.00
(In addition to money order commission)		
• First 10 words of Personal message with Fax M.O free of charge		
• Rs 1/= is charged for every additional one word		
29. Certified copy of a receipt for the delivery of a registered item (Pink Receipt)		Rs 60.00
(Postage of Rs 10.00 is also included)		
30. Surcharge on an article which should be registered, found unregistered in transmission		Rs 50.00
31. Stamped envelopes		
• Large (9" x 4")		Rs 18.00
• Small (6"x 4 1/2")		Rs 17.00
32. Vehicle spot fine –Service Charge from the total amount of the fine		10%
33. Telemail Charges		
i. For first 10 Words		Rs 20.00
For additional one word		Rs 1.50
ii. Fixed fee		Rs 10.00
iii. Certificate of delivery		Rs.15.00

34. Advertisement mail Service

Maximum weight of an item	For 1000 items	For every additional 1000 items
20 g	Rs 6000.00	Rs .5000.00
40 g	Rs .7000.00	Rs .6000.00
60 g	Rs .8000.00	Rs .7000.00
80 g	Rs .9000.00	Rs .8000.00
100g	Rs 10000.00	Rs 9000.00

35. Directories/Annual reports (Maximum 2 Kg)

Weight (Grams)	Postage Rs	Additional Operational	Total Postage Rs
First 500 g	65.00	10.00	75.00
500 g - 1000 g	75.00	10.00	85.00
1000 g - 1500 g	80.00	10.00	90.00
1500 g - 2000 g	85.00	15.00	100.00

36. Logipost Rates - Maximum Weight 40 Kg

Weight (Grams -w)	Postage Rs
0 < W ≤ 250	135.00
250 <W ≤ 500	165.00
500 < W ≤ 1000	195.00
1000 < W ≤ 1500	225.00
1500 < W ≤ 2000	300.00
2000 < W ≤ 2500	375.00
2500 < W ≤ 3000	450.00
3000 < W ≤ 4000	525.00
4000 < W ≤ 5000	675.00
5000 < W ≤ 6000	825.00
6000 <W ≤ 7000	975.00
7000 < W ≤ 8000	1125.00
8000 < W ≤ 9000	1275.00
9000 < W ≤ 10000	1425.00
10000 < W ≤ 11000	1575.00
11000 < W ≤ 12000	1725.00
12000 < W ≤ 13000	1875.00
13000 < W ≤ 14000	2025.00
14000 < W ≤ 15000	2175.00
15000 < W ≤ 16000	2325.00
16000 < W ≤ 17000	2475.00
17000 < W ≤ 18000	2625.00
18000 < W ≤ 19000	2775.00
19000 < W ≤ 20000	2925.00
20000 < W ≤ 21000	3075.00
21000 < W ≤ 22000	3225.00
22000 < W ≤ 23000	3375.00
23000 < W ≤ 24000	3525.00
24000 < W ≤ 25000	3675.00
25000 < W ≤ 26000	3825.00
26000 <W ≤ 27000	3975.00
27000 < W ≤ 28000	4125.00
28000 < W ≤ 29000	4275.00
29000 < W ≤ 30000	4425.00
30000 < W ≤ 31000	4575.00
31000 < W ≤ 32000	4725.00
32000 < W ≤ 33000	4875.00
33000 < W ≤ 34000	5025.00
34000 < W ≤ 35000	5175.00
35000 < W ≤ 36000	5325.00
36000 <W ≤ 37000	5475.00
38000 < W ≤ 39000	5775.00
39000 < W ≤ 40000	5925.00