

Application for Registration for *Free Post*

To

The Manager

Mail Business Centre

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PIN

Subject: Request for registration for ***Free Post***

Sir,

We would request that a *Free Post* code be allotted to us. The information required for this purpose is given below:

1	Name of the Applicant	
2	Complete Postal Address of the applicant, including PIN code	
3	Telephone no. (s)	
4	Fax no. (s)	
5	E-mail address of the applicant	
6	Deposit details of non-refundable application fee <i>(enclose the receipt in original)</i>	Receipt no. - Date - Amount -
7	Average no. of mail articles received every day by the applicant	Unregistered - Registered - Speed Post - Others -

We undertake to abide by the conditions governing Free Post, and pay the postage and any other charges/taxes in respect of all the articles received addressed to the *Free Post* code that would be allotted to us. We undertake to pay the earnest money and make necessary advance deposit for this purpose, and to keep it replenished, as prescribed from time to time.

Yours truly

(Applicant)

Name & Designation

Date

----- *For Office Use Only* -----

Recommendations of Manager MBC:

Approval of Director Postal Services:

Free Post Code Allotted:

Initials of Manager MBC: