

Application for entering into an Agreement with Department of Posts for Speed Post/ Express/ Business Parcel services

To,
The Designated authority
Sir/ Ma'am,

I would like to avail following services of the Department of Posts and to be registered as bulk (contractual) customer

Name of the service	<input type="checkbox"/> Speed Post <input type="checkbox"/> Express Parcel <input type="checkbox"/> Business Parcel
Category	<input type="checkbox"/> eCommerce <input type="checkbox"/> Other than e-Commerce
Cash on Delivery facility required	<input type="checkbox"/> YES <input type="checkbox"/> NO
National Account facility required (in case of booking from more than one locations)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Number of booking locations and name of nodal office for centralised billing and payment	
Mode of Payment	<input type="checkbox"/> Credit under BNPL scheme <input type="checkbox"/> Advance Deposit <input type="checkbox"/> At the time of booking
Whether Central/ State Government Ministry/ Department/ Nationalised Bank/ Scheduled Bank/ PSU	<input type="checkbox"/> YES <input type="checkbox"/> NO
Nature of the firm*	Registered/ Partnership/ Sole proprietor/ individual/ others (please specify)
PAN/ TIN/ CIN/ Aadhaar Card*	
Registered Office*	
Address where articles will be generated	
Address of correspondence	
Contact details	Name: Complete address with PIN Code: Ph. No. Fax (if any): Mobile No. Email id:
Approx. number of Speed Post/ Express Parcel/ Business Parcel articles to be booked in each month and postage payable for them	
Any other facility viz pre-mailing etc required (please specify)#	
Date:	Place:
Authorised Signatory*:	

*please provide supporting document.

subject to provision for same

Note: The KYC documents may be collected from customers requiring bulk booking facility for Registered Parcel

For Office Use

- a) It is certified that the information as given above have been verified with the supporting documents and found correct
- b) Recommended for entering into an agreement for proving credit/ Advance deposit facility.
- c) Not Recommended due to following reasons (strike-off if not applicable):-
 - (i)
 - (ii)

Signature of Designated Authority

- a) The Application is hereby approved for entering into an agreement for proving credit/ Advance deposit facility/ payment at the time of booking [please tick appropriate option]
- a) The Application is hereby rejected due to following reasons (strike-off if not applicable):-
 - (i)
 - (ii)

Signature of Approving Authority