

To
The Chief Post Master,
General Post Office,
Sundhara, Kathmandu

To Provide Post Box Online Service.

Dear Sir,

I / We need a Post Box Online Service as a requirement. Therefore, I / We request you to provide a Post Box Online Service with the following details.

| | | | |
|--------------------------|--|---------------|--|
| 1. Post Box No. : | | Name : | |
|--------------------------|--|---------------|--|

| 2. | District/City | VDC/Municipality | Ward No. | Village / Tole / Marg | House No. |
|--------------------------|---|-------------------------|-----------------|------------------------------|------------------|
| Permanent Address | | | | | |
| Current Address | Only if different from Permanent Address | | | | |
| | | | | | |

| | | | |
|-----------------------|--|----------------|--|
| 3. Phone No. : | | E-Mail: | |
|-----------------------|--|----------------|--|

| | | | |
|---------------------------|--------------|---------------|--------------|
| 4. Post Box Type : | Large | Medium | Small |
|---------------------------|--------------|---------------|--------------|

| | | | |
|---|---------------------------|--------------------------|-----------------|
| 5. Related documents : (Photocopy should be submitted) | Nepali Citizenship | Firm Registration | Passport |
| | Personal | Business | Tourists |
| | Post Box Card | | |

For Official Use Only :

Post Box No. :

Date of issue :

Issued By :

Approved By :

Applicant (Stamp)

Name :

Signature :

Date :