

DEPARTMENT OF POSTS,INDIA

INSTRUCTION REGARDING DELIVERY OF POSTAL ARTICLES

TO

POSTMASTER

1	Name,Address and Contact number of the firm	
2	Whether the firm is registered under Indian company act	
3	Whether it is a single property or Partnership firm	
4	Name & address of owner/partners (Self attested copies of ID Proof to be enclosed)	
5	Whether the name board is exhibited in the office premises(it is must)	
6	Full name and address of the person with specimen signature who is authorised to act on behalf of the firm	
7	Witness with full address and signature	1. 2.

I /WE
true to the best of my knowledge and belief.

hereby declare that the above information are

DATE

Signature(s) of the sole properitor/managing
partners with address seal of the firm