POST AND TELECOMMUNICATIONS DEPARTMENT INQUIRY FOR OUTGOING REGISTERED ARTICLE OR PARCEL

(Please complete Form using BLOCK LETTERS)

| Name of Sender: M | SENDER'S TRN: |
|----------------------------------|--|
| SENDER'S ADDRESS: | |
| E-MAIL ADDRESS: | CONTACT No.: |
| NAME OF ADDRESSEE: | |
| Addressee's Address: | |
| | CONTACT No.: |
| REGISTRATION/RECEIPT NO.: | DATE OF MAILING: YEAR MTH DAY E.g. 2009 Jan 01 |
| POST OFFICE/AGENCY OF MAILING: | |
| METHOD OF MAILING: Registered | Express |
| ITEM: Letter | Parcel Letter Packet Print Matter |
| CONTENT(S) OF ITEM: | |
| DECLARED VALUE: | REASON FOR INQUIRY: |
| Signature of Sender | Date:YEAR MTH DAY E.g. 2009 Feb 28 |
| F | P.O. Date Stamp Here: FOR OFFICIAL USE ONLY: |
| P.O. Dispatch Date: YEAR MTH DAY | Page/Bill Number: |
| Line Number: | Postmaster's Signature |

Please note the policy regarding INQUIRY FOR OUTGOING REGISTERED ARTICLE OR PARCEL listed below:

- 1. Inquiries for Registered items mailed more than five (5) months ago will not be processed.
- 2. Inquiries for Registered items mailed less than one (1) month ago will not be processed.
- 3. Inquiries for Express items mailed more than two (2) months ago will not be processed.
- 4. Inquiries for Express items mailed less than two (2) weeks ago will not be processed.
- 5. In order to process inquiries with minimum delays, customers are required to ensure that the address of the addressee is legible, complete and valid.
- 6. ORIGINAL CERTIFICATE OF POSTING (Registration Slip), RECEIPT, VALID IDENTIFICATION (Voters Identification, Passport, or Drivers Licence) and TAX REGISTRATION NUMBER (TRN) will be required for finalization of your inquiry.
- 7. Your ORIGINAL CERTIFICATE OF POSTING is the only valid document to support your inquiry.

Completed Inquiry for Outgoing Registered Article or Parcel form may be e-mailed to: HPK@JamaicaPost.Gov.JM