

Basic Services			CARDIT	Carrier documents international transport – origin post	No
1	Maximum weight limit admitted		RESDIT	Response to a CARDIT – destination post	No
1.1	Surface parcels (kg)	20	6	Home delivery	
1.2	Air (or priority) parcels (kg)	20	6.1	Initial delivery attempt at physical delivery of parcels to addressee	No
2	Maximum size admitted		6.2	If initial delivery attempt unsuccessful, card left for addressee	
2.1	Surface parcels		6.3	Addressee has option of paying taxes or duties and taking physical delivery of the item	No
2.1.1	2m x 2m x 2m (or 3m length & greatest circumference)	No	6.4	There are governmental or legally binding restrictions mean that there are certain limitations in implementing home delivery.	No
2.1.2	1.5m x 1.5m x 1.5m (or 3m length & greatest circumference)	No	6.5	Nature of this governmental or legally binding restriction.	
2.1.3	1.05m x 1.05m x 1.05m (or 2m length & greatest circumference)	Yes	7	Signature of acceptance	
2.2	Air parcels		7.1	When a parcel is delivered or handed over	
2.2.1	2m x 2m x 2m (or 3m length & greatest circumference)	No	7.1.1	a signature of acceptance is obtained	Yes
2.2.2	1.5m x 1.5m x 1.5m (or 3m length & greatest circumference)	No	7.1.2	captured data from an identity card are registered	Yes
2.2.3	1.05m x 1.05m x 1.05m (or 2m length & greatest circumference)	Yes	7.1.3	another form of evidence of receipt is obtained	Yes
			7.1.4	Nature of this evidence	
				Any National Identity Card, submitted by the recipient is legal as per Nepal Post Act.	
			7.2	Ordinary parcels	
			7.2.1	Signature of the addressee or his agent	Yes
			7.2.2	Signature of a de facto agent	Yes
			7.3	Insured parcels	
			7.3.1	Signature of the addressee or his agent	Yes
			7.3.2	Signature of a de facto agent	No
Supplementary services			Insured parcel service		
3	Cumbersome parcels admitted	No	8	Insured surface parcels admitted	No
			9	Insured air parcels admitted	No
Parcels service features			10	Marking used for insured parcels	
5	Electronic exchange of information		10.1	CP 74 pink label used	No
5.1.1	Use a track and trace system	Yes	10.2	CP 73 label and pink “insured” label used	No
5.1.2	Mandatory tracking events transmitted				
EMC	Departure from outward office of exchange	Yes	Cash-on-delivery service for parcel		
EMD	Arrival at inward office of exchange	Yes	11.1	Acceptance of Cash-on-delivery (COD) service for parcels	
EMH	Attempted/Unsuccessful delivery	Yes	11.1.1	outbound COD parcels	No
EMI	Final delivery	Yes	11.1.2	inbound COD parcels	No
5.1.3	Optional tracking events transmitted				
EMA	Posting/collection	Yes	Express delivery service		
EMB	Arrival at outward office of exchange	Yes	12	Express parcel delivery service provided	No
EME	Held by Customs	Yes			
EMF	Out of Customs/Departure from inward office of exchange	Yes			
EMG	Arrival at delivery office	Yes			
EMJ	Arrival at transit office of exchange	No			
EMK	Departure from transit office of exchange	No			
5.1.4	Dispatch messages transmitted				
PREDES V 2.0	Pre-advice of international dispatch information - origin post	Yes			
RESDES V 1.1	Dispatch receipt information (response to a PREDES) – destination post	Yes			
5.1.5	Ready to start transmitting data to partners wishing to receive data	Yes			
5.1.6	Other messages transmitted				
PRECON	Pre-advice of international consignment – origin post	No			
RESCON	Response to a PRECON – destination post	No			

Parcels with advice of delivery			Outbound parcels No		
13	Admission of advice of delivery for				
13.1	ordinary parcels	Yes			
13.2	insured parcels	Yes			
Parcels for delivery free of charges and fees			Supplementary charges - Customs		
14	Parcels for delivery free of charges and fees admitted	Yes	21	Non-dutiable parcels	
			21.1	Threshold level below which parcels are free of customs duties and other taxes	Yes
			21.2	Exemption threshold	
				Local currency	5,000
				USD	
				Comments:	
Fragile parcel			22	Dutiable parcels	
15	Fragile parcels admitted	No	22.1	Customs clearance fee collected for parcels subject to import customs clearance	Yes
			22.2	Amount of fee collected	
				Local currency	
				USD	
				Comments:	
				Import 200 \$	
				Export 500 \$	
Consignment service			23	Customs clearance fee collected for all items declared at customs	No
16	Consignment service by bilateral agreements provided	Yes		Comments:	
Integrated logistics service			24	Administration fees collected for parcels subject to export customs clearance	No
17	integrated logistics service by bilateral agreements provided	No		Comments:	
Addresses for bilateral agreements					
18	Contact details of the person responsible for questions concerning bilateral agreements				
Name:	Mr Aryal, Rameshor				
Function:	Head of Parcel Section				
Address:	Parcel Section, General Post Office Dillibazar Kathmandu NEPAL				
Tel:	1: (+977)14433326 2: (+)				
Fax:	(+)				
E-mail	parcel@gpo.gov.np administration@gpo.gov.np				
Admissible radioactive material and infectious substances			Special charges - Storage		
19	Radioactive materials admitted in		25	Storage charge collected on a parcel when it is kept beyond the prescribed period, or in the event of return to sender/redirection	Yes
19.1	Air Parcels		25.1	Amount of charge per day/per parcel	
		Inbound parcels No		Local currency	10
		Outbound parcels No		SDR	0.1
19.2	Insured parcels		25.2	Period of charge, if not daily	
		Inbound parcels No			
		Outbound parcels No			
20	Infected substances admitted in		Special delivery charges		
20.1	Air Parcels		26	Delivery charges collected at the time of delivery in response to the advice of arrival	No
		Inbound parcels No			
		Outbound parcels No			
20.2	Insured parcels		Special charges – Poste restante		
		Inbound parcels No	27	Poste restante service provided	Yes
		Outbound parcels No	27.1	Amount of charge per parcel	
				Local currency	0
				SDR	0

<p>27.2 Basis for charge if not an amount per parcel</p>	<p>34 A list of contact e-mail addresses for accounting and verification notes is temporarily being maintained and published outside the compendia; please refer to International Bureau circular 75/2020. The UPU contact person for any updates to this list is jean-marc.coeffic@upu.int.</p>	
<p>Special provisions - Treatment of parcels wrongly accepted</p>		
<p>28 Parcels returned to sender Yes</p>	<p>Office name: Parcel Section, General Post Office</p>	
<p>Delivery areas</p>		
<p>29 Parcels delivered to</p>	<p>Name: Mr Aryal, Rameshwor</p>	
<p>29.1 all addresses Yes</p>	<p>Function: Head of Parcel Section</p>	
<p>29.2 specific areas only No</p>	<p>Address: General Post Office</p>	
<p>Comments:</p>	<p>Dillibazar</p>	
<p>Collection</p>		
<p>30 Collection of parcels at post offices provided for</p>	<p>Kathmandu</p>	
<p>30.1 all addresses No</p>	<p>NEPAL</p>	
<p>30.2 specific areas only Yes</p>	<p>Tel: 1: (+9771)4433326</p>	
<p>Comments:</p>	<p>2: (+)</p>	
<p>This provision is available for the Capital and major cities, where Customs office is available.</p>	<p>Fax: (+)</p>	
<p>Delivery procedures for parcels for which customs duty and taxes are payable</p>		
<p>31 Procedure for parcels for which customs duty is payable</p>	<p>E-Mail: parcel@gpo.gov.np administration@gpo.gov.np</p>	
<p>31.1 Pick up of parcel at the customs office Yes</p>	<p>Requests for withdrawal from the post or alteration, or correction of address</p>	
<p>31.2 Addressee's address with collection of customs duties and taxes at the time of delivery Yes</p>	<p>35 Requests for withdrawal from the post accepted Yes</p>	
<p>31.3 Delivery to the addressee's address after payment of customs duties and taxes Yes</p>	<p>35.1 Central office (in destination country) to which requests must be sent</p>	
<p>31.4 Over the counter at the local post office with immediate payment of customs duties and taxes Yes</p>	<p>Office name: Parcel Section, General Post Office</p>	
<p>31.5 Other</p>	<p>Name: Mr Aryal, Rameshwor</p>	
<p>Period of retention</p>		
<p>32 Period of retention for parcels</p>	<p>Function: Head of Parcel Section</p>	
<p>32.1 Normal period 7 Day(s)</p>	<p>Address: General Post Office</p>	
<p>32.2 Exceptional period 3 Month(s)</p>	<p>Dillibazar</p>	
<p>33 Retention for parcels for which notice could not be sent or addressed to poste restante</p>		
<p>33.1 Normal period 6 Month(s)</p>	<p>Kathmandu</p>	
<p>33.2 Exceptional period 12 Month(s)</p>	<p>NEPAL</p>	
<p>Parcels automatically retained</p>		
<p>Tel: 1: (+977)14433326</p>		
<p>2: (+)</p>		
<p>Fax: (+)</p>		
<p>E-Mail: parcel@gpo.gov.np administration@gpo.gov.np</p>		
<p>Special provisions - Force majeure</p>		
<p>36 Liability admitted in cases of force majeure No</p>	<p>36 Liability admitted in cases of force majeure No</p>	
<p>36.1 Liability admitted for insured parcels on board ships or aircraft used by designated operators No</p>	<p>36.1 Liability admitted for insured parcels on board ships or aircraft used by designated operators No</p>	
<p>36.2 Addressee/sender's reservations admitted at the time of delivery No</p>	<p>36.2 Addressee/sender's reservations admitted at the time of delivery No</p>	
<p>Special provisions - Customs declarations</p>		
<p>37 Number of CN 23 customs declarations required for inbound parcels 2</p>	<p>37 Number of CN 23 customs declarations required for inbound parcels 2</p>	
<p>37.1 Number of CN 23 customs declarations required for parcels in transit 3</p>	<p>37.1 Number of CN 23 customs declarations required for parcels in transit 3</p>	
<p>37.2 Languages in which CN 23 customs declarations can be completed English Nepali</p>	<p>37.2 Languages in which CN 23 customs declarations can be completed English Nepali</p>	
<p>Special provisions - Method of dispatching accompanying documents</p>		

38	Documents affixed to the relevant parcels	Yes	Month	Day(s)	National Holidays - Description
38.1	Documents attached to the parcels bill	No	October	13	Asthami (8th Day of Dashain Festival)
Service to customers			October	14	Nawami (9th Day of Dashain Festival)
39	On-line tracking provided	Yes	October	15	Dashami (10th Day of Dashain Festival)
39.1	Web site address to access information		October	16	Ekadashi Day
	http://www.gpo.gov.np (Please Click "Tracking" on the top left Menu bar to track registered parcels sent abroad from Nepal. Please click "Tracking" on the top right Menu bar to track registered parcels sent to Nepal and enter your tracking number).		November	5	Govardan Puja
39.2	Languages in which track and trace information is available		November	6	Bhai Tika Day
	English		National holiday in 2022		
Service to designated operators			Month	Day(s)	National Holidays - Description
40.	User of the Internet-based Inquiry System (IBIS)	No	March	17	Holi (Holiday in Mountain and hills of Nepal)
40.1	Details of office(s) responsible for handling parcel post inquiries		March	18	Holi (Holiday in Plains of Nepal)
Office name: Parcel Section, General Post Office			Regional Holidays		
Name: Mr Aryal, Rameshwor			41.2 Regional holidays		
Function: Head of Parcel Section			Regional holiday in		
Address: General Post Office Dillibazar Kathmandu NEPAL			Month	Day(s)	Regional/Local Holidays – Localities and description
Tel: 1: (+977)14433326 2: (+)			Cancellation of fees		
Fax: (+)			42 Fees cancelled when they concern		
E-Mail: parcel@gpo.gov.np administration@gpo.gov.np			42.1	parcels returned to sender	No
Hours of service and days(s) on which the inquiry service is operating			42.2	parcels redirected to a third party	No
Opening Hours (Local)			42.3	parcels abandoned by the sender	No
Day	Opening hours 1	Opening hours 2	42.4	parcels lost or destroyed	No
Monday	10:00-17:00	-	42.5	parcels rifled or damaged	No
Tuesday	10:00-17:00	-	Redirection within the country of destination		
Wednesday	10:00-17:00	-	43.1	Redirection done without a request from the sender or addressee	No
Thursday	10:00-17:00	-	43.2	Redirection fee charged	No
Friday	10:00-15:00	-	43.3	Amount of redirection fee (SDR)	
Saturday	-	-	Comments:		
Sunday	10:00-17:00	-	Miscellaneous provisions – operation of the parcel service		
Languages English Nepali			44.1	Postal parcel services operated by the designated postal operator	Yes
National Holidays			44.2	Postal parcel services operated by a transport company or companies	No
41.1 National holidays			44.3	Service provided throughout the country	Yes
National holiday in 2021					

Postcodes	Localities

Office(s) of exchange handling parcels

45 Details of office(s) of exchange responsible for handling parcel post

Office name: KATHMANDU
 IMPC code: NPKTMA
 Name: Mr Aryal, Rameshwar
 Function: Head of Parcel Section
 Address: General Post Office
 Dillibazar
 Kathmandu
 NEPAL
 Tel: 1: (+977)14433326
 2: (+)
 Fax: (+)
 E-Mail: parcel@gpo.gov.np
 administration@gpo.gov.np

Hours of service and days(s) on which the OE is operating

Opening Hours (Local)

Day	Opening hours 1	Opening hours 2
Monday	10:00-17:00	-
Tuesday	10:00-17:00	-
Wednesday	10:00-17:00	-
Thursday	10:00-17:00	-
Friday	10:00-15:00	-
Saturday	-	-
Sunday	10:00-17:00	-

Observations/Comments

From 2 Nov , 2021 to 29 January 2022 offices will be closed one hour earlier.

Delivery standards

46-47 See the annexes.

Barcode

48 Barcode sample used on all outward international postal parcels.



Parcel delivery standards - Air parcel

OE Name KATHMANDU
IMPC Code NPKTMA
Tel (+9771)44 33 326
Fax (+)
Hours of operation Mon-Thu and Sun: 10:00 - 17:00
From the airport of destination to the addressee

<i>Arrival at the airport</i>		<i>Days of delivery by zone</i>		
Day	Time	Zone 1	Zone 2	Zone 3
Monday	00:00 - 14:30	Tuesday	Wednesday	Friday
Monday	14:31 - 23:59	Wednesday	Thursday	Sunday
Tuesday	00:00 - 14:30	Wednesday	Thursday	Sunday
Tuesday	14:31 - 23:59	Thursday	Friday	Monday
Wednesday	00:00 - 14:30	Thursday	Friday	Monday
Wednesday	14:31 - 23:59	Friday	Sunday	Tuesday
Thursday	00:00 - 14:30	Friday	Sunday	Tuesday
Thursday	14:31 - 23:59	Sunday	Monday	Wednesday
Friday	00:00 - 14:30	Sunday	Monday	Wednesday
Friday	14:31 - 23:59	Monday	Tuesday	Thursday
Saturday	00:00 - 23:59	Monday	Tuesday	Thursday
Sunday	00:00 - 14:30	Monday	Tuesday	Thursday
Sunday	14:31 - 23:59	Tuesday	Wednesday	Friday

Definition of zones

Zone 1:

Postcodes	Cities
	KATHMANDU, Bhaktapur and Lalitpur Metro/Sub-Metropolitan Cities

Zone 2:

Postcodes	Cities
	POKHARA PATAN and Bhaktapur's remaining areas

Zone 3:

Postcodes	Cities
	Rest of the Country

Arrival at office of exchange: 15:00

Customs clearance times:

Items subject to customs duty: 1 hour

Items not subject to customs duty: 15 minutes

Comments:

Parcel delivery standards - Surface parcel

OE Name KATHMANDU
IMPC Code NPKTMA
Tel (+9771)44 33 326
Fax (+)
Hours of operation Mon-Thu and Sun: 10:00 - 17:00

From the airport/port/office of exchange of destination to the addressee

<i>Arrival at the airport</i>		<i>Days of delivery by zone</i>		
Day	Time	Zone 1	Zone 2	Zone 3
Monday	00:00 - 14:30	Tuesday	Wednesday	Friday
Monday	14:31 - 23:59	Wednesday	Thursday	Sunday
Tuesday	00:00 - 14:30	Wednesday	Thursday	Sunday
Tuesday	14:31 - 23:59	Thursday	Friday	Monday
Wednesday	00:00 - 14:30	Thursday	Friday	Monday
Wednesday	14:31 - 23:59	Friday	Sunday	Tuesday
Thursday	00:00 - 14:30	Friday	Sunday	Tuesday
Thursday	14:31 - 23:59	Sunday	Monday	Wednesday
Friday	00:00 - 14:30	Sunday	Monday	Wednesday
Friday	14:31 - 23:59	Monday	Tuesday	Thursday
Saturday	00:00 - 23:59	Monday	Tuesday	Thursday
Sunday	00:00 - 14:30	Monday	Tuesday	Thursday
Sunday	14:31 - 23:59	Tuesday	Wednesday	Friday

Definition of zones

Zone 1:

Postcodes	Cities
	KATHMANDU, Bhaktapur and Lalitpur Metro/Sub-Metropolitan Cities

Zone 2:

Postcodes	Cities
	POKHARA PATAN and Bhaktapur's remaining areas

Zone 3:

Postcodes	Cities
	Rest of the Country

Arrival at office of exchange: 15:00

Customs clearance times:

Items subject to customs duty:	1 hour
Items not subject to customs duty:	15 minutes

Comments:

Last validation date: 2019-11-20