



Proposal for Foreign Stamp Agents



Submitted by
Philatelic Bureau, Sri Lanka
Sri Lanka Post





Introduction:

Sri Lanka (formerly known as Ceylon), is a beautiful island nation in South Asia. It is populated with several nationalities and has abundance of Historical, Cultural Heritage, Natural Beauty, Arts, Sporting and leisure activities etc. Therefore the Sri Lankan philately is weaved around above mentioned historical richness and thus itself is a medium promoting the country to the world.

The journey of Stamp in Sri Lanka then Ceylon commenced with the issue of its first stamp in 1857, seventeen years after the issue of the world's first stamp and is supposed to commemorate its 160th anniversary in 2017. Since the issue of the first stamp in 1857 more than 2,200 stamps have been issued, thus boasting the philatelic heritage of this country. Out of these number of Sri Lankan (Ceylon) stamps such as "Dull Rose" and Queen Victorian Period imperforated Ceylon Stamps are identified as some of the rarest and valuable stamps among the stamps of the world.

Sri Lankan stamps feature a wide selection of themes that showcases country's flora, fauna, arts, sports, leisure activities, culture and history, as well as celebrating the Sri Lankan way of life. There are also international themes featured in the Sri Lankan stamps such as sporting, cultural and scientific events and personalities of high caliber. Log on to www.stamps.gov.lk to view Sri Lankan stamps.

Depending on the importance of the theme, every issue of stamp is accompanied with a range of other products such as complete stamp sets, first day covers, presentation packs, miniature sheets, annual collections, etc. The specialty of Sri Lankan stamps is that it caters the need of everyone who are interested in philately. In this regard the collectors are offered wide choice of options to select their stamp which satisfies his taste among the verity of Sri Lankan stamps.

The Philatelic Bureau of Sri Lanka is established as a specialized unit under the Department of Posts is opening its agency activities to facilitate the requirements of the overseas stamp collectors.

The Philatelic Bureau of Sri Lanka issue stamps under two categories such as the Definitive and Commemorative stamps. The Definitive Stamps are issued once in almost five years and cater to the need of customers frequently posting letters. Since these stamps are used as a mode of payment of postage are reprinted when there is a requirement of stamp of a particular denomination.

In the selection of a theme for the Definitive Stamps the Philatelic Bureau opts for a subject where a wide choice is available. This necessity arises because in the issue of definitive stamps the number of denominations are large mostly catering to the need of the customers posting letters to local and foreign destinations under variety of services.

On the other hand the number of Commemorative Stamps that may be issued per year shall not exceed fifty in number. However, this limit may exceed when there are issuances of decorative stamp sheets containing 10 to 25 stamps on a single theme during a relevant year. Though this may be a rare occurrence but will definitely arouse the interest of the collectors everywhere due to the chosen subject matter. Otherwise, every year the maximum number of stamps will not exceed the approved number of issues.

Commemorative stamps are issued annually under the themes categorized below with number of stamps stipulated in respect of such themes is given below:

	Theme	No of Stamps
1	Permanent annual issuances	
1.1	Religious festivals	
	(a) Vesak festival	4
	(b) Christmas festival	2
	(c) Hindu religious festivals	1
	(d) Islamic religious festivals	1
1.2	Commemoration of World Postal Day	1
1.3	Themes on children's activities	1
2	Distinguished Personalities	4
3	National Events	6
4	International Events	6
5	Promoting Sri Lankan Dignity	24

The themes for the issue of stamps both as a Definitive or Commemorative stamp is selected and approved by the Philately Advisory Committee. No stamp under a theme other than the annual Permanent Issues is reissued. But there may be rare instances where a stamp on a special subject already issued under other themes may be reissued focusing special attention to the request made by the relevant authority and its importance while considering the interests of the stamp collectors.



Terms and conditions for Philatelic Agency:

- i. Should be an official Stamp Agent for two (02) different countries other than Sri Lanka during the period of last five years (Should submit documentary evidence)
- ii. Should have participated in at least two (02) International Stamp Exhibitions during the period of last five years. (Should submit documentary evidence)

1. Duties and Obligations of the Agent;

- i. The agent shall have the right to establish, in its Territory, offices and appoint representatives for the sale of the products of the Philatelic Bureau, Sri Lanka.
- ii. The agent shall pay in advance to Philatelic Bureau, Sri Lanka the price of the products. Payment to the Philatelic Bureau, Sri Lanka shall be made in US dollars or other approved currencies.
- iii. The agent shall agree to commence its agency with the initial minimum payment of US \$ 5,000 or an amount equivalent in other approved currency with Philatelic Bureau, Sri Lanka.
- iv. The agent shall agree to purchase annually, products from the Philatelic Bureau, Sri Lanka not less than US \$ 5,000 or an amount equivalent in other approved currency.
- v. The agent can place orders and special orders with the Philatelic Bureau, Sri Lanka in accordance with its projected order requirements from its customers.
- vi. The agent shall participate in exhibits and expositions whenever it deems or it to be advisable, at its own cost and expenses, for the promotion and sale of the products of the Philatelic Bureau, Sri Lanka.
- vii. The Agent shall update his Standing Order Account at his will, but the minimum balance shall not be less or equivalent to US dollars 500/- or an amount equivalent in other approved currencies.



Facilities offered by the Philatelic Bureau, Sri Lanka;

1. Commission

- i. The Agent shall be entitled to a commission on its annual performance in accordance with the table shown below for products sold by Philatelic Bureau, Sri Lanka to the Agent, or supplied by the Philatelic Bureau, Sri Lanka to any party named and authorized by the Agent within the Territory specified in this agreement, as per paragraph 3 (a)

Value of the annual purchase of the Agent (Rs.)	Commission Entitlement %
Up to 500,000.00	15
From 500,001.00 to 1,000,000.00	20
From 1,000,001.00 to 2,000,000.00	25
From 2,000,001.00 to 3,000,000.00	30
Above 3,000,001.00	35

- ii. The value of products supplied by the Philatelic Bureau, Sri Lanka to a party named and authorized by the Agent shall be taken into account as a supply to the Agent directly in the calculation of annual commission to the Agent.
- iii. The commission shall be calculated annually for the period between 16th December of the previous year to 15th December of the present year. The volume of sales will be calculated based on the date the Agents order is prepared / dispatched by the relevant official of the Bureau
- iv. Calculated commission will be credited to the Agent's Standing Order Account on or before 31st December of the present year.



2. Obligations of the Philatelic Bureau, Sri Lanka

- i. The Philatelic Bureau, Sri Lanka shall respond to all inquiries, orders, correspondence and requests with regard to products or services, it may receive from the Agent or from any party named and authorized by the Agent within the Agent's Territory.
- ii. The Philatelic Bureau, Sri Lanka shall furnish the Agent with all available literature that may be useful for the promotion and sale of its Products.
- iii. The Philatelic Bureau, Sri Lanka shall inform the Agent, in advance, of new issues and of the withdrawal from sale if any of these products by the Postmaster General due to technical reasons.
- iv. The Philatelic Bureau, Sri Lanka should ensure that the orders of the Agent is sent without any undue delay.
- v. The Philatelic Bureau, Sri Lanka should also use quality packing materials and proper packing methods to ensure that the contents are not damaged during its conveyance. Further an invoice detailing the contents, its monetary value, total value of the dispatch and the balance left to the credit of the Agent should be enclosed in the package. Any postage being charged against the Agent should be shown separately.
- vi. The Philatelic Bureau, Sri Lanka shall send all shipments to the Agent by air. The cost of postage for shipment by air for postage stamps and miniature sheets shall be borne by the Philatelic Bureau, Sri Lanka, while Agent shall bear the cost of postage charges for all other products.

3. Return of a Stock

- i. The Philatelic Bureau, Sri Lanka shall not accept any quantity of unsold products it has sent to the Agent or to his named and authorized party, except in the case of erroneous shipment of products not requested by the Agent due to a lapse in the part of the Philatelic Bureau, Sri Lanka.
- ii. Even in the case of erroneous shipment of products to the Agent, the products returned shall be of good condition. If any damages due to mishandling by the Agent or by his authorized party is observed the returned products shall not be accepted and the value of the returned products shall be debited against the Agent.



4. Exchange of Stock

- i. In case the products received by the Agent are found to be unsuitable for sale, due to the mishandling of the official of the Philatelic Bureau, Sri Lanka the exchange of the products will be considered only with the same Products.



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 Web - www.stamps.gov.lk
 E-Mail - slpostpb@gmail.com



Date:

Registration Form - Philatelic Agents

Mandatory Area (please fill with clear block capital letters and Please attach a copy of applicable documents where required)

Company Details		
1. Name:		
2. Company Name (if any):		
3. Partners and or Stock holders:		
4. Ownership/ Company Type:		
5. Year Established:		
6. No of Employees:		
7. Business Nature:		
8. Address:		
	o Business Mailing Address:	o Private:
9. Phone Number:		
	Business:	Alternative:
10. Fax Number:		
11. Email:		
12. Web Site:		
13. Registered Association Name (if any):		
15. Former Philatelic Memberships and reason for Termination:		
16. Business Specialty:		
17. Philatelic Agency for Other Countries (Proof Should be attached):		
Company Details		
18. International Exhibitions Participated (Within 5 years):		
19. Award/ Qualification Received:		
20. Business Plan (For next 5 year):		
21. Company's Declaration:		
_____	_____	
Signature	Date	