

**ZAMBIA POSTAL
SERVICES CORPORATION**

OPERATIONS CIRCULAR NO. 4/2021

FEBRUARY 23, 2021

**SUBJECT: ROLL OUT OF THE ZAMPOST ON-LINE PROPERTY RENTALS
MANAGEMENT SYSTEM**

Following the successful conclusion of training sessions conducted by our ICT Department on the newly in-house developed **on-line property rentals management system**, Management has decided that effective Monday, 1st March 2021; all property rental transactions must be done on the on-line platform alongside the current manual system. This process will run for an initial three months from the effective implementation date. Further instructions will be issued on how we will proceed thereafter.

You are all, therefore, guided as follows:

1. Access the Zampost on-line property rentals management system using the URL: www.zampost.com.zm/estates or via the dashboard URL www.zampost.com.zm/dashboard.html
2. Enter all property rental payments on the new on-line platform
3. Report all challenges encountered in the usage of the new system and proposals if any.

Email all challenges/concerns/observations and proposals to:


mukelebaic@zampost.com.zm

and copy the following:

- Your Area Manager
- bandar@zampost.com.zm
- tansonbanda@zampost.com.zm

- cheweputa@zampost.com.zm
- phirim@zampost.com.zm
- bandac@zampost.com.zm

Area Managers, Branch Managers and Postmasters are urged to ensure strict adherence to the above instructions and that ALL users have login credentials.



Chewe Puta
ACTING DIRECTOR OPERATIONS