

## **Notification and Declaration Form**

Intention to provide a postal service under section 38 of the Communications Regulation (Postal Services) Act 2011

**Notification and Declaration Form** 

Reference: ComReg

12/81n Date: 2024-11-28

This is the form of notification and declaration that undertakings should make and send to <a href="mailto:postal.team@comreg.ie">postal.team@comreg.ie</a> and when complete print off and sign for sending by registered post to ComReg.

Section 1. Information about undertaking making Notification	
1.1 Name of undertaking *	
(Name of Legal or Natural Person, e.g Company's Registered Name)	
1.2 Trading Name(s)	
(if different to above)	
1.3 Postal Address *	
1.4 Undertaking's Telephone Number	
(inc dialling code)	
1.5 Website address	
1.6 Address of Registered Office	
(*in the case of a	
body corporate that is a company)	
1.7 Company registration Number (* in the case of a	
body corporate that is a company)	
1.8 Other legal or natural persons which are part of the undertaking	
1.9 Email Address	
(if available)	

*	Indicates a	mandatory field
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Section 2. Information about Compliance Officers	
2.1 Name of Principal contact *	
2.2 Office Phone number *	
2.3 Mobile Phone Number	
2.4 Email address *	
2.5 Name of Deputy contact	
2.6 Office Phone number	
2.7 Mobile Phone Number	
2.8 Email address	

<sup>\*</sup> Indicates a mandatory field

Section 3.	
Contacts Details for postal service users wishing to make a complaint	
3.1 Postal Address *	
3.2 Telephone Numbers(inc dialling code)	
3.2.1 Freephone number	
3.2.2 LoCall number	
3.2.3 Office Phone number *	
3.3 Website address	
3.4 Email Address	

<sup>\*</sup> Indicates a mandatory field

Section 4. Details of Services provided and Declarations	
4.1 Number of postal services provided by undertaking and described on Schedules attached to this declaration (a separate Schedule must be completed for each service)	
4.2 Number of these Services which are within the scope of the universal postal service	
4.3 CONFIRMATION	
Do you confirm that you will comply with all obligations imposed by or under the Communications Regulation (Postal Services) Act 2011 in respect of	1 Yes
the provision of postal services, and in particular those imposed by sections 11, 12, 39, 42, 43, 45, 47, 53 and 54?	<b>2</b> No
4.4 Do you confirm that you aware that it is a criminal offence to fail to make a notification or to make a notification or a declaration which is false or	1 Yes
misleading in any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	<b>2</b> No
Signature	74.5
Date	2024-11-28

Schedule number 1 of		
Details of Services Provided		
Name of service		
Nature of items conveyed:		
1 Items of correspondence		
2 Business documents		
3 books		
4 catalogues		
5 newspapers		
6 periodicals		
7 Merchandise with or without commercial value		
8 Other (please state)		
Geographical scope (sender)		
Geographical scope (addressee)		
Advertised delivery standards		
Size limits		
Weight limits		
Access arrangements		
(Please select only one option):		
1 Deposited at access point		
2 Collected from senders' premises		

Legal Basis for contract	
(Please select only one option):	
1 Individually negotiated agreement	
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card	
3 Standard Contract Terms and Conditions and non-negotiable Tariff	
The estimated date of commencement for	
the postal service concerned (if after date of signing below)	
Declaration	
Do you confirm that this service is within	1 Yes
the scope of the universal postal service as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	<b>2</b> No
Declaration	
Do you confirm that you aware that it is a criminal offence to fail to make a notification or to make a notification or a declaration which is false or misleading in	1 Yes
any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	<b>2</b> No
Signature	7~5
Date	2024-11-28

Schedule number 2 of	
Details of Services	Provided
Name of service	
Nature of items conveyed:	
1 Items of correspondence	
2 Business documents	
3 books	
4 catalogues	
5 newspapers	
6 periodicals	
7 Merchandise with or without commercial value	
8 Other (please state)	
Geographical scope (sender)	
Geographical scope (addressee)	
Advertised delivery standards	
Size limits	
Weight limits	
Access arrangements	
(Please select only one option):	
1 Deposited at access point	
2 Collected from senders' premises	

Legal Basis for contract	
(Please select only one option):	
1 Individually negotiated agreement	
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card	
3 Standard Contract Terms and Conditions and non-negotiable Tariff	
The estimated date of commencement for	
the postal service concerned (if after date of signing below)	
Declaration	
Do you confirm that this service is within	1 Yes
the scope of the universal postal service as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	<b>2</b> No
Declaration	
Do you confirm that you aware that it is a criminal offence to fail to make a notification or to make a notification or a declaration which is false or misleading in	1 Yes
any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible	<b>2</b> No
under the Fines Act 2010?	
Signature	7~5
Date	2024-11-28

Schedule number 3 of	
Details of Services	Provided
Name of service	
Nature of items conveyed:	
1 Items of correspondence	
2 Business documents	
3 books	
4 catalogues	
5 newspapers	
6 periodicals	
7 Merchandise with or without commercial value	
8 Other (please state)	
Geographical scope (sender)	
Geographical scope (addressee)	
Advertised delivery standards	
Size limits	
Weight limits	
Access arrangements	
(Please select only one option):	
1 Deposited at access point	
2 Collected from senders' premises	

Signature Date	2024-11-28
Do you confirm that you aware that it is a criminal offence to fail to make a notification or to make a notification or a declaration which is false or misleading in any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	1 Yes 2 No
Do you confirm that this service is within the scope of the universal postal service as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	1 Yes 2 No
The estimated date of commencement for the postal service concerned (if after date of signing below)  Declaration	
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card  3 Standard Contract Terms and Conditions and non-negotiable Tariff	
Legal Basis for contract (Please select only one option):  1 Individually negotiated agreement	

Schedule number 4 of		
Details of Services Provided		
Name of service		
Nature of items conveyed:		
1 Items of correspondence		
2 Business documents		
3 books		
4 catalogues		
5 newspapers		
6 periodicals		
7 Merchandise with or without commercial value		
8 Other (please state)		
Geographical scope (sender)		
Geographical scope (addressee)		
Advertised delivery standards		
Size limits		
Weight limits		
Access arrangements		
(Please select only one option):		
1 Deposited at access point		
2 Collected from senders' premises		

Legal Basis for contract	
(Please select only one option):	
1 Individually negotiated agreement	
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card	
3 Standard Contract Terms and Conditions and non-negotiable Tariff	
The estimated date of commencement for	
the postal service concerned (if after date of signing below)	
Declaration	
Do you confirm that this service is within	1 Yes
the scope of the universal postal service as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	<b>2</b> No
Declaration	
Do you confirm that you aware that it is a criminal offence to fail to make a notification or to make a notification or a declaration which is false or misleading in	1 Yes
any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	<b>2</b> No
Signature	725
Date	2024-11-28

Schedule number 5 of		
Details of Services Provided		
Name of service		
Nature of items conveyed:		
1 Items of correspondence		
2 Business documents		
3 books		
4 catalogues		
5 newspapers		
6 periodicals		
7 Merchandise with or without commercial value		
8 Other (please state)		
Geographical scope (sender)		
Geographical scope (addressee)		
Advertised delivery standards		
Size limits		
Weight limits		
Access arrangements		
(Please select only one option):		
1 Deposited at access point		
2 Collected from senders' premises		

Date	2024-11-28
Signature	7~15
any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	<b>2</b> No
notification or to make a notification or a declaration which is false or misleading in	1 100
Declaration  Do you confirm that you aware that it is a criminal offence to fail to make a	1 Yes
as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	<b>2</b> No
Declaration  Do you confirm that this service is within the scope of the universal postal service	1 Yes
the postal service concerned (if after date of signing below)	
The estimated date of commencement for	
3 Standard Contract Terms and Conditions and non-negotiable Tariff	
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card	
1 Individually negotiated agreement	
(Please select only one option):	
Legal Basis for contract	

Schedule number 6 of		
Details of Services Provided		
Name of service		
Nature of items conveyed:		
1 Items of correspondence		
2 Business documents		
3 books		
4 catalogues		
5 newspapers		
6 periodicals		
7 Merchandise with or without commercial value		
8 Other (please state)		
Geographical scope (sender)		
Geographical scope (addressee)		
Advertised delivery standards		
Size limits		
Weight limits		
Access arrangements		
(Please select only one option):		
1 Deposited at access point		
2 Collected from senders' premises		

Legal Basis for contract	
(Please select only one option):	
1 Individually negotiated agreement	
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card	
3 Standard Contract Terms and Conditions and non-negotiable Tariff	
The estimated date of commencement for	
the postal service concerned (if after date of signing below)	
Declaration	
Do you confirm that this service is within	1 Yes
the scope of the universal postal service as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	<b>2</b> No
Declaration	
Do you confirm that you aware that it is a criminal offence to fail to make a notification or to make a notification or a declaration which is false or misleading in	1 Yes
any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	<b>2</b> No
Signature	7. (
	V~. J
Date	2024-11-28

Schedule number 7 of		
Details of Services Provided		
Name of service		
Nature of items conveyed:		
1 Items of correspondence		
2 Business documents		
3 books		
4 catalogues		
5 newspapers		
6 periodicals		
7 Merchandise with or without commercial value		
8 Other (please state)		
Geographical scope (sender)		
Geographical scope (addressee)		
Advertised delivery standards		
Size limits		
Weight limits		
Access arrangements		
(Please select only one option):		
1 Deposited at access point		
2 Collected from senders' premises		

Date	2024-11-28
Signature	7~5
any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	<b>2</b> No
notification or to make a notification or a declaration which is false or misleading in	
Declaration  Do you confirm that you aware that it is a criminal offence to fail to make a	1 Yes
Communications Regulation (Postal Services) Act 2011?	<b>2</b> No
Do you confirm that this service is within the scope of the universal postal service as defined in section 37(1) of the	1 Yes
Declaration	
the postal service concerned (if after date of signing below)	
The estimated date of commencement for	
3 Standard Contract Terms and Conditions and non-negotiable Tariff	
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card	
1 Individually negotiated agreement	
(Please select only one option):	
Legal Basis for contract	

Schedule number 8 of		
Details of Services Provided		
Name of service		
Nature of items conveyed:		
1 Items of correspondence		
2 Business documents		
3 books		
4 catalogues		
5 newspapers		
6 periodicals		
7 Merchandise with or without commercial value		
8 Other (please state)		
Geographical scope (sender)		
Geographical scope (addressee)		
Advertised delivery standards		
Size limits		
Weight limits		
Access arrangements		
(Please select only one option):		
1 Deposited at access point		
2 Collected from senders' premises		

Legal Basis for contract	
(Please select only one option):	
1 Individually negotiated agreement	
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card	
3 Standard Contract Terms and Conditions and non-negotiable Tariff	
The estimated date of commencement for	
the postal service concerned (if after date of signing below)	
Declaration	
Do you confirm that this service is within	1 Yes
the scope of the universal postal service as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	<b>2</b> No
Declaration	
Do you confirm that you aware that it is a criminal offence to fail to make a notification or to make a notification or a	1 Yes
declaration which is false or misleading in any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	<b>2</b> No
Signature	-1 .C
-	1~;
Date	2024-11-28

Schedule number 9 of		
Details of Services Provided		
Name of service		
Nature of items conveyed:		
1 Items of correspondence		
2 Business documents		
3 books		
4 catalogues		
5 newspapers		
6 periodicals		
7 Merchandise with or without commercial value		
8 Other (please state)		
Geographical scope (sender)		
Geographical scope (addressee)		
Advertised delivery standards		
Size limits		
Weight limits		
Access arrangements		
(Please select only one option):		
1 Deposited at access point		
2 Collected from senders' premises		

Legal Basis for contract	
(Please select only one option):	
1 Individually negotiated agreement	
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card	
3 Standard Contract Terms and Conditions and non-negotiable Tariff	
The estimated date of commencement for	
the postal service concerned (if after date of signing below)	
Declaration	
Do you confirm that this service is within	1 Yes
the scope of the universal postal service as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	<b>2</b> No
Declaration	
Do you confirm that you aware that it is a criminal offence to fail to make a notification or to make a notification or a declaration which is false or misleading in	1 Yes
any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	<b>2</b> No
Signature	7. (
Date	2024 44 22
	2024-11-28

Schedule number 10 of		
Details of Services Provided		
Name of service		
Nature of items conveyed:		
1 Items of correspondence		
2 Business documents		
3 books		
4 catalogues		
5 newspapers		
6 periodicals		
7 Merchandise with or without commercial value		
8 Other (please state)		
Geographical scope (sender)		
Geographical scope (addressee)		
Advertised delivery standards		
Size limits		
Weight limits		
Access arrangements		
(Please select only one option):		
1 Deposited at access point		
2 Collected from senders' premises		

Date	2024-11-28
Signature	Jas
declaration which is false or misleading in any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	<b>2</b> No
Declaration  Do you confirm that you aware that it is a criminal offence to fail to make a notification or a	1 Yes
as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	<b>2</b> No
Declaration  Do you confirm that this service is within the scope of the universal postal service	1 Yes
The estimated date of commencement for the postal service concerned (if after date of signing below)	
3 Standard Contract Terms and Conditions and non-negotiable Tariff	
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card	
1 Individually negotiated agreement	
Legal Basis for contract (Please select only one option):	

Schedule number	of				
Details of Services Provided					
Name of service					
Nature of items conveyed:					
1 Items of correspondence					
2 Business documents					
3 books					
4 catalogues					
5 newspapers					
6 periodicals					
7 Merchandise with or without commercial value	it				
8 Other (please state)					
Geographical scope (sender)					
Geographical scope (address	ee)				
Advertised delivery standards	S				
Size limits					
Weight limits					
Access arrangements					
(Please select only one option	n):				
1 Deposited at access point					
2 Collected from senders' pre	emises				

Legal Basis for contract		
(Please select only one option):		
1 Individually negotiated agreement		
2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card		
3 Standard Contract Terms and Conditions and non-negotiable Tariff		
The estimated date of commencement for		
the postal service concerned (if after date of signing below)		
Declaration		
Do you confirm that this service is within	1 Yes	
the scope of the universal postal service as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	<b>2</b> No	
Declaration		
Do you confirm that you aware that it is a criminal offence to fail to make a notification or to make a notification or a declaration which is false or misleading in	1 Yes	
any material respect and on summary conviction any offender is liable to a "class A" fine, the largest fine permissible under the Fines Act 2010?	<b>2</b> No	
Signature	7~5	
Date	2024-11-28	
	2027-11-20	