

COMREG

- 5 SEP 2012

This is the form of notification and declaration that undertakings should make and send to [postal.team@comreg.ie](mailto:postal.team@comreg.ie) 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)	Lettershop Services Ltd
1.2 Trading Name(s) (if different to above)	Lettershop Postal
1.3 Postal Address *	Unit 5, Grattan Business Park, Clonsaugh, Dublin 17
1.4 Undertaking's Telephone Number (inc dialling code)	01 855 3888
1.5 Website address	<a href="http://www.lettershop.ie">www.lettershop.ie</a>
1.6 Address of Registered Office (*in the case of a body corporate that is a company)	Unit 5 Grattan Business Park, Clonsaugh, Dublin 17
1.7 Company registration Number (* in the case of a body corporate that is a company)	282006
1.8 Other legal or natural persons which are part of the undertaking	
1.9 Email Address (if available)	

\* Indicates a mandatory field


<b>Section 2. Information about Compliance Officers</b>	
2.1 Name of Principal contact *	Ross Hamilton
2.2 Office Phone number *	01 855 3888
2.3 Mobile Phone Number	
2.4 Email address *	ross@lettershop.ie
2.5 Name of Deputy contact	Carol Hingerton
2.6 Office Phone number	01 855 3888
2.7 Mobile Phone Number	
2.8 Email address	carol@lettershop.ie

\* Indicates a mandatory field

<b>Section 3. Contacts Details for postal service users wishing to make a complaint</b>	
3.1 Postal Address *	Unit 5 Grattan Business Park, Clonshaugh, Dublin 17
3.2 Telephone Numbers(inc dialling code)	
3.2.1 Freephone number	
3.2.2 LoCall number	
3.2.3 Office Phone number *	01 855 3888
3.3 Website address	www.lettershop.ie
3.4 Email Address	info@lettershop.ie

\* 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)	2
4.2 Number of these Services which are within the scope of the universal postal service	None
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 the provision of postal services, and in particular those imposed by sections 11, 12, 39, 42, 43, 45, 47, 53 and 54?	Yes 1 Yes 2 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 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 <b>Yes</b>
Signature	
Date	23/8/12

## Details of Services Provided

Name of service	Hand Delivery - Other
Nature of items conveyed:	1, 2,
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)	Worldwide
Geographical scope (addressee)	Dublin & Parts of County Dublin
Advertised delivery standards	N/A
Size limits	None
Weight limits	None
Access arrangements	N/A
(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

Individually Negotiated Agreement

The estimated date of commencement for the postal service concerned (if after date of signing below)

Immediate

**Declaration**

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

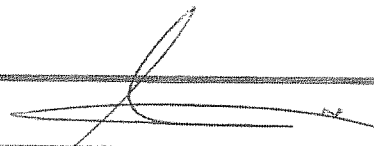
**Declaration**

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 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

**Yes**

**Signature**



**Date**

23/8/12

## Details of Services Provided

Name of service	Hand Delivery - Publications
Nature of items conveyed:	5, 6
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)	Worldwide
Geographical scope (addressee)	Dublin & Parts of County Dublin
Advertised delivery standards	N/A
Size limits	None
Weight limits	None
Access arrangements	N/A
(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

Individually Negotiated Agreement

The estimated date of commencement for the postal service concerned (if after date of signing below)

Immediate

Declaration

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

Declaration

Do you confirm that you are 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

**Yes**

Signature



Date

23/8/12

## Details of Services Provided

Name of service	Hand Delivery - General
Nature of items conveyed:	3, 4, 7,
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)	Worldwide
Geographical scope (addressee)	Dublin & Parts of County Dublin
Advertised delivery standards	N/A
Size limits	None
Weight limits	None
Access arrangements	N/A
(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

Individually Negotiated Agreement

The estimated date of commencement for the postal service concerned (if after date of signing below)

Immediate

**Declaration**

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

**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 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

**Yes**

**Signature**



**Date**

23/8/12