



Commission for  
**Communications Regulation**

# **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:** 26 July 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	
<b>1.1 Name of undertaking *</b> (Name of Legal or Natural Person, e.g Company's Registered Name)	PrintPost Ltd
<b>1.2 Trading Name(s)</b> (if different to above)	
<b>1.3 Postal Address *</b>	3/4 Broomhill Business Park, Broomhill Road, Tallaght, Dublin 24, D24 HD43
<b>1.4 Undertaking's Telephone Number</b> (inc dialling code)	01 451 3355
<b>1.5 Website address</b>	www.anpost.com
<b>1.6 Address of Registered Office</b> (*in the case of a body corporate that is a company)	GPO O'Connell St. Dublin 1 D01 F5P2
<b>1.7 Company registration Number (* in the case of a body corporate that is a company)</b>	214174
<b>1.8 Other legal or natural persons which are part of the undertaking</b>	N/A
<b>1.9 Email Address</b> (if available)	sales.support@printpost.ie

\* Indicates a mandatory field

Section 2. Information about Compliance Officers	
<b>2.1 Name of Principal contact *</b>	John Brady
<b>2.2 Office Phone number *</b>	01 451 3355
<b>2.3 Mobile Phone Number</b>	086 856 4112
<b>2.4 Email address *</b>	John.Brady@anpost.ie
<b>2.5 Name of Deputy contact</b>	Damian Mooney
<b>2.6 Office Phone number</b>	01 451 3355
<b>2.7 Mobile Phone Number</b>	086 837 0473
<b>2.8 Email address</b>	Damian.Mooney@printpost.ie

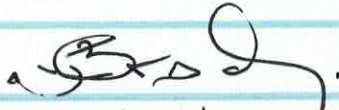
\* Indicates a mandatory field

Section 3.	
Contacts Details for postal service users wishing to make a complaint	
<b>3.1 Postal Address *</b>	3/4 Broomhill Business Park, Broomhill Road, Tallaght, Dublin 24, D24 HD43
<b>3.2 Telephone Numbers(inc dialling code)</b>	01 451 3355
<b>3.2.1 Freephone number</b>	N/A
<b>3.2.2 LoCall number</b>	N/A
<b>3.2.3 Office Phone number *</b>	01 451 3355
<b>3.3 Website address</b>	N/A
<b>3.4 Email Address</b>	sales.support@printpost.ie

\* Indicates a mandatory field



## Section 4. Details of Services provided and Declarations

<b>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)</b>	1
<b>4.2 Number of these Services which are within the scope of the universal postal service</b>	0
<b>4.3 CONFIRMATION</b>  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?	1 Yes  Yes  2 No
<b>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?</b>	1 Yes  Yes  2 No
<b>Signature</b>	
<b>Date</b>	14 Nov 2025

## Details of Services Provided

<b>Name of service</b>	<b>Access</b>
<b>Nature of items conveyed:</b> <b>1 Items of correspondence</b> <b>2 Business documents</b> <b>3 books</b> <b>4 catalogues</b> <b>5 newspapers</b> <b>6 periodicals</b> <b>7 Merchandise with or without commercial value</b> <b>8 Other (please state)</b>	Business documents Books Catalogues Newspapers Periodicals Merchandise with or without commercial value Direct Mail (similar content except in some cases for name and address)
<b>Geographical scope (sender)</b>	National
<b>Geographical scope (addressee)</b>	National
<b>Advertised delivery standards</b>	up to D+4
<b>Size limits</b>	as for Letters and Large Envelopes up to 1kg
<b>Weight limits</b>	1kg
<b>Access arrangements</b> <b>(Please select only one option):</b> <b>1 Deposited at access point</b> <b>2 Collected from senders' premises</b>	Both



<b>Legal Basis for contract</b> (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
<b>The estimated date of commencement for the postal service concerned (if after date of signing below)</b>	1 January 2026
<b>Declaration</b> Do you confirm that this service is <i>within the scope of the universal postal service</i> as defined in section 37(1) of the Communications Regulation (Postal Services) Act 2011?	1 Yes No 2 No
<b>Declaration</b> 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 Yes 2 No
<b>Signature</b>	
<b>Date</b>	