



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.

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

\* Indicates a mandatory field

<b>Section 2. Information about Compliance Officers</b>	
<b>2.1 Name of Principal contact *</b>	
<b>2.2 Office Phone number *</b>	
<b>2.3 Mobile Phone Number</b>	
<b>2.4 Email address *</b>	
<b>2.5 Name of Deputy contact</b>	
<b>2.6 Office Phone number</b>	
<b>2.7 Mobile Phone Number</b>	
<b>2.8 Email address</b>	

\* Indicates a mandatory field

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

\* 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>	
<b>4.2 Number of these Services which are within the scope of the universal postal service</b>	
<b>4.3 CONFIRMATION</b>  <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?</b>	<b>1 Yes</b>  <b>2 No</b>
<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>	<b>1 Yes</b>  <b>2 No</b>
<b>Signature</b>	
<b>Date</b>	11/03/2026

**Details of Services Provided**

<b>Name of service</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>	
<b>Geographical scope (sender)</b>	
<b>Geographical scope (addressee)</b>	
<b>Advertised delivery standards</b>	
<b>Size limits</b>	
<b>Weight limits</b>	
<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>	

<p><b>Legal Basis for contract</b></p> <p>(Please select only one option):</p> <p>1 Individually negotiated agreement</p> <p>2 Standard Contract Terms and Conditions and individually negotiated discounts from Rate Card</p> <p>3 Standard Contract Terms and Conditions and non-negotiable Tariff</p>	
<p>The estimated date of commencement for the postal service concerned (if after date of signing below)</p>	
<p><b>Declaration</b></p> <p>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?</p>	<p>1 Yes</p> <p>2 No</p>
<p><b>Declaration</b></p> <p>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?</p>	<p>1 Yes</p> <p>2 No</p>
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