



Guidance on completion of specific elements of the application form
for authorisation

Section 1

(a) Details of Applicant – Contact Details

<p>Name of applicant*</p>	<p>This should be the name of the company, if incorporated, or the natural person. Trading names should not be used. i.e. Mr. A O'Brien or A O'Brien Ltd. are acceptable entries; O'Brien Services is not.</p> <p>Sample entry: A O'Brien Ltd.</p>
<p>Trading Name(s) (if different to above)</p>	<p>Enter the trading name or names as used by the enterprise. Note that where ComReg enters details of a trading name, this is without prejudice to whether the requirements of the Companies Acts relating to Business Names have been complied with.</p> <p>Sample entry: O'Brien Services</p>
<p>Postal Address*</p>	<p>Enter the address to which members of the public should direct correspondence.</p> <p>Sample Entry: Unit 4, ABC Business Park, Sligo.</p>
<p>Telephone Number (inc dialling code)*</p>	<p>This should be the number for use by members of the public or other third parties – if LoCall or Freefone numbers are available, they should be shown.</p> <p>Sample Entry: (071) 911 2345</p> <p>Note: ComReg will not make telephone numbers of private individuals available to the public.</p>
<p>Fax Number (inc dialling code)</p>	<p>This should be the number for use by members of the public or other third parties</p> <p>Note: ComReg will not make fax numbers of private individuals available to the public.</p>
<p>Email Address (if available)*</p>	<p>This should be the email address for use by members of the public or other third parties</p> <p>Sample Entry: aobrien@obrienservices.ie</p> <p>Note: ComReg will not make email addresses of private individuals available to the public.</p>
<p>Website Address</p>	<p>This will provide a link to website of the applicant from the ComReg website</p>

* = Mandatory field on online form



(b) Details of Applicant - Complaints and Redress Details

Contact details are shown in these sections.

Contact details for **customers who wish to make a complaint or seek redress** will be published on ComReg's website so that customers can make contact if necessary.

Are these the contact details for customers who wish to make a complaint or seek redress?	Enter Yes or No	
<i>If No please provide those details here:</i>	Trading Name	
	Postal Address	
	Telephone LoCall:	
	Telephone FreePhone:	
	Fax Number	
	Email Address	
	Web URL	

(c) Details of Applicant – Compliance Officers Details

Contact details for compliance officers required must be completed, however please note that details provided will be used solely for ComReg's information and compliance functions.

Primary Compliance Officer		
Contact Telephone numbers	Office:	
	Mobile:	
Email Address		
Deputy Compliance Officer		
Contact Telephone numbers	Office:	
	Mobile:	
Email Address		

(d) Details of Applicant – Company Details

This section must be completed for ComReg's information only.

Company Registration No. * (if registered company)	Enter company registration number here. Where the company is not registered at the Irish Companies Registration Office, the number and the company registry should be shown e.g. 123456 (Companies House, London)
Registered Address* (if registered company)	
Related or connected companies also providing postal services	Enter names of companies which also provide postal services and state nature of connection.

* = Mandatory field on online form



Section 2&3 - Details of Services Provided

The table is a matrix with the different types of content across the top and the different kinds of services down the side. For each type of service provided the relevant rows and column(s) should be ticked according to what contents are accepted, and whether the different services are provided for trans border mail and mail within the state.

Definitions from the EU Postal Directives

postal services: services involving the clearance, sorting, transport and delivery of postal items;

NB Although the above definition taken in conjunction with the definition of postal item appears to restrict postal services to those provided by "the universal service provider" it is clear from both the recitals and specific provisions in the Directives that it encompasses all such services, including Express Services, Document Exchange and Unaddressed Mail:

Recital 21 to 97/67/EC, Whereas new services (services quite distinct from conventional services) and document exchange do not form part of the universal service and consequently there is no justification for their being reserved to the universal service providers;

Recital 22 to 97/67/EC, Whereas Member States should be able to regulate, by appropriate authorization procedures, on their territory, the provision of postal services which are not reserved to the universal service providers; whereas those procedures must be transparent, non-discriminatory, proportionate and based on objective criteria;

Extract from Article 19, as amended,
Member States may provide that this principle is also applied to beneficiaries of services which are:

- outside the scope of the universal service as defined in Article 3, and
- within the scope of the universal service as defined in Article 3, but which are not provided by the universal service provider.

Recital 13 to 2002/39/EC, Amongst the factors which bring about change affecting employment in the postal sector, technological development and market pressure for efficiency gains are the most important; of the remaining factors for change, market-opening will play a less prominent part. Market opening will help to expand the overall size of the postal markets, and any reductions in staff levels among the universal service providers due to such measures (or their anticipation) are likely to be offset by the resulting growth in employment among private operators and new market entrants.



- postal item:** an item addressed in the final form in which it is to be carried by the universal service provider. In addition to items of correspondence, such items also include for instance books, catalogues, newspapers, periodicals and postal packages containing merchandise with or without commercial value;
- item of correspondence:** a communication in written form on any kind of physical medium to be conveyed and delivered at the address indicated by the sender on the item itself or on its wrapping. Books, catalogues, newspapers and periodicals shall not be regarded as items of correspondence;
- direct mail:** a communication consisting solely of advertising, marketing or publicity material and comprising an identical message, except for the addressee's name, address and identifying number as well as other modifications which do not alter the nature of the message, which is sent to a significant number of addressees, to be conveyed and delivered at the address indicated by the sender on the item itself or on its wrapping. The national regulatory authority shall interpret the term 'significant number of addressees' within each Member State and shall publish an appropriate definition. Bills, invoices, financial statements and other non-identical messages shall not be regarded as direct mail. A communication combining direct mail with other items within the same wrapping shall not be regarded as direct mail. Direct mail shall include trans-border as well as domestic direct mail;
- registered item:** a service providing a flat-rate guarantee against risks of loss, theft or damage and supplying the sender, where appropriate upon request, with proof of the handing in of the postal item and/or of its delivery to the addressee;
- insured item:** a service insuring the postal item up to the value declared by the sender in the event of loss, theft or damage;
- trans-border mail:** mail from or to another Member State or from or to a third country;
- document exchange:** provision of means, including the supply of ad hoc premises as well as transportation by a third party, allowing self-delivery by mutual exchange of postal items between users subscribing to this service;
- universal service provider:** the public or private entity providing a universal postal service or parts thereof within a Member State, the identity of which has been notified to the Commission in accordance with Article 4;