



Public Postal Licensee Licence Application Form

A: Applicant Details

Company Name:

Primary Contact Person:

Primary Contact Position:

Primary Contact email:

Primary Contact phone:

Address Information

& Street Name

Village/Neighbourhood

Town/District

Postcode

Telephone: Email:

Website: Facebook:

WhatsApp: Other:

B: Operational Details

Postal Services

Basic Letters (up to 2kg) Basic Parcels (up to 20kg) PO Box

CEP Domestic CEP international (inbound) CEP international (outbound)

Other services

(Please provide rate card for basic services and PO Box service)

Value added services

Track & Trace Sign-for Speed & Timed delivery

Insurance Others

Postal network

	Staffed outlets	PO boxes	Posting Boxes	Agencies	Delivery routes
Total number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="Please provide address of all outlets"/>	<input type="text" value="Please provide no. of PO box at each location"/>	<input type="text" value="Please indicate location of posting boxes on a map"/>	<input type="text" value="Please provide list of agencies, services, and operating hours"/>	<input type="text" value="Please provide starting point of each route"/>

Types of postage available

Stamps Prepaid impression Franking Others

Technology solutions

Sorting Parcel stations Others

Other businesses

Counter services Logistics e-Commerce Mailroom

Warehousing Freight Forwarding Others



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C: Staff & Infrastructure (please specify the actual number in each box)

Number of staff

Female	Male	Full-time	Part-time	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Staff type

Management	Delivery	Counter	Postal Representatives	Other operational <small>(please specify)</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other staff				
<input type="text"/>				

Number of vehicles

Trucks	Vans	Cars	Motorbikes	Others <small>(please specify)</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D: Documents required during application

Business documents

Business registration certificate	<input type="text"/>
Certified annual report & accounts	<input type="text"/>
Identification document of key applicant	<input type="text"/>
Business plan	<input type="text"/>

Operational documents

Detailed Tariff Information	<input type="text"/>
Compensation Rules & Procedures	<input type="text"/>
Customer Complaint Handling Procedures	<input type="text"/>
Quality of Service standards	<input type="text"/>
Handling of Undeliverable Items Procedures	<input type="text"/>

E: Compliance Declaration & Signature

Compliance

- I declare that all the requirements of the Postal Services Act and other pertinent legislation has been complied with.
- I declare that all information provided in this application and attached documents is correct and true.
- I agree for AITI to clarify or review any description in the forms and attached documents with the applicant or relevant third party.
- I agree for AITI to conduct a site visit at the business or company premises and review relevant documents should they see fit.
- I fully understand that failure to comply with the above matters will lead to this application being rejected by AITI.

(Signature)

Full name: _____

Position: _____

Date: _____

F: Notes & Explanations

General Notes

- The applicant should ensure that all information provided in this form is accurate and true
- The applicant should complete all relevant boxes, and provide all additional information requested in a separate sheet (as stated in the form)
- The applicant should place a X in boxes as a sign of agreement except where written or numeric information is required

A: Applicant Details

- The primary contact should be the person with whom the Authority makes contact with regarding the license and any issues that may arise through delivery of services
- The contact information should include details of the primary contact

B: Operational Details

- The applicant should add details of other added value services it is intending to provide
- The applicant should identify all partners involved in the provision of Value Added Services, Technology solutions, and Other Businesses, where appropriate

C: Staff & Infrastructure

- The applicant should only provide details of the staff that will be involved in the provision of services related to this license
- The applicant should provide details of outlets and vehicles that will be involved in the provision of services related to this license

D: Documents required during application

- The identification document of the key applicant should include the primary contact listed in section A of this application
- A business plan should include all the details listed below, and other supporting information
 - Corporate vision
 - Organisation structure
 - The nature and structure of the company
 - Corporate and shareholding structure (clearly indicating the ultimate ownership, both direct and indirect)
 - details of the composition of the Board of Directors and management structure
 - Financial standing
 - Profit and loss accounts, balance sheets and cash flow statements
 - Postal Network, Services & Operations
 - Expansion plans and/or other planned changes for network setup
 - Corporate guidelines on mail security and integrity for mail handling
 - Design of Postal identifier mark and Prepayment impression(s)
 - Level of customer support
- A copy of business registration documents