

On grounds of the provisions under art.38(1), (3) and (5) of Government Emergency Ordinance no.79/2002 on the general regulatory framework for communications, approved, with amendments and completions, by Law no.591/2002, as well as of art.15(4) and art.16(4) of Government Ordinance no.31/2002 on postal services, approved, with amendments and completions, by Law no.642/2002,

**THE PRESIDENT OF THE
NATIONAL REGULATORY AUTHORITY FOR COMMUNICATIONS**

issues the present:

**DECISION
on the procedure for authorizing the providers of postal services**

Art.1. – The present decision sets out the procedure for authorizing the providers of postal services by granting the right to provide postal services based on the general authorization regime or on the individual license, as they are defined in Government Ordinance no.31/2002 on postal services, approved, with amendments and completions, by Law no.642/2002, hereinafter referred to as *Ordinance on postal services*.

Art.2. – Only commercial companies that are legal entities and have as activity object the provision of postal services may be authorized to provide such services.

Art.3. – (1) The general authorization regime is the legal regime which allows the provision of postal services that are not included in the scope of universal service without obtaining an explicit decision from the National Regulatory Authority for Communications, hereinafter referred to as *ANRC*.

(2) The rights and obligations of the persons who provide postal services based on the general authorization regime are specified in Annex no.1 to this decision.

Art.4. - (1) Any commercial company, legal person, who intends to provide postal services based upon the general authorization regime is bound to transmit to *ANRC* headquarters or to the territorial office of *ANRC* in the area of which it carries out its activity a notification about this intention.

(2) The notification shall be made by filling in the standard form specified in Annex no.2 to this decision.

(3) The standard form of the notification may be obtained from the headquarters or any territorial office of *ANRC* or may be downloaded from *ANRC* website.

(4) The notification shall be submitted together with the other necessary documents, by the requester representative personally, upon signature, or sent by registered mail with confirmed receipt.

(5) The right to provide postal services under the general authorization regime is established on the date when the requester is registered in the Public Directory of postal services providers, but not later than 45 days after the day when the notification is received by *ANRC*.

(6) Within the term stipulated in align. (5), ANRC shall register the requester in the Public Directory of postal services providers or shall issue a decision of not granting the right to provide postal services based on the general authorization regime.

(7) If ANRC demands to the requester additional documents, information or clarifications, the term as specified in paragraph (5) is suspended until they are received.

(8) If the requester fails to forward the additional documents, information or clarifications in the indicated term, ANRC is entitled to issue a decision of not granting this right.

(9) The right to provide postal services under the general authorization regime is confirmed through a standard certificate issued by ANRC upon requesters' demand.

(10) The standard certificate is stipulated in annex no. 3.

Art.5. - (1) The individual license is granted by ANRC for a 10 years period to the commercial companies, legal entities, who intend to provide postal services included in the scope of the universal service, granting them specific rights and obligations, additional to the ones conferred through the general authorization regime.

(2) In order to obtain the individual license, any commercial company, legal entity, intending to provide postal services included in the scope of the universal service shall forward ANRC, at headquarters or at the territorial office in the area of which that legal entity carries out its activity, a request with the standard form under Annex no.4 to this decision.

(3) The form of the request for granting the individual license may be obtained from ANRC headquarters or from any territorial office, or may be downloaded from ANRC website.

(4) The request, together with the other necessary documents, shall be forwarded personally by the representative of the requester, upon signature, or sent by registered mail with confirmed receipt.

(5) The individual license includes specific obligations that may refer to:

a) the provision of services included in the scope of the universal service;

b) the quality, availability, and manner to perform the services provided under the license;

c) the observance of rights reserved for the universal service providers, according to the provisions of chapter IV of *Ordinance on postal services*;

d) the occurring contributions owed by the holder of the license on grounds of a mechanism of cost compensation implied by the provision of services included in the scope of the universal service.

(6) The term for granting the individual license or for communicating the decision by which the granting request is rejected is of 90 days since the request has been registered.

(7) If ANRC requests additional documents, information or clarifications from the requester, the term under paragraph (6) is suspended until they are received.

(8) If the requester fails to forward the additionally documents, information or clarifications, within the due time, ANRC shall issue a decision on not granting the individual license.

(9) The individual license has constitutive effect; the right to provide the postal services under the individual license is established on the date when the individual license is issued by ANRC.

Art.6. – In order to be authorized under the general authorization regime or under an individual license, the requester, legal entity, shall forward the following documents:

a) the registration certificate with the Trade Register and the fiscal registration certificate or, as the case may be, the unique registration code, in copy;

- b) the constitutive act together with all subsequent amendments and completions and the certificates for the registration of amendments, in copy;
- c) the mechanism for solving the complaints received from the users;
- d) the commitment to observe the essential requirements defined in the *Ordinance on postal services*, as well as the legal provisions regulating these essential requests;
- e) the list of all points of access in the postal network;
- f) the list with all the counties where he intends to provide the postal services for which he makes the request.

Art.7. - (1) In order to provide postal services under conditions that will ensure that user necessities are met, the providers are bound to observe the essential requirements under art.2 letter v) of *Ordinance on postal services*, as well as the legal provisions regulating these requirements.

(2) The postal services providers are especially obliged:

- a) to ensure the secret of the postal deliveries, under the law;
- b) to ensure the security of the postal network as regards the transportation of dangerous assets, by observing the provisions on the transportation of these assets included in Government Ordinance no.19/1997 on transports, republished, in Government Ordinance no.29/1997 on the air code, republished, in Government Ordinance no.41/1997 on approval of the Regulation for railway transports in Romania, in Government Ordinance no.42/1997 on naval transports, with subsequent amendments and completions, in Government Ordinance no.44/1997 on road transports, approved with amendments and completions, by Law no.105/2000, in Government Ordinance no.48/1999 on road transportation of dangerous merchandises, approved with amendments and completions, by Law no.122/2002, in Government Ordinance no.49/1999 on railway transportation of dangerous merchandises, approved with amendments and completions, by Law no.788/2001;
- c) to observe the terms concerning the protection of personal data and privacy included in Law no.677/2001 for protection of persons regarding personal data processing and free movement of these data, in the secondary legislation issued on its basis, as well as in the other normative acts that includes provisions with respect to protection of personal data and privacy;
- d) to observe the terms concerning environment protection under Law no.137/1995 on environment protection, republished, with subsequent amendments and completions, in the secondary legislation issued on its basis, as well as under the other normative documents comprising provisions on environment protection;
- e) to observe the terms on territory administration and urbanism under Law no.50/1991 on authorizing the performance of construction works, republished, with subsequent amendments and completions, under the secondary legislation issued on its grounds, as well as under the other normative documents that comprise provisions with respect to territory administration and urbanism.

Art.8. – The non-observance of obligations under art.7 may be sanctioned by *ANRC*, according to the severity of the non-observance, by withdrawing the right to provide postal services under the general authorization regime or under the individual license.

Art.9. - (1) In addition to the obligation under art.7, the providers of postal services included in the scope of the universal service have certain specific obligations under the license.

(2) The non-observance of the obligations under paragraph (1) may be sanctioned, according to the severity of the non-observance, by withdrawing of the right to provide postal services under the individual license.

Art.10. – The providers of postal services are obliged to post the mechanism for solving the complaints at their headquarters as well as at each point of work.

Art.11. - (1) *ANRC* establishes and updates the Public Directory of postal services providers.

(2) The Public Directory of postal services providers includes the following information:

- a) the type of the authorization;
- b) the order number given to the authorized provider;
- c) the provider's identification data;
- d) the registration number with the Trade Register and the fiscal code or the unique registration code;
- e) the geographical area where the authorization is valid (county/counties);
- f) the postal service/services for which the provider was authorized;
- g) the date when the right to provide the postal service/services for which the provider was authorized is established;
- h) mentions regarding the suspension or the end of the right to provide postal services, as well as their motivation.

(3) The Public Directory of postal services providers is available on *ANRC* website.

Art.12. - (1) The providers of postal services are obliged to communicate to *ANRC* any changes of the data included in the Public Directory of postal services providers, within 30 days after the date these changes occur, in order for data to be updated.

(2) The request to operate the changes under paragraph (1) shall have the form and content under annex 5 to this decision and shall be accompanied by the documents certifying the changes.

(3) In case the request to operate the changes is not complete or if considered as necessary related to the object of the request or to the data and information submitted by the requester, *ANRC* is entitled to request additional documents, information or clarifications, therefore granting a term of at least 15 days for the provision of the requested documents, information or clarifications. In this case, the term under paragraph (5) is suspended until these documents, information or clarifications are received.

(4) The form for the request to include the changes in the Public Directory of postal services providers may be obtained from *ANRC* headquarters or from any territorial office, or may be downloaded from *ANRC* website, and shall be submitted together with the necessary documents at *ANRC* headquarters or at the territorial office in the area of which the provider is located, personally by the requester representative, upon signature, or through registered mail with confirmed receipt.

(5) The data comprised by the Public Directory of postal services shall be updated within 30 days after the registration of the request to operate the changes.

(6) Upon provider's demand, within the term under paragraph (5), *ANRC* shall issue a new standard certificate or a new individual license, as the case may be, that ascertains or confers the right to provide postal services within the new conditions and cancels the previously issued document. The date under the previous individual license remains valid.

(7) The procedure under this article does not apply in case the provider of postal services based on the general authorization regime intends to provide services included in the

scope of the universal service, nor in case the holder of an individual license intends to provide postal services based on the general authorization regime. In these cases, it is necessary to file in a notification or a request for granting the individual license, as the case may be.

Art.13. – The providers of postal services are obliged to communicate to *ANRC* the changes occurred concerning the mechanism for solving the complaints, within 30 days since these changes occur.

Art.14. - (1) In case the provider of postal services does not comply with the provisions under arts.12 and 13, or any other legal regulations in force, or the taken obligations, *ANRC* is entitled to issue a decision on suspending the right to provide postal services for a determined period of time.

(2) The suspension is registered by *ANRC* in the Public Directory of postal services providers within 30 days since the decision is issued.

Art.15. - (1) The right to provide postal services ends in the following cases:

- a) the holder is dissolved;
- b) *ANRC* issues a decision of withdrawing of this right;
- c) the holder renounces;
- d) the time expires in case of the individual license.

(2) *ANRC* is entitled to issue a decision for withdrawing the right to provide postal services in cases of serious and repeated breaches by the postal services provider of the legal regulations in force or of the taken obligations.

(3) The renouncement to provide postal services based on the general authorization regime or on the individual license produces effects since the renouncement is communicated to *ANRC*.

(4) The end of the right to provide postal services shall be inscribed by *ANRC* in the Public Directory of postal services within 30 days after this event occurs.

Art.16. - (1) The decision of not granting the right to provide postal services based on the general authorization regime or on the individual license shall be motivated, shall be communicated to the requester within 45 days or 90 days, respectively, and may be appealed according to Law no.29/1990 on the administrative contentious, with subsequent amendments.

(2) The decision to suspend or withdraw the right to provide postal services shall be motivated, shall be communicated to the postal services provider within 30 days, and may be appealed according to Law no.29/1990 on the administrative contentious, with subsequent amendments.

Art.17. – Within 60 days after this decision enters into force, the postal services providers authorized before this date are obliged to transmit to *ANRC* the notification or the request for granting the individual license, according to the postal services they intend to continue to provide, in order to uniform the Public Directory of postal services providers.

Art.18. - Annexes no.1-5 are part of this decision.

Art.19. – This decision shall be published in the Romanian Official Journal, Part I.

**PRESIDENT ,
ION SMEEIANU**

Bucharest, March 19, 2003
No.118/EN

The General Authorisation Regime for Postal Services

1. General Provisions

1.1. – The general authorisation regime sets out the conditions under which commercial agents, legal persons, may exert for an undetermined period of time the right to provide postal services that are not included in the scope of universal service.

1.2. – **1.2.1.** All terms herein shall be interpreted in accordance with the definitions under *Ordinance on postal services*.

1.2.2. Within the meaning of this decision, the terms below are defined as follows:

a) *distribution* – the process that starts with the sorting of postal items and ends with their handing over/posting to the addressee. The handing over/posting of postal items shall be carried out: at the headquarters/domicile of the addressee, located within the center of the city; at any box or recipient where the addressee agreed that postal items addressed to him may be distributed; to the person authorised to receive the postal item;

b) *provider of postal services* – the authorised legal person that provides postal services;

c) *provider of postal services included in the scope of universal service* – the legal person authorised under an individual license to provide postal services included in the scope of universal service;

d) *universal service provider* – the provider of postal services designated for this purpose by decision of ANRC's president;

e) *handing over the postal item* – the operation by which the postal item is introduced in the postal network by the sender who forwards it to a point of access of the respective network;

f) *prioritary postal service* – the fastest postal service included in the offer of the universal service provider, the tariff of which is considered basic reference for its reserved services;

g) *standard postal service* – the postal service included in the offer of the postal services provider, should the sender of a postal item not require a special treatment for that postal item, such as: registered mail, ensuring the value, or other value added services;

h) *standard postal item* – postal item under the form of rectangular envelopes or rectangular addressed postal cards/cartons, in one piece, with the following size and weight limits: minimum size 90 x 140 mm, with a 2 mm tolerance; maximum size 120 x 235 mm, with a 2 mm tolerance; maximum weight 20 g; maximum width 5 mm; the „Standard postal item“ category is the reference postal category for setting out the reserved rights of the designated universal service provider;

i) *reference tariff* – the tariff corresponding to the priority postal service regarding postal items in the area of the reserved service, with maximum weight of 350 g;

j) *courier service* – the activity that comprises clearance, sorting, transporting, and delivering to the addressees postal items, printed materials (books, catalogues, newspapers, magazines etc.), and postal packages containing goods with or without commercial value;

k) „*Express*“ *postal services* – the postal services that include at least three added values such as: clearing postal items from an address designated by the sender, guaranteeing the delivery term, and electronic monitoring of postal items during their transport to the addressee;

l) *value added services* – the postal services the characteristics of which answer certain requirements of the users. Such characteristics are: clearing postal items from an address designated by the sender, personally sending the postal item, upon signature, to the addressee or to its authorised representative, delivering at pre-established date and time, guaranteeing the delivery at pre-established date and time, multiple delivery attempts, delivering the postal item according to the priority or the order indicated by the sender, confirming to the sender the delivery accomplishment, the possibility to change the destination or the addressee during the transport or, in case the delivery at the initial address is not possible, electronic monitoring of the postal item during the transport, and other similar. Within the meaning of this decision, the accelerated delivery (priority in processing and transport) of postal items, the sending to, or receiving by a postal services provider of the content of a postal item through electronic means for the purpose of sorting, printing, or preparing the postal item do not represent supplementary characteristics;

m) *reserved rights* – rights reserved by law for the universal service provider;

n) *publicity through postal services* – a minimum number of 1000 pieces of postal item handed over to the same point of access, by the same sender, through the same postal item service, exclusively comprising publicity, marketing, or advertising materials, containing identical messages, except for the address and identification number of the addressee, along with other changes that do not alter the nature of the message. The front side of the postal item containing publicity through postal services shall bear the inscription “Publicity”. Receipts, invoices, financial statements, and other messages with different content, as well as postal items containing, in the same recipient, other goods besides publicity materials, shall not be considered publicity through postal services;

o) *financial-post services* – set of collectings, payments, and funds transfer services, carried out by postal services providers through the public postal network in accordance with the acts of the Universal Postal Union.

1.3. – The postal services under the general authorisation regime are the followings:

1.3.1. Postal services without added value:

a) national post services (CAEN code: 6411) – weight of domestic and cross-border postal items is limited to values between 10 - 50 kg;

b) courier services (CAEN code: 6412) – weight of domestic and cross-border postal items is limited to values between 10 – 50 kg.

c) financial-post services (CAEN code: 6512) ;

d) publicity through postal services.

1.3.2. Value added postal services:

a) national post services (CAEN code: 6411);

- a.1. maximum weight of postal items is limited to 50 kg.

- a.2. Express services.

b) courier services (CAEN code: 6412);

- b.1. maximum weight of postal items is limited to 50 kg.
- b.2. Express services.
- c) financial-post services (CAEN code: 6512);
- d) publicity through postal services.

2. The rights of the postal services provider

2.1. – The provider of postal services is allowed to place its own network, upon contractual basis, only at the disposal of a third party authorised by *ANRC* to provide postal services.

2.2. – The provider of postal services has the right to use its own network for the purpose of also providing other services that are not under the general authorisation regime, under the condition of obtaining the necessary authorisations and approvals.

2.3. – Postal items that could not have been delivered to the addressees nor returned to the sender due to justified reasons shall become the ownership of the provider of postal services after the expiry of the legal term for storage, that is 18 months after the date when the postal item was introduced in its postal network.

3. The obligations of the provider of postal services

3.1. - The provider of postal services is obliged to print its own name or trademark on all distributed postal items as well as on all physical elements that are part of the public postal network he operates.

3.2. – When referring to Express services, in all the respective documents, the provider of postal services shall use the wording “Express services” together with the commercial denomination of the respective service.

3.3. - **3.3.1.** The provider of postal services is obliged to establish a simple, transparent, and accessible mechanism for solving the claims received from the users, especially with respect to the loss, the total or partial destruction, or damage of postal items.

3.3.2. The mechanism for solving the claims received from the users shall be submitted to *ANRC*, for approval, at the same time with the notification of the intention to provide postal services.

3.3.3. The mechanism for solving the claims received from the users shall include the procedure for determining the provider of postal services who is held responsible in case two or more providers are involved the procedure for equitably and promptly solving the claims, as well as a system for return or compensation.

3.4. - The provider of postal services is to be held responsible by the users for the provision of those services he is authorised for and is obliged to grant compensations in accordance with the contract concluded with the sender, but not less than the compensations under *Ordinance on postal services*.

3.5. - **3.5.1.** The provider of postal services is obliged to observe the reserved rights of the provider of universal service under art.12 of *Ordinance on postal services*.

3.5.2. In order to observe the reserved rights and in case he is authorized to provide postal services that involve domestic or cross-border postal item correspondence with maximum weight of 350 g, with or without accelerated delivery, the provider of postal services is obliged to set the corresponding tariff to a value larger than five times the public tariff that corresponds to an item of correspondence in the first weight step of the fastest standard category included in the scope of universal service.

3.6. - The provider of postal services is obliged to observe legal provisions in force regarding the objects prohibited to be transported through the postal network.

3.7. – **3.7.1.** In addition to the provisions under special regulations and under *Ordinance on postal services*, it is prohibited to introduce the followings in any postal item category:

- a) drugs and psychotropic substances;
- b) explosive, flammable, or dangerous substances, as well as radioactive substances;
- c) obscene or immoral objects;
- d) live animals (except for the case when the owner has published a list comprising objects admitted for mailing on his responsibility and the respective animal is included in the list);
- e) guns, ammunition, or parts or accessories thereof;
- f) other postal items addressed to various addressees.

3.7.2. Postal items that do not meet the conditions under the special legislation in the field of postal services shall not be accepted in the public postal network.

3.7.3. In case postal items that do not meet the conditions regarding the addressing or the packaging are erroneously admitted, they shall be transported on sender's own risk.

3.7.4. In case postal items that contain forbidden objects, except for live animals, are erroneously admitted, they shall not be forwarded to their destination, nor distributed to the addressees, nor returned to the sender. In such case, the provider of postal services is obliged to inform the sender of the respective postal item about the treatment applied to that postal item, mentioning the applicable interdiction.

3.8. – In case the provider of postal services intends to use the public postal network of another provider, the first is obliged to conclude a contract with the latest.

3.9. – The provider of postal services may only provide cross-border postal services based upon a contract concluded with a provider of postal services authorized in the respective country.

3.10. – The provider of postal services is obliged to ensure the continuity of the provision of the postal services he has been authorized for, by providing them under the following minimum conditions:

a) to have fixed or mobile access point/s of its own or of other third party/parties in the area of the county/counties where he provides postal services;

b) to post the offer of postal services and the corresponding tariffs at each access point of its public postal network;

c) customer relations hours shall be of minimum one working day per week and shall be posted at all access points to the public postal network;

d) to own a permanent transport network of its own or on contractual basis.

3.11. - The provider of postal services is obliged to submit to *ANRC* a copy of its annual financial statements at the same time with their submission to the General Directorate of Public Finances of the respective county or of Bucharest, as the case may be, within the legal term, for the purpose of establishing his turnover.

3.12. - The provider of postal services is obliged to annually pay to *ANRC* the monitoring tariff in amount of 0,1% of its turnover from the previous year.

3.13. – In case of cease of activity and irrespective of the form of the cease, the provider of postal services is obliged to pay to *ANRC*, at the moment when its turnover is determined according to the legal provisions, the monitoring tariff under *Ordinance on postal services*.

NOTIFICATION
 regarding the provision of postal services
 under the general authorization regime

A. Data necessary for identifying and efficiently communicating with the requester (as they are mentioned in the documents annexed hereto in copy)

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B. Description of the postal services the requester intends to provide:

1. Services without added value:

1.1. National post services (CAEN code: 6411) - weight of domestic and cross-border postal items is limited to values between 10 - 50 kg.

1.2. Courier services (CAEN code: 6412) - weight of domestic and cross-border postal items is limited to values between 10 – 50 kg;

1.3. Financial-post services (CAEN code: 6512);

domestic;

cross-border;

1.4 Publicity through postal services;

domestic;

cross-border;

2. Value added postal services:

2.1. National post services (CAEN code: 6411)

2.1.1. - maximum weight of domestic postal items is limited to 10 kg, respectively 20 kg for the distribution of postal packages sent from outside the Romanian territory to an address located in this territory.

2.1.2. - weight of domestic and cross-border postal items is limited to values between 10 - 50 kg;

2.1.3. – Express services

domestic;

cross-border;

2.2. Courier services (CAEN code: 6412)

2.2.1. - maximum weight of domestic postal items is limited to 10 kg, respectively 20 kg for the distribution of postal packages sent from outside the Romanian territory to an address located in this territory

2.2.2. - weight of domestic and cross-border postal items is limited to values between 10 - 50 kg

- 2.2.3. – Express services
- 2.3. Financial-post services (CAEN code: 6512);
 - domestic;
 - cross-border;
- 2.4 Publicity through postal services;
 - domestic;
 - cross-border.

C. Values added to the provided postal services:

- 1. Special services regarding the transmission of the postal item:
 - 1.1. The „content payment upon receipt“ service;
 - 1.2. The service of registered postal item and the issuing of a proof regarding the introduction of the registered postal item in the postal network;
 - 1.3. The service of ensuring the content for the value stated by the sender;
 - 1.4. Other special services;
- 2. Special services regarding the transportation of the postal item:
 - 2.1. electronic monitoring of the postal item during the transport;
 - 2.2. possibility to change the destination or the addressee during the transport, in case the delivery to the initial destination has not been possible;
 - 2.3. Clearing postal items from an address designated by the sender;
 - 2.4. Other special services.
- 3. Special services regarding the delivery of the postal item:
 - 3.1. delivering at the domicile/headquarters postal items with weight exceeding 500 g;
 - 3.2. delivering the postal item by special courier;
 - 3.3. personally delivering the postal items to the addressee or to the authorized representative of the addressee;

- 3.4. delivering the postal items at a pre-established date and hour;
- 3.5. guaranteeing the postal item is delivered at a pre-established date and hour;
- 3.6. multiple delivery attempts;
- 3.7. delivering the postal items according to the priority or order specified by the sender;
- 3.8. confirming to the sender the accomplishment of the delivery;
- 3.9. storing and keeping the postal items at the disposal of addressees;
- 3.10. issuing proof that the postal item has been delivered;
- 3.11. guaranteeing delivery term;
- 3.12. other special services.

D. Details regarding the postal network used for providing postal services:

- 1. The requester shall provide postal services through:
 - 1.1. own postal network;
 - 1.2. the postal network of a third party;

2. Conditions for access to the requester's network: the list of access points with their addresses has been made according to the model below and has been attached to this document.

No.	Type of the access point (fixed/mobile)	Complete address of the access point	Telephone	Fax	E-mail	Customer relations hours (days/hours)
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E. Geographic area of the provision of services for which authorization is requested for:

- County/Countries (a list shall be attached in case of more than one counties);
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F. Requester’s trademark (as the case may be):

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G. Name/commercial denominations of postal services for which authorization is requested (listed following the order of their mentioning in this request):

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H. The requester requires the issue of the document representing proof of his right to provide postal services under the general authorisation:

Yes: „I wish that the document representing the proof of my right to provide postal services under the general authorisation regime be issued and I ask for it to be sent by registered mail with confirmed receipt to the following address:
.....
.....”

No.

I. The following documents are annexed to the notification:

Certificate of registration with the Trade Register and certificate of fiscal registration or the unique registration code, as the case may be;

Constitutive act, with all subsequent amendments and completions, together with the certificates of amendments;

- The mechanism for solving the requests received from the users;
- Commitment to meet the essential requirements under *Ordinance on postal services*, as well as under the legal provisions that regulate these essential requirements;
- List comprising all points of access to the postal network (following the above model);
- List comprising all counties in the area of which the requester intends to provide the postal services he requests authorization for.
- Power-of-attorney for submitting this notification, as the case may be.

J. The undersigned,, representative of the requester, knowing the provisions under art.292 of the Criminal Code on the crime of faulty declarations, I hereby declare on my own responsibility that all data and information included in this request and in the annexed documents are correct and complete.

Date of filling in:

Requester's seal:

Signature of requester's representative:



STANDARD CERTIFICATE

for the provider of postal services under the general authorization regime
issued under art.4(9) of Decision no.118/2003 on the procedure for the authorization
of postal services providers

1. Holder

.....
with headquarters in: City....., Street.....,
No., Block, Entr., Fl., App. County/Sector,
registered with the Trade Register of county/city under
no.....as of....., fiscal code or unique registration code
.....

**benefits from the right to provide the following postal services under the general
authorisation regime:**

1. Postal services without added value

- 1.1. National post services (CAEN code: 6411) - weight of domestic and cross-border postal items is limited to values between 10 - 50 kg.
- 1.2. Courier services (CAEN code: 6412) - weight of domestic and cross-border postal items is limited to values between 10 - 50 kg.
- 1.3. Financial-post services (CAEN code: 6512);
- 1.4. Publicity through postal services.

2. Value added postal services:

- 2.1. National post services (CAEN code: 6411)
 - 2.1.1. - maximum weight of postal items is limited to 10 kg, respectively 20 kg for the distribution of postal packages sent from outside the Romanian territory to an address located in this territory.
 - 2.1.2. - weight of postal items is limited to values between 10 - 50 kg.
 - 2.1.3. - Express services.
- 2.2. Courier services (CAEN code: 6412)
 - 2.2.1. - maximum weight of postal items is limited to 10 kg, respectively 20 kg for the distribution of postal packages sent from outside the Romanian territory to an address located in this territory.
 - 2.2.2. - weight of postal items is limited to values between 10 - 50 kg.
 - 2.2.3. - Express services.
- 2.3. Financial-post services (CAEN code: 6512);
- 2.4. Publicity through postal services.

This certificate has been issued following the notification registered under no.

PRESIDENT,
Seal,

Director,

Approved,

REQUEST FOR GRANTING THE INDIVIDUAL LICENSE regarding the provision of postal services included in the scope of universal service

A. Data necessary for identifying and efficiently communicating with the requester
(as they are mentioned in the constitutive act and the certificates annexed hereto in copy)

Name of the requester:																																
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B. Description of services the requester intends to provide:

1. clearance, sorting, transportation, and delivery of domestic and cross-border postal items with weight limited to maximum 2 kg:

1.1. postal item;

1.2. "printed" mail;

2. clearance, sorting, transportation, and delivery of domestic and cross-border postal packages with weight limited to maximum 10 kg;

3. distribution of postal packages with weight limited to maximum 20 kg from outside the Romanian territory to an address located in this territory;

4. the registered postal item service, be it domestic or cross-border postal item;

5. postal item with declared value, be it domestic or cross-border postal item.

C. Details regarding the postal network used for providing postal services included in the scope of universal service:

1. The requester shall provide postal services through:

1.1. own postal network;

1.2. the postal network of a third party;

2. Conditions for access to the requester's network: the list of access points with their addresses has been made according to the model below and has been attached to this document.

No.	Type of the access point (fixed/mobile)	Customer relations hours	Complete address of the access point	Telephone	Fax	E-mail
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D. Registered trademark of the requester (as the case may be):

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E. Name/commercial denomination of the postal services for which authorization is requested (listed following the order of their mentioning in this request):

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F. The following documents are annexed to the request:

Certificate of registration with the Trade Register and certificate of fiscal registration or the unique registration code, as the case may be;

Constitutive act with all subsequent amendments and completions, together with the certificates of amendments;

Mechanism for solving the claims received from the users;

Commitment to observe the essential requirements under *Ordinance on postal services* and the legal provisions that regulate these essential requirements;

List containing all points of access to the postal network (according to the above mentioned model);

G. The undersigned,, representative of the requester, knowing the provisions under art.292 of the Criminal Code on the crime of faulty declarations, I hereby declare on my own responsibility that all data and information included in this request and in the annexed documents are correct and complete.

Date of filling in:

Requester's seal:

Signature of requester's representative:

REQUEST for the registration of amendments regarding the provision of postal services

A. Data necessary for identifying and efficiently communicating with the requester

Name of the requester:				
<input style="width: 100%; height: 20px;" type="text"/>				
Headquarters of the requester:				
Street:		No.	Block	Entr. App.
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<input style="width: 100%; height: 20px;" type="text"/>			<input style="width: 100%; height: 20px;" type="text"/>	
County / Sector:		Telephone :		Fax:
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>
E-mail:		Internet website:		
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>		
The requester is registered with the Trade Register of:				
County/City:		No:	As of:	
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	
Fiscal code :		Unique registration code :		
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>		
Contact person:				
Surname:		First name:		
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>		
Personal numerical code:				
<input style="width: 100%; height: 20px;" type="text"/>				
Street:		No.	Block	Entr. App.
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/> <input style="width: 50px; height: 20px;" type="text"/>
City:			Postal code:	
<input style="width: 100%; height: 20px;" type="text"/>			<input style="width: 100%; height: 20px;" type="text"/>	
County / Sector:		Telephone :		Fax:
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>
E-mail:				
<input style="width: 100%; height: 20px;" type="text"/>				

B. On grounds of *Ordinance on postal services* and of Decision on the procedure for authorizing the provision of postal services, I request the registration of amendments regarding:

standard certificate no as of

individual license no as of

C. The amendments for which I request registration refer to:

.....
.....
.....
.....
.....
.....
.....

D. The requester requires the issue of the standard certificate representing proof of the registration of the amendments:

Yes: "I require the issuing of the standard certificate representing the proof of my right to provide postal services under the general authorisation regime, under the new conditions, and I require the standard certificate to be sent by registered mail with confirmed receipt to the following address:
..... "

No.

E. The undersigned,, representative of the requester, knowing the provisions under art.292 of the Criminal Code on the crime of faulty declarations, I hereby declare on my own responsibility that all data and information included in this request and in the annexed documents are correct and complete.

Date of filling in:

Requester's seal

Signature of requester's representative