



On grounds of Decision no.113/2002 of the Prime Minister on the appointment of the president of the National Regulatory Authority for Communications,

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.** – This 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 agents 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 area 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 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 becomes effective 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 deadline 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 deadline 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 time, 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 demand from the requester.

(10) The standard certificate is stipulated in annex no. 3, integral part of this decision.

**Art.5.** - (1) The individual license is granted by ANRC for a 10 years period to the traders, legal entities, who intend to provide postal services included in the universal service area, 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 legal entity intending to provide postal services from the universal service area shall forward ANRC, at ANRC 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 in the universal service area;

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 outside the universal service area.

(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 begins 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 claims received from the users;
- d) the dimensions and weight conditions to be observed as regards postal deliveries, in case of requests for individual licenses;
- e) the commitment to observe the essential requirements defined in the *Ordinance on postal services*, as well as the legal provisions regulating these essential requests;
- f) the list of all points of access in the postal network;
- g) 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 users' necessities are met, the providers are obliged to observe the essential requirements under art.2 letter v) of *Ordinance on postal services*, as well as the legal provisions regulating these requests.

(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 transportation in Romania, in Government Ordinance no.42/1997 on naval transportation, with subsequent amendments and completions, in Government Ordinance no.44/1997 on street transportation, approved with amendments and completions, by Law no.105/2000, in Government Ordinance no.48/1999 on street transportation of dangerous merchandises, approved with amendments and completions, by Law no.122/2002, in Government Ordinance no.49/1999 on railway transport 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 with concern to personal data protection and free movement of data, in the secondary legislation issued based on this one, as well as in the other normative documents that include provisions with respect to personal data and privacy protection;
- d) to observe the terms concerning environment protection under Law no.137/1995 on environment protection, republished, 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 this 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 penalized by *ANRC*, according to the seriousness 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 universal service area have certain specific obligations under the license.

(2) The non-observance of the obligations under paragraph (1) may be penalized, according to the seriousness of the non-observance, by the withdrawal 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 claims at their headquarters as well as at each point of work.

**Art.11.** - (1) *ANRC* creates 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 born;
- h) information on 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 deadline of at least 15 days for the provision of the requested documents, information or clarifications. In this case, the deadline 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 deadline under paragraph (5), *ANRC* shall issue a new standard certificate or a new individual license, as the case may be, that notes or confers the right to provide postal services within the new conditions and cancels the previously mentioned data. 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 in the universal service area, 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 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 claims, within 30 days since these changes occur.

**Art.14.** - (1) In case the provider of postal services does not observe 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) a decision of withdrawing the right is issued;
- 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 brakes 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 remedy, 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 remedy, 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 demand 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.

**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, ..... February 2003  
No. .... /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 in the area 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) address of the mailing – set of indications inscribed on the mailing in order to allow it to be distributed to the addressee or to be returned to the sender;

b) damage – damage suffered by a mailing that can result in the provider of postal service being held responsible;

c) case of force majeure – an unpredictable and insurmountable event (such as war, social movements, stare de seige, state of necessity, natural disasters, work conflicts etc.) that exempts the provider of postal services from any responsibility, upon condition that this event consistently prevents the provider of postal services to fulfill its due obligations under the legislation in the field of postal services;

d) distribution – the process that starts with the sorting of mailings and ends when these are handed over/posted to the addressee. The handing over/posting of mailings 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 mailings addressed to him may be distributed; to the person authorised to receive the mailing;

e) provider of postal services – authorised legal person that provides postal services;

f) provider of postal services in the area of universal service – legal person authorised based upon individual license to provide postal services in the area of universal service;

g) universal service provider – the provider of postal services specifically designated by ANRC for this purpose;

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

i) priority 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;

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

k) standard mailing – mailing under the form of: rectangular envelopes or rectangular, addressed postal cards/cartons, in one piece, with the following size and weight: 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 mailing“ category is the reference postal category for setting out the reserved rights of the designate universal service provider;

l) mail spoiling – faulty opening of the mailing for the purpose of totally or partially appropriating the content;

m) reference tariff – tariff corresponding to the priority postal service with respect to mailings with maximum weight of 350 g in the area of the service reserved for the provider of universal service designated by *ANRC*;

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

o) „Express“ postal services – postal services that include at least three added values such as collecting mailings from an address designated by the sender, guaranteeing the delivery term, electronic monitoring of mailings along their transport to the addressee, personally sending the mailing, upon signature, to the addressee or to its authorised representative etc.;

p) value added services – postal services the characteristics of which answer certain requirements of the users. Such characteristics are: collecting mailings from an address designated by the sender, personally sending the mailing, 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 mailing according to the priority or the order indicated by the sender, confirming to the sender that the delivery has been made, 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 mailing during the transport, and other similar. Within the meaning of this decision, the accelerated delivery (priority in processing and transport) of mailings, the sending to, or receiving by a postal services provider of the content of a mailing through electronic means for the purpose of sorting, printing, or preparing the mailing shall not be considered supplementary characteristics;

r) reserved rights – rights reserved by law for the universal service provider.

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

#### **1.3.1. Postal services without added value:**

a) national post services (CAEN code: 6411) – weight of mailings is limited to values between 10 - 50 kg.;

b) financial-post services;

b) courier services (CAEN code: 6412) – weight of mailings is limited to values between 10 – 50 kg.

#### **1.3.2. Value added postal services:**

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



- a.1. maximum weight of mailings is limited to 50 kg.
  - a.2. Express services.
- b) courier services (CAEN code: 6412);

- b.1. maximum weight of mailings is limited to 50 kg.
- b.2. Express services.

## **2. The rights of the postal services provider**

**2.1.** – The provider of postal services is allowed, upon contractual basis, to place its own network 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.** – Mailings 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 mailing 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 mailings 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 losing, totally or partially destroying, or damaging postal mailings.

**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 intent to provide postal services.

**3.3.3.** The mechanism for solving the claims 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 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 mailing correspondence with maximum weight of 350 gr., with or without added value, the provider of postal services is obliged to set the corresponding tariff to a value larger than five times the reference tariff that corresponds to a standard, priority mailing in the area of universal service and depending on its weight.

**3.6.** - The provider of postal services is obliged to observe legal provisions in force regarding the objects that are not allowed to be transported through the postal network.

**3.7.** – **3.7.1.** Apart from the provisions under special regulations and under *Ordinance on postal services*, it is forbidden to introduce the followings in any mailing 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 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 mailings addressed to various addressees.

**3.7.2.** Mailings 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 mailings 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 mailings 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 mailing about the treatment applied to that mailing, 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 international 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 parties in the area of the county/ies 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 directorate General of Public Finances of the respective county or of Bucharest, as the case may be, within the legal term, for the purpose of establishing its 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*.

#### **4. Final provisions**

**4.1.** – Under exceptional situations, such as state of necessity or seige, disasters or calamities, the Ministry of Communications and Information Technology together with the Ministry of National Defense and the other institutions in the national defense system, may order the postal services to be reorganized, restrained, or temporarily restricted and shall make this decision public.

**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)

<b>Name of the requester:</b>			
<b>Headquarters of the requester:</b>			
Street:	No.	Block	Entr. App.
City:		Postal code:	
County / Sector:	Telephone:	Fax:	
E-mail:	Internet website:		
<b>The requester is registered with the Trade Register of:</b>			
County/City:	Number:	As of:	
Fiscal code:	Unique registration code:		
<b>Contact person:</b>			
Surname:	First name:		
Personal Numerical Code:			
Street:	No.	Block	Entr. App.
City:		Postal code:	
County / Sector:	Telephone:	Fax:	
E-mail:			

## **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 mailings is limited to values between 10 - 50 kg.

1.2. Financial-post services.

1.3. Courier services (CAEN code: 6412) - weight of mailings is limited to values between 10 – 50 kg.

### **2. Value added postal services:**

2.1. National post services (CAEN code: 6411)

2.1.1. - maximum weight of internal mailings 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 mailings 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 internal mailings 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 mailings is limited to values between 10 - 50 kg

2.2.3. – Express services

## **C. Values added to the provided postal services:**

1. Special services regarding the transmission of the mailing:

1.1. the „content payment upon receipt“ service;

1.2. the service of registered mailing and the issuing of a proof regarding the introduction of the registered mailing in the postal network;

- 1.3. Other special services;
- 2. Special services regarding the transmission of the mailing:
  - 2.1. electronic monitoring of the mailing 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. Collecting mailings from an address designated by the sender;
  - 2.4. Other special services.
- 3. Special services regarding the delivery of the mailing:
  - 3.1. delivering at the domicile/headquarters mailings with weight exceeding 500 gr.;
  - 3.2. delivering the mailing by special courier;
  - 3.3. personally delivering the mailings to the addressee or to the authorized representative of the addressee;
  - 3.4. delivering the mailings at a pre-established date and hour;
  - 3.5. guaranteeing the mailing is delivered at a pre-established date and hour;
  - 3.6. multiple delivery attempts;
  - 3.7. delivering the mailings according to the priority or order specified by the sender;
  - 3.8. confirming to the sender that the delivery has been made;
  - 3.9. storing and keeping the mailings at the disposal of addressees;
  - 3.10. issuing proof that the mailing has been delivered;
  - 3.11. other special services.

**D. Details regarding the mailings that represent the object of postal service provision:**

- Internal mailings;
- International mailings.

**E. 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)

**F. Geographic area where will be provided services for which authorization is requested:**

- County/Countries (a list shall be attached in case of more than one counties);

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**G. Requester's trademark (as the case may be):**

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**H. 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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**I. The requester demands 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 by registered mail with confirmed receipt to the following address: .....  
.....  
.....”

No.

**J. 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.

**K. The undersigned, ....., representative of the requester, knowing the provisions under art.292 of the Penal 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:

DRAFT



ROMANIA  
AUTORITATEA NAȚIONALĂ DE REGLEMENTARE ÎN COMUNICAȚII  
Bd. Libertății 14, Sector 5, 70060 București  
Tel.: +40 21 312 49 39 | +40 21 312 49 09 | Fax: +40 21 312 56 96 | e-mail: anrc@anrc.ro  
www.anrc.ro

**STANDARD CERTIFICATE**

**for the provider of postal services under the general authorization regime**  
issued under art.4(10) of Decision no. \_\_\_/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 mailings is limited to values between 10 - 50 kg.
- 1.2. Financial-post services.
- 1.3. Courier services (CAEN code: 6412) - weight of mailings is limited to values between 10 - 50 kg.

**2. Value added postal services:**

- 2.1. National post services (CAEN code: 6411)
  - 2.1.1. - maximum weight of internal mailings 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 mailings 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 internal mailings 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 mailings is limited to values between 10 - 50 kg.
  - 2.2.3. - Express services.

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

**PRESIDENT,**  
Seal,

Director,  
OPERATIONS DIVISION

Approved,  
LEGAL DIVISION

## REQUEST FOR GRANTING THE INDIVIDUAL LICENSE regarding the provision of postal services in the area 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)

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

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

1. collecting, sorting, transporting and delivering internal and international mailings with weight limited to maximum 2 kg:

1.1. mailing;

1.1.1. internal;

1.1.2. international;

1.2. "printed" mailing;

1.2.1. internal;

1.2.2. international.

2. collecting, sorting, transporting and delivering internal and international postal packages with weight limited to maximum 10 kg:

2.1. internal mailing;

2.2. international mailing;

3. registered mailing

3.1. internal mailing;

3.2. international mailing;

4. mailing with declared value:

4.1. internal mailing;

4.2. international mailing;

**C. Details regarding the postal network used for providing postal services in the area 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)	Complete address of the access point	Telephone	Fax	E-mail

**D. Registered trademark of the requester (as the case may be):**

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

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

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

**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;
- Conditions regarding size and weight to be met with respect to mailings;

- 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 Penal 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:

**DRAFT**

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

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

<b>Name of the requester:</b>												
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<b>Headquarters of the requester:</b>												
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County / Sector:		Telephone :	Fax:									
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<b>The requester is registered with the Trade Register of:</b>												
County/City:		No:	As of:									
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Fiscal code :		Unique registration code :										
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<b>Contact person:</b>												
Surname:		First name:										
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Personal numerical code:												
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Street:		No.	Block									
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County / Sector:		Telephone :	Fax:									
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E-mail:												
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**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.** I request the new standard certificate or the new individual license to be sent to the following address: .....

Yes;

No.

**E.** The undersigned, ....., representative of the requester, knowing the provisions under art.292 of the Penal 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