



**Guidance letter for applications for entry in the provider register under
section 4 of the Postal Act**

Dear Sir/Madam,

Major changes to the Postal Act (PostG) entered into force on 19 July 2024. The amended PostG requires persons and companies that provide postal services to be registered in the Bundesnetzagentur's provider register before they begin providing these services. This does not apply to persons or companies that exclusively operate fixed-location facilities.

An application for entry in the list of providers must be submitted to the Bundesnetzagentur in good time before the services are provided. The useful information below is provided to you by the Bundesnetzagentur to make the application process as easy as possible for you.

To begin with the "small print": the processing of applications for entry in the provider register is a service provided by the authority specifically for each individual applicant and therefore generally subject to a fee. No action by you is required if you no longer wish to pursue an application that has already been submitted. In this case the application is deemed to be withdrawn six weeks after the Bundesnetzagentur sends you a guidance letter containing the same information as in this letter. In this case you will not incur any costs.

With regard to the legal requirements for inclusion in the provider register, applicants wishing to pursue the application are otherwise requested to provide the Bundesnetzagentur with the information required under section 6(1) PostG by the deadline you have been given.

1. Information on persons/sole proprietorships (for branch offices please include information about the operations managers, etc.);

- a) surname, name at birth, previous names, first names;
- b) date of birth, place of birth, country of birth;
- c) citizenships;
- d) address of registration, to include street, house number, postcode, city, country;
- e) telephone number, email address;
- f) business address as well as address of branch offices and dependent subsidiaries, each to include street, house number, postcode, city, country.

2. Information on legal entities (for each legal representative/shareholder):

- a) name and legal form of the company;
- b) the personal data of the person or persons appointed to represent:
 1. surname, name at birth, previous names, first names;
 2. date of birth, place of birth, country of birth;
 3. citizenships;
 4. address of registration, to include street, house number, postcode, city, country;
 5. telephone number, email address.
- c) entry in the commercial, corporation, cooperative society or association register, court of registration and registration number;
- d) address of the main establishment and other permanent establishments, to include street, house number, postcode, city, country;

3. Information on the nature and area of activity;

4. Information on persons or companies on whose behalf the activity is conducted.

Applicants who, pursuant to section 6(4) PostG, have **authorisation under section 3(2) of the Road Haulage Act** or a Community licence pursuant to Article 4(1) of Regulation (EC) No 1072/2009 and demonstrate this to the Bundesnetzagentur are **not required to provide any further evidence**.

Otherwise applicants must also furnish the following in accordance with sections 6(2) and (3) PostG:

- a copy of the business registration pursuant to section 15(1) of the Trade Regulation Act;
- free **supplier-provided information from the debtor directory** pursuant to section 882f(1) para 2 of the Code of Civil Procedure, which can be requested at www.vollstreckungsportal.de;
- a **clearance certificate from the tax office** and the municipal tax office, for legal persons of all legal representatives, for partnerships of each shareholder appointed to the company management;
- the attached form for the **declaration on criminal and investigative proceedings**, for legal persons of all legal representatives, for partnerships of each shareholder appointed to the company management, filled out completely in block letters;
- information on the means of production used, in particular vehicles (eg copy of **one** vehicle registration document);

- information on the number of employees and the key contractual conditions of the employment relationships, in particular the respective remuneration and the weekly working times of employees that work in delivery/sorting (eg copy of the employment contract);
- a current "**certificate of conduct for submission to an authority**" pursuant to section 30(5) of the Federal Central Register Act (BZRG) for the natural person or, in the case of legal persons, for all legal representatives or shareholders appointed to management. Please apply for this at your local registration office and be sure to include the reference number in your application.
- the **registration certificate for statutory accident insurance** in accordance with section 192 Volume VII of the German Social Code – Statutory Accident Insurance (SGB VII) (registration certificate from BG Verkehr or similar).

We also ask for responses to the following questions:

- What knowledge (specialist knowledge), experience and skills do you have in dealing with postal items?
- How do you ensure that the persons you entrust with carrying out your business activities always have the necessary knowledge, experience and skills in maintaining postal secrecy (eg training/teaching)?
- Work instructions in the area of formal delivery (if applicable).

Our [digital application form](#) page contains a link you can use for submitting documents at a later time. Please have your electronic transaction number with you. You received this number when you initially submitted your application. Please name your documents **using the root number <reference>. This speeds up the processing of applications.**

A decision will be made on your application within four weeks after the Bundesnetzagentur has received all of your completed documents. If the above documentation has not been received by the Bundesnetzagentur by the set deadline, your application could be rejected.

Please contact Section 314 of the Bundesnetzagentur by email (anbieterverzeichnis-post@bnetza.de) if you have any questions.

Sender

Bundesnetzagentur für Elektrizität, Gas,
Telekommunikation, Post und Eisenbahnen
Section 314
Tulpenfeld 4
53113 Bonn

my reference

your reference

<reference>

Declaration on criminal and investigative proceedings

I,

(name of applicant in block letters, function)

declare that no criminal proceedings are pending against my person. I am not aware of any criminal investigations having been initiated against my person.

(place, date)

(signature)