


<div style="text-align: center;">  <h2 style="margin: 0;">Postal licence application in accordance with section 5 of the Postal Act (PostG)</h2> </div>		To be completed by the Federal Network Agency	
		Lic.no:	P
		BL:	
		SB:	
1a	Applicant		
1b	Licensee (if different from applicant)		
2	Address		
3	Contact person		
4	Contact details	Tel: ()	
		Fax: ()	
		Mobile: ()	
		Email: @ .de	
		Internet: www. .de	
5	Legal form of new licensee	<input type="checkbox"/> AG <input type="checkbox"/> GmbH <input type="checkbox"/> UG <input type="checkbox"/> EF <input type="checkbox"/> Other (e.g. Ltd., OHG, GbR): Note: For AG or GmbH companies being established, please enclose copies of the notary contract regarding establishment of the company and the shareholders' and partners' contract!	
6	Manager responsible		
7	Participating interests (section 7(3) of the Postal Act, for limited companies only)	<input type="checkbox"/> None <input type="checkbox"/> Shares of 10% in the licensed company (Name and percentage of shares) _____	
8	Postal services requiring notification (section 36 of the Postal Act)	<input type="checkbox"/> Conveyance of addressed parcels up to 20 kg <input type="checkbox"/> Conveyance of books / catalogues / newspapers / magazines? <input type="checkbox"/> Conveyance of letter post items as a vicarious or auxiliary agent of a licensee (subcontractor, e.g. in cooperations) <input type="checkbox"/> Courier service in accordance with section 5(2) sub-para 3 of the Postal Act <input type="checkbox"/> Conveyance of letter post over 1,000 grams	
9	Angaben zu den Auftraggebern (nur erforderlich für Verrichtungs- bzw. Erfüllungsgehilfen)		
10	Licence area		
11	Services offered	<input type="checkbox"/> "Classic" letter conveyance (entire value chain) <input type="checkbox"/> Letter conveyance with tracking and tracing <input type="checkbox"/> Consolidation <input type="checkbox"/> Collection and delivery services (posting / emptying PO boxes) <input type="checkbox"/> Service of documents (see item 12; rates proposal to be attached) <input type="checkbox"/> Value-added services (please provide details) _____ <input type="checkbox"/> Associated services (please provide details) _____ <input type="checkbox"/> Non-postal activities (please provide details) _____	
12	Service of documents	<input type="checkbox"/> Exempt for the entire licence area or: <input type="checkbox"/> Exempt <i>only for the following part</i> of the licence area: _____, and performance of service of documents in the remaining part of the licence area <input checked="" type="checkbox"/> please enclose a request for the approval of remuneration or: <input type="checkbox"/> performance of service of documents in the entire licence area <input checked="" type="checkbox"/> please enclose a request for the approval of remuneration	

13	Specialist knowledge		
14	Efficiency		
15	Employment structure	<input type="checkbox"/> No employees / one-man business (continue with no. 23) <input type="checkbox"/> Vicarious agents (subcontractors) Number: ____ (please also complete no. 21) <input type="checkbox"/> In-house employees (please complete no. 16-20)	
16	Planned number of employees:	____ Full-time staff ____ Part-time staff ____ Low-wage jobs ____ Insignificantly employed staff	
17	Employee remuneration	<input type="checkbox"/> Hourly wage (see no. 18) <input type="checkbox"/> Piece rate: ____ cent(s)/piece <input type="checkbox"/> Basic pay and piece rate: € ____ + ____ cent(s)/piece <input type="checkbox"/> Monthly salary: € ____	
18	Average hourly wage	Sorter: € ____ Driver: € ____ Mail carrier: € ____ Other € ____	
19	Average holiday allowance	Full-time staff: ____ days Part-time staff: ____ days Low-wage jobs: ____ days Insignificantly employed staff: ____ days	
20	Average weekly working hours	Full-time staff ____ hours Part-time staff: ____ hours Low-wage jobs: ____ hours Insignificantly employed staff: ____ hours	
21	Names and addresses of the subcontractors		
22	Subcontractor remuneration (voluntary information):		
23	Work starts	<input type="checkbox"/> immediately from _____	

Place, date, signature

Official stamp

BNetzA Approval Notice

Item no	Information on completing the licence application
1 to 4	Applicant information; this section must be completed in its entirety, as the application cannot otherwise be processed.
5	Information on legal form of company; the abbreviations mean the following: AG ⇒ Aktiengesellschaft (<i>public limited company, stock corporation</i>) GmbH ⇒ Gesellschaft mit beschränkter Haftung (<i>limited liability company</i>) UG ⇒ Unternehmergesellschaft (haftungsbeschränkt) ["Mini-GmbH"] (<i>business company with limited liability and without minimum registered share capital</i>) EF ⇒ Einzelfirma (<i>sole proprietorship</i>) Ltd. ⇒ Limited oHG ⇒ Offene Handelsgesellschaft (<i>general partnership</i>) GbR ⇒ Gesellschaft bürgerlichen Rechts (<i>civil law association, non-trading partnership</i>) Any other company form must be given. AG, GmbH, UG, oHG and Ltd. are "legal entities".
6	The names of the following must be provided ⇒ CEO (of AG) ⇒ All managing directors (GmbH, UG, Ltd.) ⇒ All managing partners (oHG, GbR) ⇒ Company owner (EF) Proof must also be provided of the reliability and competency of these people.
7	Shares or interests of over 10% from other companies in the company applying must be indicated in accordance with section 7(3) of the Postal Act (applies only to limited companies)
8	The services listed here are often provided in addition to actual conveyance of letter post items. They do not require a licence, but must nevertheless be notified to the Federal Network Agency. If this information is provided in the licence application no separate notification is required.
9	Whosoever conveys letter post items weighing not more than 1.000 grams on behalf of the person granted a licence as a vicarious agent or as a person employed in the performance of its obligations, must give – besides the notification of his/her own activities – information on the principal(s). Name, address and licence number of the principal(s) as well as the type of the services provided for him/them must be provided (e.g. postal collection etc.) and the date of the respective contract conclusion(s).
10	The licence area must always be provided and specified by the regulatory designations (e.g. Federal Republic of Germany / federal state ..., administrative region ..., county ..., self-governing town ...). Please specify a county or self-governing town as the smallest descriptive unit.
11	Please state the range of services offered by your company. The technical scope of the licence will not be restricted by the details of your range of services. Definitions: "Classic" conveyance of letter post items Conveyance of letter post from sender to addressee, also through cooperation partners (collection – forwarding – delivery) Tracking and tracing The letter's path can be tracked using an attached bar code label and corresponding software Consolidation Collection of letter post items from several clients and bundled provision to the network of another dispatcher (e.g. Deutsche Post AG) in order to make use of discounts. Collection and delivery services Up/downstream activities associated with actual letter post conveyance (e.g. emptying PO boxes). Service of documents See item no. 12 Value-added services Service features which go beyond standard letter conveyance (e.g. mail tracking, fixed date delivery etc.) Affiliated services Activities affiliated with letter conveyance (e.g. parcel or newspaper delivery) Non-postal activities Services provided by the applicant which are unrelated to the postal services.
12	In accordance with the Postal Act, each licensee is obliged in principle to service of documents. They can however be made exempt from this duty if they do not have a dominant position in the market. If you are not applying for exemption, a separate rates proposal must be attached.
13	Please specify any specialist knowledge, experience and skills you and/or those entrusted by you to perform the licensed activities (or who will be entrusted to do so) possess, and how you ensure that these people will always continue to possess the necessary knowledge, experience and skills required for performing their licensed duties. Alternatively, a short CV can be provided (on a separate sheet if necessary).
14	Please specify the type and scope of the means of production (human and material resources) used or planned, along with any planned investments and how these will be financed (self/loan) (on a separate sheet if necessary).
15 & 16	Please provide information regarding your company's employment structure and state – where relevant – the number of employees in your company in each of the categories provided.
17 & 18	Please state how employees in your company are paid and enter the wage amount.
19 & 20	Please enter the number of holidays and the weekly working hours for your employees.
22	If you work with subcontractors, please state how these are paid. This information is voluntary.
23	Please state when you wish to start the activity requiring a licence.

Fees for the licence grant and/or transfer:

Type of company	Licence Grant	Licence Transfer	any later extension of the licence area
Natural person (e.g. sole trader)	€ 350.00	€ 175.00	€ 175.00
Legal entity (e.g. GmbH, AG etc.)	€ 700.00	€ 350.00	