



APPLICATION FOR REGISTRATION AS A POSTAL OPERATOR (PO1)

DECLARATION BY INDIVIDUAL/ORGANISATION

Every organisation or individual who wishes to commence or carry on business as a postal operator must be registered with the Ministry of Business, Innovation and Employment. Applicants must complete this form and return it to:

*The Manager
Communications Policy
Ministry of Business, Innovation and Employment
PO Box 1473
Wellington, 6140*

Alternatively email a scan of this form to:

postalpolicy@mbie.govt.nz

A separate declaration must be made on a PO2 form (“Declaration by individual operators, directors and chief executives”) by every individual operator, or every person concerned in the management of the business (directors and chief executives, however described).

This information is required under Part 3 of the Postal Services Act 1998, before an application for registration as a postal operator can be considered. This information is required to enable the Chief Executive of MBIE to assess whether the applicant should be registered as a postal operator; to provide the details necessary for including in the register; and to allow the Ministry of Business, Innovation and Employment to contact applicants if further information is required. All information disclosed on this form (apart from the personal addresses of chief executives and directors and description of services provided in Part C) will be made publicly available in the register of postal operators. The names and addresses of individual operators, chief executives and directors may be provided to the Police, the Ministry of Justice, the New Zealand Customs Service or any other agency in order to verify the information provided in the PO1 form. All information submitted to the Ministry is subject to the provisions of the Official Information Act 1982.

The information in this application will be held by the Ministry of Business, Innovation and Employment, 15 Stout Street, PO Box 1473, Wellington, New Zealand. You may access this information at the Head Office of the Ministry, or an office of the Ministry notified in the Gazette. Please contact the Ministry as soon as possible if this information requires correction.

The Ministry is unable to process applications until a completed PO2 form has been received from every director and chief executive of a prospective postal operator.



Under the Postal Services Act 1998 it is an offence punishable by a fine of up to \$10,000 to provide false or misleading information or documentation in support of an application for registration as a postal operator.

To: the Manager, Communications Policy, Ministry for Business, Innovation and Employment.

In accordance with the Postal Services Act 1998, I wish to apply for registration as a postal operator and provide the following information in support of my application:

PART A: CONTACT DETAILS

Information provided in Part A will be made publicly available.

Full name of company or individual: _____

Contact name: _____

Contact's position within company: _____

Contact's telephone number: _____

Registered office of company: _____

Place of business: _____

Postal address (if different from above): _____

Telephone: () _____

Facsimile: () _____

E-mail address: _____

Website: _____



PART B: PERSONS CONCERNED IN THE MANAGEMENT OF THE BUSINESS

Names and designations of persons listed below will be made publicly available.

Every individual operator, or every person concerned in the management of the business (directors and chief executive, however described) must separately complete a PO2 form, which must be attached to this application or forwarded under separate cover.

Full names, designations and residential addresses of persons concerned in the management of the business: Continue on separate sheet if necessary.

1. Full name: _____

Full residential address: _____

Designation: _____

2. Full name: _____

Full residential address: _____

Designation: _____

3. Full name: _____

Full residential address: _____

Designation: _____

4. Full name: _____

Full residential address: _____

Designation: _____

5. Full name: _____



Full residential address: _____

Designation: _____

6. Full name: _____

Full residential address: _____

Designation: _____

Applications will not be processed until PO2 forms have been received from every chief executive and director.



PART C: DESCRIPTION OF SERVICES

1. Will you be carrying letters for \$1.30 cents or less?

Yes / No

2. Please provide a brief description of the services you wish to provide (e.g. indication of pricing, local or nation-wide service, business or casual mail services, in which geographic areas will you be offering services?) [continue on separate sheet if necessary]



PART D: ATTACHMENTS

I attach a copy of my/ our postal identifier(s) [see explanatory note]. Postal Identifiers will be made publicly available.

The application fee of \$95 is attached.

Applications cannot be processed until the postal identifier(s) and application fee have been received.

PART E: DECLARATION

I, _____ of _____
(name) (place of abode and occupation)

solemnly and sincerely declare that the above statements are true and that I am authorised to make this declaration on behalf of _____ (insert name of company/organisation). And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Position in company of person making statutory declaration: _____

Signature: _____

Declared at _____ this _____ day of _____ 20_____
(place) (date) (month) (year)

Witnessed by: _____

*[person authorised to witness statutory declaration by the Oaths and Declarations Act 1957.
Such persons include Justices of the Peace, solicitors of the High Court of New Zealand, etc.]*

Designation of witness: _____



EXPLANATORY NOTE

Postal Identifiers

Under s39 of the Postal Services Act 1998, postal operators are required to identify mail they carry by means of a unique "postal identifier" affixed to, impressed, or printed on, each postal article. A postal operator may use more than one postal identifier. Copies of each postal identifier used are required to be provided to Chief Executive of the Ministry. Copies of postal identifier(s) should be provided electronically as a PDF, PNG, GIF, JPEG or Bitmap file to the postalpolicy@mbie.govt.nz email address. Supplied postal identifier(s) will be displayed on the Ministry's website.

Viewing of registration information

Entries in the register may be viewed by any person. A charge is made for the provision of copies of this material.

Changes to registration information

Under s33 of the Postal Services Act 1998, a postal operator that intends to change its place of business, postal identifier or any other particulars recorded in the Register is required to notify the Chief Executive of MBIE in writing of the change at least one month before it takes place. If there is a change in the directors or chief executive of the company, the Chief Executive of the Ministry must be notified in writing either before the change occurs or within fourteen days of the change. No fee is payable but failure to notify the Chief Executive of the Ministry is an offence against the Act and a fine of up to \$1,000 may be imposed for failing to comply. Changes may be notified either by letter, email, or by completing a PO3 form, available from the Ministry of Business, Innovation and Employment's website: '[Want to become a postal operator?](#)'.

Other statutory requirements

A number of other statutory requirements are placed on postal operators by the Postal Services Act 1998. It is the responsibility of postal operators to become familiar with the Act and these obligations.

Postal operators are also expected to comply with all other relevant laws, including relevant transport law.