



# GOVERNMENT GAZETTE

## OF THE

# REPUBLIC OF NAMIBIA

N\$15.00

WINDHOEK - 22 November 2018

No. 6773

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## General Notice

### COMMUNICATIONS REGULATORY AUTHORITY OF NAMIBIA

No. 672

2018

#### NOTICE OF INTENTION TO MAKE REGULATIONS PRESCRIBING LICENSE CATEGORIES AND LICENSING PROCEDURES FOR POSTAL SERVICE LICENSEES: COMMUNICATIONS ACT, 2009

The Communications Regulatory Authority of Namibia (hereafter “the Authority”) in terms of regulation 4(3) of the Regulations regarding Rule-Making Procedures published as General Notice No. 334 of 17 December 2010 (hereafter “the Regulations regarding Rule-Making Procedures”) publishes this notice of intention to make “Regulations prescribing License Categories And Licensing Procedures For Postal Service Licensees”, which contains the following:

1. A concise statement of the purpose for the proposed Regulations as set out in Schedule 1;
2. A draft of the proposed Regulations as set out in Schedule 2.

The Authority in terms of regulation 7 of the Regulations regarding Rule-Making Procedures further gives notice herewith that it will hold a public hearing regarding the proposed Regulations as follows:

**DATE: 30 January 2018**

**TIME: 09H00**

**VENUE: NATIONAL COUNCIL BUILDING**

Members of the public are invited to make oral submissions at the aforesaid public hearing subject to the following:

1. Any person desirous to make oral submissions at the aforesaid public hearing must deliver written notice thereof to the Authority not later than 5 days before the date of the hearing. Such written notice must be accompanied by concise statement setting out the basis and rationale of the oral submissions.
2. Oral submissions made at the aforesaid public hearing must -
  - (a) include a statement of the name and contact details of the person making the oral submissions and the name and contact details of the person of entity on whose behalf the oral submissions are made, if different;
  - (b) be clear and concise.
3. The aforesaid notice of oral submissions and concise statement must be delivered to the Authority either physically or electronically as follows:
  - (a) by hand to the head offices of the Authority, namely Communications House, 56 Robert Mugabe Avenue, Windhoek;
  - (b) by post to the head offices of the Authority namely Private Bag 13309, Windhoek;
  - (c) by electronic mail to the following address [legal@cran.na](mailto:legal@cran.na);
  - (d) by facsimile to the following facsimile number +264 61 222 790; or
  - (e) by fax to email to: 088642748

Members of the public are further invited to make written submissions to the Authority no later than 31 days from the date of publication of this notice of intention to make regulations, in the manner set out below for making written submissions.

Reply comments to written submissions may be submitted to the Authority.

- (a) no later than 15 days after the time for the making of written submissions has lapsed; or
- (b) if the opportunity for the submission of reply comments is published in a subsequent Gazette, after the lapse of 14 days from the date of such publication.

All written submissions must -

- (a) contain the name and contact details of the person making the written submissions and the name and contact details of the person or entity on whose behalf the written submissions are made, if different; and
- (b) be clear and concise.

All written submissions must be delivered to the Authority in the manner provided above for the delivery of notices of oral submissions.

**F. KISHI**  
**CHAIRPERSON OF THE BOARD**  
**COMMUNICATIONS REGULATORY AUTHORITY OF NAMIBIA**

**SCHEDULE 1****CONCISE STATEMENT OF PURPOSE**

The objects of the proposed Regulations are to –

1. prescribe license categories for postal services providers;
2. set up a formalised process for the granting, amendments, transfers, renewals and withdrawals and suspensions of postal services licences;
3. have an established licensing regime through license applications for the postal sector from the day of coming into force of Part 7 of the Communications Act, 2009.

**SCHEDULE 2****GENERAL NOTICE****COMMUNICATIONS REGULATORY AUTHORITY OF NAMIBIA**

No.

2018

**PROPOSED REGULATIONS PRESCRIBING LICENSE CATEGORIES AND LICENSING  
PROCEDURES FOR POSTAL SERVICE LICENSEES AND LICENCE FEES:  
COMMUNICATIONS ACT, 2009**

In terms of section 98 read with section 129 of the Communications Act, 2009 (Act No. 8 of 2009) the Communications Regulatory Authority, with the approval of the Minister responsible for Communications, makes the Regulations set out in the Schedule.

**F. KISHI**

**CHAIRPERSON OF THE BOARD**

**COMMUNICATIONS REGULATORY AUTHORITY OF NAMIBIA**

**SCHEDULE****ARRANGEMENT OF REGULATIONS****PART 1****INTRODUCTORY PROVISIONS**

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2. Objects and application of Regulations
3. Submission of documents to the Authority

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4. Categories of postal service licenses
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## **PART 1 INTRODUCTORY PROVISIONS**

### **Definitions**

**1.** In these Regulations, any word or expression to which a meaning is assigned in the Act has that meaning, and –

“Act” means the Communications Act, 2009 (Act No. 8 of 2009);

“private postal service license” means a license issued in terms of **regulation 7** enabling the licensee to render postal services;

“NamPost” means Namibia Post Limited established by section 2(1)(a) of the Posts and Telecommunications Companies Establishment Act, 1992 (Act No. 17 of 1992);

“postal article” means any letter, telegram, postcard, reply postcard, letter card, envelope, book, packet, pattern, or sample packet or any parcel or other article when in the course of transmission by a postal service licensee;

“postal service license” or “licence” means -

- (a) the designated postal operator license; or
- (b) a private postal service license,

as the case may be;

“postal service licensee” or “licensee” means the holder of a license;

“the designated postal operator license” means a license issued in terms of **regulation 5** to NamPost to render postal services;

“Universal Postal Convention” means the Universal Postal Convention issued by the Universal Postal Union and which entered into force on 1 January 2014, and includes the Final Protocol to the Universal Postal Convention;

“universal postal services” means the permanent provision of quality basic postal services at all points in Namibia, for all customers, at affordable prices; and

“Universal Postal Union” means the Universal Postal Union, established by the Treaty of Bern of 1875, which is a specialized agency of the United Nations that coordinates postal policies among member nations, in addition to the worldwide postal system.

### **Objects and application of Regulations**

2. (1) The objects of these Regulations are to -

- (a) prescribe postal service license categories;
- (b) regulate the issue, amendment, transfer and renewal of postal service licenses; and
- (c) determine the fees for the issue, amendment, transfer and renewal of postal service licenses and an annual levy for postal service licensees.

(2) These Regulations apply to all postal service licensees.

(3) Notwithstanding subregulation (2), the Authority may, upon written application and on good cause shown, exempt a postal service licensee from any of the provisions of these Regulations.

### **Submission of documents to the Authority**

3. Whenever documents are required to be delivered to the Authority, such documents must be delivered physically or electronically –

- (a) by hand to an employee of the Authority at its principal place of business, being Communication House, No. 56 Robert Mugabe Avenue, Windhoek;
- (b) by post mailed to Private Bag 13309, Windhoek;
- (c) by electronic mail sent to legal@cran.na;
- (d) by facsimile faxed to +264 61 222 790; or
- (e) in any other manner or to any other address specified by the Authority from time to time.

## **PART 2 POSTAL SERVICE LICENSES**

### **Categories of postal service license**

4. An application may be made for the following categories of postal service license, namely-

- (a) the designated postal operator license; or
- (b) a private postal service license.

### **Application procedures for NamPost to obtain designated postal operator license**

5. (1) Within six months from the date the Minister has published the notice contemplated in section 95(2) of the Act NamPost must apply to the Authority for the designated postal operator license.

(2) The application referred to in subregulation (1) must be made on **Form 1**.

(3) The application must be accompanied by the following information and documentation, namely–

- (a) the company registration number of NamPost;
- (b) the name of a contact person responsible for liaison with the Authority on issues pertaining to these Regulations and the following contact details of that person –
  - (i) physical address;
  - (ii) postal address;
  - (iii) telephone number or numbers;
  - (iv) facsimile number or numbers; and
  - (v) electronic mail address or addresses;
- (c) full details of all ownership interests in NamPost;
- (d) a complete, accurate and concise statement of the postal services, as well as any other services being provided by NamPost; and
- (e) any other information that NamPost believes might be relevant to the Authority in considering the application.

(4) The application must be accompanied by the applicable application fee referred to in **regulation 14**.

(5) The Authority must, after having satisfied itself that NamPost complies with subregulation (3) issue to NamPost the designated postal operator license in the form determined, and subject to the conditions imposed, by the Authority.

### **Basic and supplementary service obligations reserved for NamPost**

6. In terms of section 98(c) of the Act, only NamPost as the holder of the designated postal operator license must provide the basic and supplementary services more fully described in Article 17 of Section IV of the Universal Postal Convention, which are incorporated herein by reference.

### **Application procedures for private postal service license**

7. (1) Every person who immediately before the commencement of these Regulations was rendering postal services in Namibia must, within 90 days after the commencement of these Regulations, apply to the Authority for a private postal service license, if that person intends to continue rendering such postal services.

(2) Any person who after the commencement of these Regulations intends to render postal services in Namibia must, subject to the provisions of these Regulations, apply to the Authority for a private postal service license.

(3) An application referred to in subregulation (1) or (2) must be made on **Form 2**.

(4) An application referred to in subregulation (1) or (2) must be accompanied by the following information and documentation, namely -

- (a) the full and official name of the applicant, and if the applicant is a juristic person, the registration number of that person;
- (b) the name of a contact person responsible for liaison with the Authority on issues pertaining to these Regulations and the following contact details of that person –
  - (i) physical address;
  - (ii) postal address;
  - (iii) telephone number or numbers;
  - (iv) facsimile number or numbers; and
  - (v) electronic mail address or addresses;
- (c) full details of all ownership interests in the applicant, including the identity and nationality of holders of such ownership interests and if the holder of any ownership interests is a juristic person, full details of all ownership interests in the juristic person;
- (d) full details regarding foreign ownership interests in the applicant, if any;
- (e) where the applicant is a company or close corporation, a certificate incorporation issued by the relevant official employed by the Ministry responsible for Trade;
- (f) a complete, accurate and concise business plan detailing the postal services, including any other services being provided or to be provided by the applicant;
- (g) a detailed statement of the expertise and experience of the applicant to render postal services including but not limited to-
  - (i) evidence of the financial and human resources of the applicant necessary to render postal services;
  - (ii) a description of the key personnel of the applicant, including their detailed curriculum vitae; and
  - (iii) such other information required by the Authority in a particular case;
- (h) a description of the geographical area and delivery routes for which the applicant intends to render the postal services; and
- (i) any other information required by the Authority or that the applicant believes might be relevant to the Authority in considering the application.

(5) An application referred to in subregulation (1) or (2) must be accompanied by the applicable application fee referred to in **regulation 14**.

(6) The Authority must, after having satisfied itself that an applicant complies with subregulation (4) issue to the applicant a private postal service license in the form determined, and subject to the conditions imposed, by the Authority.

#### **Duration of and conditions pertaining to postal service license**

**8.** (1) Any postal service license issued in terms of these Regulations is valid for 20 years.

(2) Without limitation to any other conditions that the Authority may impose in respect of a postal service license in terms of the provisions of the Act, the conditions imposed on NamPost may specify—

- (a) guidelines, in accordance with the Constitution of the Universal Postal Union or the Universal Postal Convention and other applicable international agreements on postal services, to be adopted in the operation of the postal service rendered by NamPost; or
- (b) universal postal service obligations to be undertaken by NamPost; or
- (c) performance specifications to which NamPost must conform.

#### **Material breaches of postal service license**

**9.** Without limiting any other grounds on which the Authority may withdraw or suspend a postal service licence in terms of the Act, the following events, whether specified as a licence condition or not, constitute material breaches of a postal service licence by a postal service licensee justifying the withdrawal or suspension of the licence concerned –

- (a) failure by the licensee to offer services within six months of the issue of a licence;
- (b) failure by the licensee to meet any quality of service targets as may be determined by the license conditions applicable to the licence or prescribed by the Authority by way of regulation in accordance with section 98 of the Act;
- (c) insolvency of a licensee or its liquidation in terms of any laws in force in Namibia or any other country;
- (d) failure by a licensee to obtain insurance cover for indemnity purposes as determined by the Authority; or
- (e) failure by a licensee to pay any fees or contributions determined by these Regulations or any penalty imposed by the Authority in terms of the Act;
- (f) material failure to comply with a license condition; or
- (g) submission of false or deliberately misleading information to the Authority;

#### **Renewal of postal service licenses**

**10.** (1) The Authority may renew a postal service licence on the application of a postal service licensee on **Form 3**.



(2) An application referred to in subregulation (1) must comply with the requirements for applications for the categories of postal service license contemplated in **regulations 5 and 7**.

(3) A licensee referred to in subregulation (1) must, not earlier than six months and not later than 60 days before the date of expiration of an existing postal service licence, submit to the Authority –

- (a) the application for renewal of such licence; or
- (b) written notice of the licensee's intention to terminate the licence.

(4) A postal service license must be renewed for the same periods referred to in **regulation 8(1)** for the different categories of postal service license.

(5) An application referred to in subregulation (1) must be accompanied by the applicable application fee referred to in **regulation 14**.

### **Transfer of postal service licenses**

**11.** (1) A postal service license must be used solely by the holder thereof and is only transferable to another person with the prior approval of the Authority upon application for such transfer by such other person.

(2) An application referred to in subregulation (1) must be on **Form 4**.

(3) The aforesaid application must be accompanied by the following information and documentation, namely –

- (a) the full and official name of the applicant, and if the applicant is a juristic person, the registration number of that person;
- (b) the name of a contact person responsible for liaison with the Authority on issues pertaining to these Regulations and the following contact details of that person –
  - (i) physical address;
  - (ii) postal address;
  - (iii) telephone number or numbers;
  - (iv) facsimile number or numbers; and
  - (v) electronic mail address or addresses;
- (c) full details of all ownership interests in the applicant, including the identity and nationality of holders of such ownership interests and if the holder of any ownership interests is a juristic person, full details of all ownership interests in the juristic person;
- (d) full details regarding foreign ownership interests in the applicant, if any;
- (e) where the applicant is a company or close corporation, a certificate of incorporation issued by the relevant official employed by the Ministry responsible for Trade;

- (f) a detailed statement of the expertise and experience of the applicant to render the services for which the postal service license was issued (in this regulation referred to as “the services”) including but not limited to-
  - (i) evidence of the financial and human resources of the applicant necessary to render the services; and
  - (ii) a description of the key personnel of the applicant, including their detailed curriculum vitae; and
- (g) any other information required by the Authority or that the applicant believes might be relevant to the Authority in considering the application.

(4) An application referred to in subregulation (1) must be accompanied by the applicable application fee referred to in **regulation 14**.

(5) The Authority must, after having satisfied itself that an applicant complies with subregulation (3) approve the transfer of the postal service license in the form determined, and subject to the conditions imposed, by the Authority.

(6) If the Authority approves the transfer of postal service license, it must endorse on such license the details of the new holder of the license.

#### **Refusal to issue or approve the transfer of a postal service license**

**12.** (1) If the Authority intends to refuse to issue or approve the transfer of a postal service license, the Authority must inform the applicant of the reasons for such intended refusal and invite the applicant to make written submissions on why such issue or transfer should not be refused.

(2) After consideration of the written submissions referred to in subregulation (1), the Authority may-

- (a) issue to the applicant a postal service license;
- (b) approve the transfer of the postal service license to the applicant,

in the form determined, and subject to the conditions imposed, by the Authority; or

- (c) refuse to issue or approve the transfer of the postal service license, whereupon the Authority must inform the applicant of the reasons for such refusal.

#### **Amendment of postal service license**

**13.** (1) A postal service licensee may on **Form 5** apply to the Authority for amendment of that licensee’s postal service licence.

(2) Any changes to a postal service licensee’s name and details of contact persons do not require prior approval from the Authority, but the Authority must be notified of the impending change at least 14 days prior to the effective date.

- (3) An application referred to in subregulation (1) must –
  - (a) contain a copy of the licensee’s postal service licence;
  - (b) set out the reasons for the proposed amendment; and

- (c) include any other information the applicant believes might be relevant to the Authority in considering the application.
- (4) An application referred to in subregulation (1) must be accompanied by the applicable application fee referred to in **regulation 14**.
- (5) Where the Authority proposes to amend a postal service licence the Authority must notify the postal service licensee in writing accordingly and in its notice specify –
- (a) the proposed amendment; and
- (b) the reasons for the proposed amendment; and
- (c) the date on which the Authority intends to effect the amendment, not being earlier than 30 days from the date on which the Authority serves the notice on the licensee.
- (6) The postal service licensee must respond to a notification in terms of subregulation (5) within 30 days from the date on which the Authority serves the notice on the licensee.
- (7) If the postal service licensee does not respond the Authority may within the period required in terms of subregulation (6), amend the licence in the manner specified in the notice.
- (8) Where the postal service licensee responds within the period required in terms of subregulation (6), the Authority may amend or refrain from amending the postal service licence taking into consideration the representations made by the licensee.

### **PART 3 APPLICATION FEES**

#### **Application fees**

**14.** The fees payable in respect of a new license application, an amendment application, a transfer of license application or a renewal application, as the case may be for each of the different categories of postal service license are set out in the table below, as follows:

<b>Category of License</b>	<b>New License Application</b>	<b>Amendment Application</b>	<b>Transfer of License Application</b>	<b>Renewal Application</b>
Designated postal operator license	N\$ 10 000	N\$ 10 000	N\$ 10 000	N\$ 10 000
Private postal service license	N\$ 10 000	N\$ 10 000	N\$ 10 000	N\$ 10 000

### **PART 4 ENFORCEMENT**

#### **Regulatory actions**

- 15.** (1) The Authority may exercise any of the powers conferred upon it in terms of the Act for ensuring compliance of these Regulations.
- (2) Without detracting from or limiting the generality of subregulation (1), the Authority-
- (a) shall prosecute regulatory offences and enforce the provisions of these Regulations in terms of sections 114 to 127 of the Act, where applicable;

(b) may approach a court of law to obtain urgent interdictory or other suitable relief in respect of any licensee or other person who contravenes the provisions of these Regulations.

(3) In the exercise of its powers and functions in terms of these Regulations, the Authority may act of its own accord or upon a complaint from an aggrieved person.

## **PART 5 GENERAL**

### **Time frames for decisions**

**16.** (1) If any applicant does not provide all of the information required by these Regulations in the time provided, the Authority may refuse to issue a postal service license or approve the transfer of such license.

(2) The Authority must, in respect of any license application or application for transfer or amendment of a license make a decision within 60 days from the date of the last written submissions of the applicant.

(3) In the event the Authority is unable to render a decision within 60 days of the date of an applicant's last written submissions, the Authority will inform the applicant of its inability and the reasons for such inability and what measures are being taken to address the matter urgently, which matter must then be addressed within a further maximum period of 60 days, unless the Authority has identified extraordinary circumstances, beyond its reasonable control that makes it impossible to render its decision within the further maximum period of 60 days.

### **Confidential information**

**17.** If a person has designated information or documentation submitted to the Authority as confidential, the provisions of section 28 of the Act apply.

### **Record of proceedings**

**18.** All documents deemed relevant by the Authority for purposes of any license application proceedings contemplated by the Act and these Regulations must be maintained by the Authority separately for each application proceeding in files located at the head office of the Authority and if practicable, may be uploaded on the Authority's website.

### **Publication of licensing decisions and register of licenses**

**19.** (1) All decisions made in terms of these Regulations and the relevant provisions of the Act must be communicated to applicants and licensees and other relevant parties in writing, and may be published in the *Gazette*.

(2) The Authority's register of licenses maintained in terms of section 27(3) of the Act and copies of all postal service licenses, will be held at the head offices of the Authority and if practicable, will be uploaded on the Authority's website.

(3) Except for confidential information, any person may inspect the register of licenses, examine an issued postal service license or review license application proceedings files at the head offices of the Authority during normal business hours and copies may be made on payment of a fee determined by the Authority.

**Reconsideration**

**20.** (1) The Authority may in terms of section 31 of the Act reconsider any decision or order made in terms of these Regulations, within 90 calendar days from the date of making that decision or issuing that order.

(2) Any person (hereinafter “the requesting party”) may within 15 days of receiving any decision or order made by the Authority request the Authority in writing to reconsider decision or order subject to the following:

- (a) The requesting party must comprehensively complete **Form 6** (hereinafter “the Reconsideration Form”) and submit that form to the Authority within 30 days from date of receipt of the Authority’s decision or order.
- (b) The Authority must within three days of receipt of the Reconsideration Form determine whether there are grounds for reconsideration.
- (c) Where there are no valid grounds for reconsideration, the Authority must forthwith notify the requesting party of its decision and close the file pertaining to the dispute.
- (d) Where the Authority considers that the request for reconsideration should be heard, the Authority must provide a copy of the Reconsideration Form to any party with a direct or substantial interest in the matter and simultaneously notify the requesting party of its decision within 7 days from the lapse of the period referred to in paragraph (b).
- (e) A party with a direct or substantial interest referred to in paragraph (d) must deliver a response in writing to the request for reconsideration within a period of 14 days of receipt of the Reconsideration Form.
- (f) Upon receipt of the response referred to in paragraph (e), the Authority must deliver that response to the requesting party and afford that party 14 days from receipt of the response to reply thereto.
- (g) The Authority must thereafter, subject to subregulation (3), make a determination on whether or not to reconsider its decision or order.

(3) The Authority may publish its determination on reconsideration without further submissions having been received, or it may provide an opportunity to the public to provide further written or oral submissions, prior to making a determination contemplated in subregulation (2)(g), in a manner stated by the Authority.

**CRAN: FORM 1**  
**Regulation 5**  
**Application Form: Designated Postal Operator License**

*In terms of the Regulation 5 of the Regulations Prescribing License Categories And Licensing Procedures For Postal Service Licensees published in General Notice No..... of 2018 Namibia Post Limited established by section 2(1)(a) of the Posts and Telecommunications Companies Establishment Act, 1992 (Act No. 17 of 1992) is required to complete this application for the designated postal operator license.*

*After completing the form in full, sign it and submit it to the Authority as required by Regulation 5, along with the applicable application fee or proof that the application fee has been paid to the Authority.*

**A. APPLICANT**

<b>Applicant (Full and official names)</b>	
Company Registration Number of Applicant	

**B. CONTACT PERSON**

Contact Person <b>(full and official names)</b>	
Physical Address	
Postal Address	
Telephone number(s)	
Facsimile number(s)	
Electronic mail address(es)	

**C. OWNERSHIP INTERESTS**

<b>Owner Name</b>	<b>Percentage of Ownership</b>	<b>Nationality</b>

**D. FOREIGN OWENRSHIP INTERESTS**

Provide full details regarding ownership interest in the license, if any.


**E. TYPES OF SERVICES TO BE PROVIDED**

Set out a complete, accurate and concise statement of the postal services you intend to provide, including a description a diagram of the geographical area(s) you intend to cover over the license duration period.


## PLEASE NOTE:

- A certified copy of the identity document of the members of the Board of Directors should accompany this Application Form.
- If an authorized agent completes the application on behalf of the Applicant, such agent should submit, with the Application Form, a power of attorney, which authorizes him or her to lodge the application on behalf of the Applicant.
- The Authority may request further information or documentation, which must be provided to the Authority at the time and in the manner set out by the Authority.

Signed by \_\_\_\_\_ at \_\_\_\_\_ in his/her capacity as \_\_\_\_\_, duly authorized and warranting such authority that the information herein is true and correct, on the \_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature

## ACKNOWLEDGEMENT OF RECEIPT BY CRAN

Name	
Date	
Place	
Signature	

**CRAN: FORM 2**  
**Regulation 6**  
**Application Form: Private Postal Service License**

*In terms of the Regulation 6 of the Regulations Prescribing License Categories And Licensing Procedures For Postal Service Licensees published in General Notice No..... of 2018 a person intending to provide a postal service is required to complete this application for a private postal service license.*

*After completing the form in full, sign it and submit it to the Authority as required by Regulation 7, along with the applicable application fee or proof that the application fee has been paid to the Authority.*

**A. APPLICANT**

<b>Applicant (Full and official names)</b>	
ID or Registration Number of Applicant	

**B. CONTACT PERSON**

Contact Person <b>(full and official names)</b>	
Physical Address	
Postal Address	
Telephone number(s)	
Facsimile number(s)	
Electronic mail address(es)	

**C. OWNERSHIP INTERESTS**

<b>Owner Name</b>	<b>Percentage of Ownership</b>	<b>Nationality</b>

**D. FOREIGN OWENRSHIP INTERESTS**

Provide full details regarding ownership interest in the license, if any.


**E. TYPES OF SERVICES TO BE PROVIDED**

Set out a complete, accurate and concise statement of the postal services you intend to provide, including a description a diagram of the geographical area(s) you intend to cover over the license duration period.




## PLEASE NOTE:

- A certified copy of the identity document of the Applicant and members of the Board of Directors or Governing Entity should accompany this Application Form.
- If an authorized agent completes the application on behalf of the Applicant, such agent should submit, with the Application Form, a power of attorney, which authorizes him or her to lodge the application on behalf of the application.
- The Authority may request further information or documentation, which must be provided to the Authority in the time and the manner set out by the Authority.

Signed by \_\_\_\_\_ at \_\_\_\_\_ in his/her capacity as \_\_\_\_\_, duly authorized and warranting such authority that the information herein is true and correct, on the \_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature

## ACKNOWLEDGEMENT OF RECEIPT BY CRAN

Name	
Date	
Place	
Signature	

**CRAN: FORM 3**

**Regulation 10**  
**Application Form: Renewal of Postal Service License**

*In terms of the Regulation 10 of the Regulations Prescribing License Categories And Licensing Procedures For Postal Service Licensees published in General Notice No..... of 2018 a person intending to renew a postal service license is required to complete this renewal application form.*

*After completing the form in full, sign it and submit it to the Authority as required by Regulation 10, along with the applicable application fee or proof that the application fee has been paid to the Authority.*

**A. LICENSE**

License Type	
License Number	

**B. LICENSEE**

Licensee	
ID or Registration	

**C. CONTACT PERSON**

Contact Person (full names)	
Physical Address	
Postal Address	
Telephone number(s)	
Facsimile number(s)	
Electronic mail address(es)	

**D. STATEMENT OF BREACH/ALLEGED BREACH BY LICENSEE**

Set out a complete and accurate statement detailing any action taken by the Authority or other entity with competent jurisdiction in relation to any breach or alleged breach by the licensee of the Act, regulations made in terms of the Act, or the licensee's license conditions.


**E. ANY OTHER INFORMATION**

Provide any other information you believe might be relevant to the Authority in considering this application.


## PLEASE NOTE:

- Certified copies of the Identity documents of the Licensee and contact person should accompany this Application Form;
- If an authorized agent completes the Application on behalf of the Licensee, such agent should submit, with the Application Form, a power of attorney, which authorizes him or her to lodge the application on behalf of the Licensee;
- The Authority may request further information or documentation, which must be provided to the Authority in the time and manner set out by the Authority.

Signed by \_\_\_\_\_ at \_\_\_\_\_ in his/her capacity as, duly authorized and warranting such authority and warranting that the information provided herein is true and correct, on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

## ACKNOWLEDGEMENT OF RECEIPT BY CRAN

Name	
Date	
Place	
Signature	

**CRAN: FORM 4**  
**Regulation 11**  
**Application Form: Transfer of Postal Service License**

*In terms of Regulation 11 of the Regulations Prescribing License Categories And Licensing Procedures For Postal Service Licensees published in General Notice No..... of 2018 a licensee intending to transfer its license or transfer control of its license must submit an application to the Authority on this form. .*

*After completing the form, sign it and submit it to the Authority as required by Regulation 11 along with the applicable application fee or proof that the application fee has been paid to the Authority.*

**A. LICENSE**

Set out details of the license and attach copy of the license.

License Type	
License Number	

**B. LICENSEE**

Licensee	
ID or Registration Number of Licensee	

**C. CONTACT PERSON**

Contact Person (full and official names)	
Physical Address	
Postal Address	
Telephone number(s)	
Facsimile number(s)	
Electronic mail address(es)	

**D. TRANSFEREE**

Transferee	
ID or Registration Number of Transferee	

**E. CONTACT PERSON**

Contact Person (full and official names)	
Physical Address	
Postal Address	
Telephone number(s)	
Facsimile number(s)	
Electronic mail address(s)	

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SIGNATURE

## ACKNOWLEDGEMENT OF RECEIPT BY CRAN

Name	
Date	
Place	
Signature	

**CRAN: FORM 5**  
**Regulation 13**  
**Application Form: Amendment of Postal Service License**

*In terms of Regulation 13 of the Regulations Prescribing License Categories And Licensing Procedures For Postal Service Licensees published in General Notice No..... of 2018 a licensee seeking to amend its license must submit an application to the Authority on this form. .*

*After completing the form, sign it and submit it to the Authority as required by Regulation 13 along with the applicable application fee or proof that the application fee has been paid to the Authority.*

**A. LICENSE**

Set out details of the license and attach a copy of the license.

License Type	
License Number	

**B. LICENSEE**

Licensee	
ID or Registration Number of Licensee	

**C. CONTACT PERSON**

Contact Person (full and official names)	
Physical Address	
Postal Address	
Telephone number(s)	
Facsimile number(s)	
Electronic mail address(es)	

**D. AMENDMENT**

Set out a complete accurate and concise statement of the proposed amendment.


**E. REASON FOR THE PROPOSED AMENDMENT**

Set out a complete, accurate and concise statement of the reason for the proposed amendment.


## F. ANY OTHER INFORMATION

Provide any other information you believe might be relevant to the Authority in considering this application.


## PLEASE NOTE:

- Certified copies of the identity documents of the Licensee and contact person should accompany this Application Form;
- If an authorized agent completes the Application on behalf of the Licensee, such agent should submit, with the Application Form, a power of attorney, which authorizes him or her to lodge the application on behalf of the Licensee.
- The Authority may request further information or documentation, which must be provided to the Authority on the time and manner set out by the Authority.

Signed by \_\_\_\_\_ at \_\_\_\_\_ in his/her capacity as \_\_\_\_\_, duly authorized and warranting such authority and warranting that the information provided herein is true and correct, on the \_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

## ACKNOWLEDGEMENT OF RECIPIENT BY CRAN

Name
Date
Place
Signature

**CRAN: FORM 6**  
**Regulation 22**  
**Reconsideration Form**

In terms of regulation 22 of the Regulations regarding Procedures for Adjudication of Disputes, applications for reconsideration must be submitted on this form within thirty (30) days from date of receipt of the Authority's decision.

**A. APPLICANT**

APPLICANT: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 Telephone number(s): \_\_\_\_\_  
 Facsimile number(s): \_\_\_\_\_  
 Electronic mail  
 address(es): \_\_\_\_\_

**B. CONTACT PERSON (IF DIFFERENT FROM APPLICANT)**

Contact Person: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 Telephone number(s): \_\_\_\_\_  
 Facsimile number(s): \_\_\_\_\_  
 Electronic mail  
 address(es): \_\_\_\_\_

**C. RESPONDENT**

Respondent: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 Telephone number(s): \_\_\_\_\_  
 Facsimile number(s): \_\_\_\_\_  
 Electronic mail  
 address(es): \_\_\_\_\_

**D. SUMMARY OF GROUNDS FOR RECONSIDERATION**

Provide an accurate and concise statement of the grounds illustrating why the Authority should reconsider its decision.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. RELIEF SOUGHT**

Provide a clear and concise statement of the specific relief or remedy sought.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**F. LIST OF DOCUMENTS SUPPORTING REQUEST FOR RECONSIDERATION**

Provide a detailed list of the documents you wish to use in support of your request for reconsideration. Please further ensure that the listed documents are attached to this form.

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**G. ANY OTHER INFORMATION**

Provide any other relevant information.

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Signed by \_\_\_\_\_ at \_\_\_\_\_ in his/her/its capacity as \_\_\_\_\_, duly authorised and warranting such authority and warranting that the information provided herein is true and correct, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

**ACKNOWLEDGEMENT OF RECEIPT BY CRAN:**

1.	Name:	
2.	Date:	
3.	Place:	
4.	Signature:	

\_\_\_\_\_