



The Postal Services Act, 2009
(Act No. 22 of 2009)

The Postal Services (General) Regulations, 2016

APPLICATION FOR COURIER SERVICES LICENCE			
Please complete in block letters	Shaded fields for official use only	Application No.	
		Date and Time	
<i>Information Required</i>	<i>Information Provided</i>		√
PART 1 PARTICULARS OF APPLICANT			
1.	(a) Name of business entity		
	(b) Registration No.		
	(c) Tax Payer Identification No.		
2.	Type of business entity		
3.	Business premises		
	(a) Physical Address:		
	(b) Postal Address:		
	(c) Telephone No. :		
	(d) Fax No. :		
	(e) Mobile No. :		
	(f) Email address:		
	(g) District:		
	(h) Province:		

SCOPE OF SERVICE							
4.	Type of courier service	International and domestic courier operations		Domestic courier operations		Local courier operations	
5.	Description of postal service						
6.	Describe the manner of collection, conveyance and delivery of postal articles						
7.	Transport arrangements						
8.	Area of coverage	Geographical location			Spread of postal service		
9.	Location of premises and facilities						
10.	Indicate the technical and financial capacity of the applicant to operate or provide the services for which the licence is sought.						
11.	Information indicating the public interest that shall be served by the postal service for which the licence is sought.						
12.	<p>Has the applicant or any of its associates-</p> <p>(a) been adjudged insolvent by a court in Zambia or elsewhere? </p> <p>(b) had a liquidator, receiver of property or judicial manager appointed in relation to any of its property? </p> <p>(c) instituted proceedings for its voluntary winding up within the last ten years in Zambia or elsewhere? </p> <p>(d) been investigated or subjected to proceedings by any government agency, regulatory authority or professional association within Zambia or outside Zambia? </p> <p>(e) been or currently the subject of any litigation in Zambia or elsewhere which may have a material effect on its resources or ability to comply with any provision of the Act? </p>						

13.	<p>UNDERTAKING</p> <p>(1) I undertake, in providing a courier service for reserved postal services, to-</p> <ul style="list-style-type: none"> (a) receive, collect and deliver the items referred to in item (a) of subparagraph (1) of paragraph 1 of the First Schedule to the Act; (b) track and trace the whereabouts of any item received or collected for delivery by the person's business undertaking; (c) deliver the items within a definite time, for deliveries across international borders; (d) deliver items within Zambia in compliance with the standards issued by the Authority; and (e) clear items through customs and excise, where applicable. <p>(2) I undertake, in providing a courier service for unreserved postal services, to-</p> <ul style="list-style-type: none"> (a) receive, collect and deliver the items referred to in item (b) of sub-paragraph (1) of paragraph 1 of the Second Schedule of the Act; and (b) provide the service referred to in the Second Schedule to the Act. <p>.....</p> <p style="text-align: center;"><i>Name of applicant</i> <i>Signature</i></p> <p>.....</p> <p style="text-align: center;"><i>Date</i></p>	
14.	<p>DECLARATION</p> <p>I declare that all the information I have stated in this application is correct and truthful to the best of my knowledge and belief. I understand that submission of false information shall render the application void and that if approval is granted, it shall be revoked and the licence revoked.</p> <p>WE, the undersigned Chief Executive Officer and members of the Board of Directors of authorise the Authority and its authorized staff to inquire or obtain any information from any source of the purpose of determining this application.</p> <p>.....</p> <p style="text-align: center;"><i>Name of applicant</i> <i>Signature</i></p> <p>.....</p> <p style="text-align: center;"><i>Date</i></p>	
15.	<p>ATTACHMENTS</p>	
	<p>1 A Business Plan demonstrating the commercial viability of the operator and the service for which the licence is sought:</p> <ul style="list-style-type: none"> (a) market analysis and projections; (b) financial resources and the expected sources of such funding; (c) tariff structure; (d) cash flow projections for three years; and (e) experience in the provision of similar services. 	
	<p>2 Latest annual financial report</p>	
	<p>3 Commercial agreements with associated companies outside Zambia, for applicants intending to offer an international postal or courier service</p>	

FOR OFFICIAL USE ONLY

Received by:
Officer (Name and Signature) *Date*

Application fee paid: Receipt No. :

Prepared by:

Signature:

Date:

Recommended by:

Signature:

Date:

Approved by:

Signature:

Date:

Licence Number

Remarks:

OFFICAL
STAMP