



# **Application for a Licence to provide Postal Services in Guernsey**

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Application Form

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**January 2023**

Guernsey Competition and Regulatory Authority  
Suite 4, 1<sup>st</sup> Floor, La Plaiderie Chambers  
La Plaiderie, St Peter Port  
Guernsey, GY1 1WG  
Tel: +44 (0)1481 711120  
Web: [www.gcra.gg](http://www.gcra.gg)

**Note**

Prospective licensees should contact the GCRA to discuss their application before submitting it.

When ready to make their application, applicants should provide the information requested, along with the signed declaration, to the GCRA ([info@gcra.gg](mailto:info@gcra.gg)).

## **1. Applicant's details**

1.1 Please provide the following:

- (a) Full name of applicant;
- (b) Trading name of applicant (if different to above);
- (c) Registered office address;
- (d) Principal business address;
- (e) Telephone number;
- (f) Website and e-mail address;
- (g) Name of prospective licensee;
- (h) Contact name and details (including telephone number and e-mail address).

## **2. Business Details**

- 2.1 If the prospective licensee is a company or other body corporate please supply the company's registered number, its jurisdiction of incorporation and the date on which the prospective licensee was incorporated. If it is a partnership or similar entity, please give the date on which the prospective licensee was formed.
- 2.2 Please list any trading and company names (state which and when used) used by the prospective licensee within the last five years. Please list any trading name which the prospective licensee uses or proposed to use if different from name given under "full name of applicant".
- 2.3 If the prospective licensee is a company, partnership, co-operative, or other body please give the name(s) and private address(es) of each of the current directors or any other officers, company secretary, partners, or members of the committee of management. Identify, as applicable, the chairperson, chief executive, managing director, finance director, and any other director with specific duties.
- 2.4 If the prospective licensee is part of a larger corporate group, please provide a summary and organogram of the company structure including the ultimate parent company and give the name and (registered) address of this entity and the names and private addresses of each of the current directors or any other officers, company secretary, partners, or members of the committee of management. Identify, as applicable, the chairperson, chief executive, managing director, finance director, and any other director with specific duties.
- 2.5 Please identify any persons with significant influence over the prospective licensee, that is any person with a beneficial ownership of 25% or more and provide names and private addresses of any such individuals.
- 2.6 Please provide an address for service of notices. This address must be in Guernsey.

### **3. Service and Business Information**

- 3.1 Please list the services which the prospective licensee intends to together with a brief description of the service.
- 3.2 When does the prospective licensee intend to commence operation of its business and provision of services?
- 3.3 Please provide a high-level business plan. The plan should set out a high-level financial summary including financial indicators.
- 3.4 Please identify who will manage the services provided and where they will be based.
- 3.5 Please provide details of quality-of-service targets proposed by the prospectivelicensee.

#### **4. Declaration**

On behalf of the prospective licensee, I/we hereby declare that:

- (a) The prospective licensee shall at all times comply in every respect with the conditions attached to any licence that may be awarded to the prospective licensee as the same may be modified from time to time.
- (b) The prospective licensee shall at all times comply with lawful directions of the GCRA.
- (c) The information provided on behalf of the prospective licensee is accurate and complete in all respects.

Signed:

Full name:

Date:

Position held: