



## APPLICATION

for a permit to carry  
on postal activities  
in Sweden

**Read the instructions before you fill in the application**

### Applicant<sup>1</sup>

Name	Corporate ID number <sup>2</sup>
Full postal address	Office address <sup>3</sup>
Country	Telephone number (also state the country code, e.g. +46)
Invoicing address (if a specific invoicing address is required)	
E-mail address	Website (if any)
Contact person (name and position)	Telephone number and e-mail address
Person authorised to receive service (state name, position, telephone number and office address)	

<sup>1</sup> Applicant is the company or the person to which the permit will be issued.

<sup>2</sup> Private individuals must enter their personal identity number. Companies/persons which do not have a Swedish corporate ID number/personal identity number must indicate the identification number that the person concerned holds in the country where that person has its headquarters/is registered.

<sup>3</sup> If the company has multiple addresses, the office address for the head office must be specified.

## Activities

<p>Will the postal activities, i.e. processing of addressed letters, be the company's only business?</p> <p>Yes                      No</p> <p><input type="checkbox"/>                      <input type="checkbox"/></p>	<p>If "No", what other type of business will be carried out?</p>
<p>State geographical delivery area (an estimate is sufficient)</p>	<p>Estimated the number of letters delivered per year</p>
<p>What kind of customers will the company aim to serve (e.g. companies, associations, private individuals)?</p>	<p>Will the company distribute its own stamps?</p> <p>Yes                      No</p> <p><input type="checkbox"/>                      <input type="checkbox"/></p>
<p>How will collection take place? (e.g. via the company's own mail boxes, pick-up or special collection points)</p>	<p>How often will collection take place?</p>
<p>How often will delivery take place?</p>	<p>How will letters that are not addressed to the company's own delivery area be handled?</p>
<p>How will storage/temporary forwarding be handled?</p>	<p>How will letters addressed to another permit holder's post box facility and to addressees with their own postal code (large customer number) be handled?</p>
<p>How will address records be handled/organised?</p>	<p>Will subcontractors be engaged for any part of the business? If the answer is "Yes", please state the name and describe which part of the business.</p>
<p>Briefly describe what procedures you intend to apply to deal with any complaints.</p>	

## Premises, equipment and staff

<p>Describe the type of premises the business will be carried out in and what security arrangements exist.</p>	<p>What equipment (such as vehicles, bicycles and franking machines) will be used in the business?</p>
<p>Will the company use any specific logo or colour of clothing or equipment as a recognition sign? If the answer is "Yes", give a description.</p>	
<p>How many people are expected to be employed in the business?</p>	<p>Do any of those people have previous experience of postal activities? If "Yes", give a brief description.</p>

## Other information

The following information was obtained from the review of the records of the Department of Social Services, Division of Child Welfare, regarding the child's history and current status:

**I certify that the above information is accurate and truthful and that the decision to apply for a permit to carry out postal activities was made in an authorised procedure.**

Name	Position
Telephone number	E-mail address

The form is sent either by e-mail to [pts@pts.se](mailto:pts@pts.se), via [verksamhet.se](https://www.pts.se/verksamhet) or by mail to:  
PTS  
Box 5398  
SE-102 49 Stockholm  
(Sweden)

# Instructions for an application for a permit to carry out postal activities in Sweden

## Fees

Fees must be paid in accordance with the PTS regulations on fees. The regulations are contained in the PTS statutes and are available at <https://www.pts.se>.

### *Processing fee*

The person that submits an application to carry out postal activities in accordance with Chapter 2, section 1 of the Swedish Postal Services Act (2010:1045) must pay a processing fee. (*The provision enters into force on 1 January 2020.*)

### *Annual fee*

The person holding a permit to carry out postal activities must pay an annual fee.

### *Fee for undeliverable letters*

The person with a permit to carry out postal activities must pay fees for undeliverable letter, unless the permit holder is subject to an exemption.

## Postal infrastructure

Postal infrastructure means, inter alia, access to mail boxes, address change data, entry codes, etc. Access to these systems is necessary to enable postal activities to be carried out with the required reliability.

### *Post boxes, etc.*

A postal operator may sign an agreement with other relevant postal operators on sorting in post boxes and forwarding of items of mail to be delivered outside its own delivery area.

### *Svensk Adressändring AB (SvAAB)*

It is extremely important for all postal operators to have access to current addresses and to be able to forward and store post reliably. Svensk Adressändring AB receives the postal recipients' orders for forwarding or storage of mail and checks the quality of the address details provided. All postal operators can sign an agreement with SvAAB to access information in order to keep their own address records up to date. A connection fee is paid to SvAAB and the surplus is distributed among affiliated operators by agreement. Own address records may be used either manually or electronically.

### *Entry codes, key tabs and similar for access to apartment buildings*

The permit holder may arrange access to any entry codes, key tabs for access to apartment buildings on its own account by contacting the relevant property owners in the delivery area in question.

## Regulations

Swedish Postal Services Act (2010:1045)  
Swedish Postal Services Ordinance (2010:1049)  
PTS decision on permit conditions  
Any regulations issued by PTS

## Permit obligation

In accordance with Chapter 2, section 1 of the Swedish Postal Services Act (2010:1045) a permit is required to carry out postal activities. Post- och telestyrelsen (PTS) [the Post and Telecommunications Agency] is the authority that issues such permits. The Act describes postal activities as "*regular collection, sorting, transport and delivery of letters for payment*" (Chapter 1, section 2 of the Swedish Postal Services Act). That means that postal activities are only activities where forwarding takes place with a particular regularity, for example conforming to a set delivery schedule in some way. Postal activities are thereby distinguished from, for example, activities carried out by companies that rent out mail boxes and courier firms.

*Letter* means an addressed item of mail placed in an envelope or other cover that weighs no more than 2 kg. Postcards and similar are equated with letters.

PTS is entitled to order a person carrying out postal activities without a permit to cease.

**Validity of the permit**

A permit includes domestic letter forwarding throughout the country and is valid until further notice. Nevertheless, there is no obligation to carry out activities throughout the country. The permit holder should inform PTS in the event of any changes to the details provided in the application document, any significant changes in its business and, in particular, if postal activities cease.