**Decision No. 1/42 of the Board of the Public Utilities Commission**

Adopted 8 December 2022

**Regulations Regarding the Submission of Information in the Postal Sector**

*Issued pursuant to Section 12 of the Postal Law and Section 25, Paragraph one of the law On Regulators of Public Utilities*

1. Regulations prescribe the procedures by which a postal operator shall submit information to the Public Utilities Commission (hereinafter – the Regulator), and also the type and amount of information to be submitted and time periods for the submission thereof.

2. A postal operator shall submit the information specified in these regulations in accordance with the Regulator’s general regulations regarding submission of information, insofar as they are not in conflict with these regulations.

3. The provider of the universal postal service shall, on a quarterly basis by 1 February, 1 May, 1 August, and 1 November respectively, submit to the Regulator the information specified in Annex 1 to these regulations on the indicators of the postal services provided by the provider of the universal postal service in the previous quarter.

4. The provider of the universal postal service shall, once a year by 1 February, submit to the Regulator the following information on the indicators on the compliance with the quality requirements for the universal postal service in respect of the location of points for the provision of postal services and location of letter boxes as on 1 January of the calendar year:

4.1. location and number of points for provision of postal services;

4.2. location and number of letter boxes.

5. The provider of the universal postal service shall submit to the Regulator information on any changes in the compliance with the quality requirements for the universal postal service in respect of the location of points for the provision of postal services and location of letter boxes within one month from the day of introduction of changes.

6. The provider of the universal postal service shall, once a year by 1 February, submit to the Regulator information on the number of complaints about the universal postal service and results of their examination in the previous calendar year.

7. The postal operator, except for the provider of the universal postal service, shall, two times a year by 1 February for the second half of the previous calendar year and by 1 August for the first half of the current calendar year, submit to the Regulator the information on the indicators of postal services specified in Annex 2 to these regulations.

8. Decision No. 1/41 of the Public Utilities Commission of 21 December 2017, Regulations Regarding the Submission of Information in the Postal Sector (*Latvijas Vēstnesis*, 2017, No. 257), is repealed.

9. The provider of the universal postal service shall submit to the Regulator the information specified in Paragraph 3 of these regulations for the first time by 15 February 2023, specifying information on indicators in 2022.

10. The postal operator, except for the provider of the universal postal service, shall submit to the Regulator the information specified in Paragraph 7 of these regulations for the first time by 15 February 2023, specifying information on indicators in 2022.

11. These regulations shall come into force on 1 January 2023.

Chair of the Board of the Public Utilities Commission A. Ozola

**Annex 1**

Decision No. 1/21 of the Public Utilities Commission

8 December 2022

**Information on the Indicators of the Postal Services Provided by the Provider of the Universal Postal Service**

|  |  |
| --- | --- |
| **Name of the operator** |  |
|  |  |
| **Registration number** |  |
|  |  |
| **Reporting year and period** |  |

**I. Information on revenues from the postal services**

Table 1

|  |  |  |
| --- | --- | --- |
| **No.** | **Postal services and type of items** | **Revenues**[1]  (without VAT), EUR |
| 1. | Revenues from the postal services in total |  |
| 2. | Revenues from the universal postal service |  |
| 2.1. | letter-post items – written communications, documents, printed materials |  |
| 2.2. | letter-post items – small articles |  |
| 2.3. | postal parcel items |  |
| 2.4. | subscribed press publication items |  |
| 3. | Revenues from postal services, except for the universal postal service |  |
| 3.1. | Traditional postal services |  |
| 3.1.1. | letter-post items – written communications, documents, printed materials |  |
| 3.1.2. | postal parcel items |  |
| 3.2. | Express mail services |  |
| 3.2.1. | letter-post items – written communications, documents, printed materials |  |
| 3.2.2. | postal parcel items |  |
| 3.3. | Courier services |  |
| 3.3.1. | letter-post items – written communications, documents, printed materials |  |
| 3.3.2. | postal parcel items |  |

[1] Indicate revenues from the provision of the regulated postal services according to the services provided, minus trade discounts and other discounts granted, and also value-added tax and any other taxes directly related to turnover.

**II. Information on the number of postal items by types of delivery**

Table 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Type of delivery of postal items** | **Number of items** | | |
| Inland | Incoming cross-border | Total |
| 1. | Postal items delivered for issuing at the points for the provision of postal services |  |  |  |
| 1.1. | out of which postal items delivered for issuing at facilities for the receipt of postal items[2] |  |  |  |
| 2. | Postal items delivered for issuing personally to the addressee against the signature at the indicated address |  |  |  |
| 3. | Postal items delivered by placing them into the addressee’s post box |  |  |  |

[2]Records include postal items delivered for issuing to the addressee at the facility indicated by the postal operator after the addressee enters the authorisation code granted by the postal operator.

**III. Information on the number of employees of the postal operator and the number of facilities for the receipt of postal items**

Table 3

|  |  |  |
| --- | --- | --- |
| **No.** | **Type of indicator** | **Value** |
| 1. | The average number of employees of the postal operator involved in the provision of postal services[3] |  |
| 2. | The number of the postal operator’s facilities for the receipt of postal items[4] |  |

[3]Indicate the average number of employees which has been calculated as the average indicator in the calendar quarter, i.e. the sum of the number of working employees on the last day of each month divided by the number of months in the quarter. Records include the persons employed by the postal operator such as full-time, part-time employees, temporary staff, and self-employed persons involved in the provision of postal services.

[4]Records include the postal operator’s facilities for the receipt of postal items which ensure that the addressee receives items by entering the authorisation code granted by the postal operator.

**IV. Information on the number of the universal postal service items**

Table 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Type of the universal postal service item** | **Number of items** | | | |
| Inland | Incoming cross-border | Outgoing cross-border | Total |
| 1. | Letter-post – written communications, documents, printed materials |  |  |  |  |
| 1.1. | ordinary items |  |  |  |  |
| 1.2. | insured items |  |  |  |  |
| 1.3. | registered items |  |  |  |  |
| 2. | Letter-post – small articles |  |  |  |  |
| 2.1. | ordinary items |  |  |  |  |
| 2.2. | insured items |  |  |  |  |
| 2.3. | registered items |  |  |  |  |
| 3. | Postal parcels |  |  |  |  |
| 3.1. | ordinary items of up to 10 kg |  |  |  |  |
| 3.2. | insured items of up to 10 kg |  |  |  |  |
| 3.3. | ordinary items of up to 20 kg received from European Union countries |  |  |  |  |
| 3.4. | insured items of up to 20 kg received from European Union countries |  |  |  |  |
| 4. | Subscribed press publication items |  | | | |

**V. Information on the number of postal service items, except for the universal postal service items**

Table 5

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Postal service and type of item** | **Number of items** | | | |
| Inland | Incoming cross-border | Outgoing cross-border | Total |
| Class A | Class A | Class A |
| 1. | Traditional postal items of postal services[5] |  |  |  |  |
| 1.1. | letter-post items – written communications, documents, printed materials |  |  |  |  |
| 1.1.1. | ordinary items |  |  |  |  |
| 1.1.2. | insured items |  |  |  |  |
| 1.1.3. | registered items |  |  |  |  |
| 1.2. | letter-post items – small articles |  |  |  |  |
| 1.2.1. | ordinary items |  |  |  |  |
| 1.2.2. | insured items |  |  |  |  |
| 1.2.3. | registered items |  |  |  |  |
| 1.3. | postal parcel items |  |  |  |  |
| 1.3.1. | ordinary items |  |  |  |  |
| 1.3.2. | insured items |  |  |  |  |
| 2. | Postal items of express mail services |  |  |  |  |
| 2.1. | letter-post items – written communications, documents, printed materials |  |  |  |  |
| 2.2. | postal parcel items |  |  |  |  |
| 3. | Postal items of courier services |  |  |  |  |
| 3.1. | letter-post items – written communications, documents, printed materials |  |  |  |  |
| 3.2. | postal parcel items |  |  |  |  |

[5]Postal items delivered for issuing at facilities for the receipt of postal items are indicated in records regarding traditional postal service items.

**VI. Information on the number of postal items processed on behalf of another postal operator**

Table 6

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Postal service and type of item** | **Number of items** | | | |
| Inland | Incoming cross-border | Outgoing cross-border | Total |
| 1. | Traditional postal items of postal services |  |  |  |  |
| 1.1. | letter-post items – written communications, documents, printed materials |  |  |  |  |
| 1.2. | number of postal parcel items |  |  |  |  |
| 2. | Postal items of express mail services |  |  |  |  |
| 2.1. | letter-post items – written communications, documents, printed materials |  |  |  |  |
| 2.2. | postal parcel items |  |  |  |  |
| 3. | Postal items of courier services |  |  |  |  |
| 3.1. | letter-post items – written communications, documents, printed materials |  |  |  |  |
| 3.2. | postal parcel items |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Date \_\_\_\_. \_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_. | |  |
|  | |  |
| Person entitled to represent the operator | |  |
|  | | /signature and full name thereof/ |
|  | |  |
| /given name, surname of the person who prepared the document/ | |  |
| telephone |  |  |
|  |  |  |
| e-mail |  |  |

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**Annex 2**

Decision No. 1/21 of the Public Utilities Commission

8 December 2022

**Information on the Indicators of Postal Services**

|  |  |
| --- | --- |
| **Name of the operator** |  |
|  |  |
| **Registration number** |  |
|  |  |
| **Reporting year and period** |  |

**I. Information on revenues from the postal services**

Table 1

|  |  |  |
| --- | --- | --- |
| **No.** | **Postal service and type of item** | **Revenues**[1]  (without VAT), EUR |
| 1. | Traditional postal services |  |
| 1.1. | letter-post items – written communications, documents, printed materials |  |
| 1.2. | postal parcel items |  |
| 2. | Express mail services |  |
| 2.1. | letter-post items – written communications, documents, printed materials |  |
| 2.2. | postal parcel items |  |
| 3. | Courier services |  |
| 3.1. | letter-post items – written communications, documents, printed materials |  |
| 3.2. | postal parcel items |  |
| 4. | Delivery of subscribed press publications and services related thereto |  |
| 5. | Revenues from the postal services in total |  |

[1] Indicate revenues from the provision of the regulated postal services according to the services provided, minus trade discounts and other discounts granted, and also value-added tax and any other taxes directly related to turnover.

**II. Information on the number of postal items by types of delivery**

Table 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Type of delivery of postal items** | **Number of items** | | |
| Inland | Incoming cross-border | Total |
| 1. | Postal items delivered for issuing at the points for the provision of postal service |  |  |  |
| 1.1. | out of which postal items delivered for issuing at facilities for the receipt of postal items[2] |  |  |  |
| 2. | Postal items delivered for issuing personally to the addressee against the signature at the indicated address |  |  |  |
| 3. | Postal items delivered by placing them into the addressee’s post box |  |  |  |

[2]Records include postal items delivered for issuing to the addressee at the facility indicated by the postal operator after the addressee enters the authorisation code granted by the postal operator.

**III. Information on the number of employees of the postal operator and the number of facilities for the receipt of postal items**

Table 3

|  |  |  |
| --- | --- | --- |
| **No.** | **Type of indicator** | **Value** |
| 1. | The average number of employees of the postal operator involved in the provision of postal services[3] |  |
| 2. | The number of the postal operator’s facilities for the receipt of postal items[4] |  |

[3]Indicate the average number of employees which has been calculated as the average indicator in the calendar half-year, i.e. the sum of the number of working employees on the last day of each month divided by the number of months in the half-year. Records include the persons employed by the postal operator such as full-time, part-time employees, temporary staff, and self-employed persons involved in the provision of postal services.

[4]Records include the postal operator’s facilities for the receipt of postal items which ensure that the addressee receives items by entering the authorisation code granted by the postal operator.

**IV. Information on the number of postal items of postal services by types of postal item**

Table 4

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Postal services and type of items** | **Number of items** | | | | | | |
| Inland | | Incoming cross-border | | Outgoing cross-border | | Total |
| Class A | Class B | Class A | Class B | Class A | Class B |
| 1. | Traditional postal items of postal services[5] |  |  |  |  |  |  |  |
| 1.1. | letter-post items – written communications, documents, printed materials |  |  |  |  |  |  |  |
| 1.1.1. | ordinary items |  |  |  |  |  |  |  |
| 1.1.2. | insured items |  |  |  |  |  |  |  |
| 1.1.3. | registered items |  |  |  |  |  |  |  |
| 1.2. | postal parcel items |  | |  | |  | |  |
| 1.2.1. | ordinary items |  | |  | |  | |  |
| 1.2.2. | insured items |  | |  | |  | |  |
| 2. | Postal items of express mail services |  | |  | |  | |  |
| 2.1. | letter-post items – written communications, documents, printed materials |  | |  | |  | |  |
| 2.2. | number of postal parcel items |  | |  | |  | |  |
| 3. | Postal items of courier services |  | |  | |  | |  |
| 3.1. | letter-post items – written communications, documents, printed materials |  | |  | |  | |  |
| 3.2. | postal parcel items |  | |  | |  | |  |
| 4. | Delivery of subscribed press publications and items of services related thereto |  | | | | | | |

[5]Items delivered for issuing at facilities for the receipt of postal items are indicated in records regarding traditional postal service items.

**V. Information on the number of postal items processed on behalf of another postal operator**

Table 5

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Type of postal item** | **Number of items** | | | |
| Inland | Incoming cross-border | Outgoing cross-border | Total |
| 1. | Traditional postal items of postal services |  |  |  |  |
| 1.1. | letter-post items – written communications, documents, printed materials |  |  |  |  |
| 1.2. | number of postal parcel items |  |  |  |  |
| 2. | Postal items of express mail services |  |  |  |  |
| 2.1. | letter-post items – written communications, documents, printed materials |  |  |  |  |
| 2.2. | postal parcel items |  |  |  |  |
| 3. | Postal items of courier services |  |  |  |  |
| 3.1. | letter-post items – written communications, documents, printed materials |  |  |  |  |
| 3.2. | postal parcel items |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Date \_\_\_\_. \_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_. | |  |
|  | |  |
| Person entitled to represent the operator | |  |
|  | | /signature and full name thereof/ |
|  | |  |
| /given name, surname of the person who prepared the document/ | |  |
| telephone |  |  |
|  |  |  |
| e-mail |  |  |

Note. The details of the document “date” and “signature” need not be completed if the document has been prepared in accordance with the laws and regulations regarding drawing up of electronic documents.