**This text is meant purely as a documentation tool and has no legal effect. The Union's institutions do not assume any liability for its contents. The authentic versions of the relevant acts, including their preambles, are those published in the Official Journal of the European Union and available in EUR-Lex. Those official texts are directly accessible through the links embedded in this document**

►**B** **COMMISSION IMPLEMENTING REGULATION (EU) 2018/1263**

**of 20 September 2018**

**establishing the forms for the submission of information by parcel delivery service providers pursuant to Regulation (EU) 2018/644 of the European Parliament and of the Council**

(OJ L 238, 21.9.2018, p. 65)

Corrected by:

►**C1** Corrigendum, OJ L 112, 26.4.2019, p. 77 (2018/1263)

▼B

# COMMISSION IMPLEMENTING REGULATION (EU) 2018/1263

**of 20 September 2018**

**establishing the forms for the submission of information by parcel delivery service providers pursuant to Regulation (EU) 2018/644 of the European Parliament and of the Council**

*Article 1*

The forms for the submission of the information referred to in paragraphs 1 and 3 of Article 4 of Regulation (EU) 2018/644 are set out in Annexes I and II to this Regulation.

*Article 2*

This Regulation shall enter into force on the twentieth day following that of its publication in the *Official Journal of the European Union*.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

▼B

*ANNEX I*

| **Form for the submission of information referred to in Article 4(1) of Regulation (EU) 2018/644** ([1]) | | | | | | |
|---|---|---|---|---|---|---|
| **Table 1. Information on the parcel delivery service provider.** | | | | | | |
| **Name** | | | | | | |
| **Legal status and form** | | | | | | |
| **Registration number in a trade or similar register** | | | | | | |
| **VAT identification number** | | | | | | |
| **Address of establishment** | | | | | | |
| **If applicable, name of the group or a franchised network of parcel delivery service providers to which the parcel delivery service provider belongs.** | | | | | | |
| **Date of submission** | | | | | | |
| **Table 2. Contact details of a contact person.** | | | | | | |
| **First name and last name** | | | | | | |
| **Function** | | | | | | |
| **Email address** | | | | | | |
| **Phone number** | | | | | | |
| **Table 3. Characteristics of the parcel delivery services offered** ([2]). | | | | | | |
| **Steps in the postal delivery chain** | | | | | | |
| **clearance** | **sorting** | **transport** | **distribution** | **Within the scope of USO** ([3]) | **Outside the scope of USO** | **Notes/remarks** |
| | | | | | | |
| **Table 4. Detailed description of the parcel delivery services offered** ([4]). | | | | | | |
| | | | | | | |
| **Table 5. General terms and conditions for parcel delivery services** ([5]). | | | | | | |
| | | | | | | |
| **Link(s):** | | | | | | |
| | | | | | | |

([1]) In accordance with Article 4(5) of Regulation (EU) 2018/644 the national regulatory authorities may impose information requirements additional to those referred to in Article 4(1) of that Regulation. The requirement to submit the information referred to in Article 4(1) of Regulation (EU) 2018/644 is subject to paragraphs 6 and 7 of Article 4 of that Regulation.
([2]) Tick the boxes corresponding to services offered. Do not tick the box if the service is offered by a subcontractor.
([3]) Universal service obligation.
([4]) Provide this information where possible and indicate whether added value is offered.
([5]) Attach a copy of the relevant documents in an Annex to this form. Provide also details of complaints procedures for users and any potential limitations of liability. If the relevant documents are available online, provide the link(s).

▼C1

*ANNEX II*

| Form for the submission of information referred to in Article 4(3) of Regulation (EU) 2018/644 (1) | |
|---|---|
| **Name of parcel delivery service provider** | |
| **Registration number in a trade or similar register** | |
| **Date of submission** (2) | |
| **Name of contact person** | |
| **Year for which information is submitted** | |

| **Table 1. Number (3) of parcels handled over the previous calendar year and annual turnover in parcel delivery services for the previous calendar (4) year in the Member State in which the parcel delivery service provider is established (5).** | | | | |
|---|---|---|---|---|
| **Table 1.1. Domestic parcel delivery services** | | | | |
| | **Unit** | **Contracted with the sender** | **Handled on behalf of another provider** | **Remarks** |
| **Number of parcels** (6) | | | | |
| **Turnover in parcel delivery services** (7) | | | | |
| **Table 1.2. Incoming cross-border parcel delivery services (intra and extra Union/European Economic Area (EEA))** | | | | |
| | **Unit** | **contracted with the sender** | **handled on behalf of another provider** | **Remarks** |
| **Total number of incoming parcels** (6) | | | | |
| **of which number of parcels incoming from INTRA Union/EEA** (6) | | | | |
| **of which number of parcels incoming from EXTRA Union/EEA** (6) | | | | |
| **Turnover in incoming parcels delivery services** (7) | | | | |
| **of which turnover of parcels delivery service incoming from INTRA Union/EEA** (7) | | | | |
| **of which turnover of parcels delivery service incoming from EXTRA Union/EEA** (7) | | | | |

▼C1

| Table 1.3. Outgoing cross-border parcel delivery services (intra and extra Union/EEA) | | | | |
|---|---|---|---|---|
| | **Unit** | **contracted with the sender** | **handled on behalf of another provider** | **Remarks** |
| **Number of parcels** (6) | | | | |
| **of which number of parcels outgoing to INTRA Union/EEA** (6) | | | | |
| **of which number of parcels outgoing to EXTRA Union/EEA** (6) | | | | |
| **Total turnover from outgoing parcels delivery services** (7) | | | | |
| **of which turnover of parcels delivery service outgoing to INTRA Union/EEA** (7) | | | | |
| **of which turnover of parcels delivery service outgoing to EXTRA Union/EEA** (7) | | | | |

| Table 2. Number of persons working for the parcel delivery service provider over the previous calendar year involved in the provision of parcel delivery services in the Member State in which the provider is established. | | | |
|---|---|---|---|
| | **30/06/20XX** | **31/12/20XX** | **Remarks** |
| Full-time | | | |
| Part-time | | | |
| Temporary employees | | | |
| Self-employed | | | |
| **TOTAL** | | | |

| Table 3. Information concerning characteristics of parcel delivery services provided by subcontractors of parcel delivery service providers (8) | | | | | | |
|---|---|---|---|---|---|---|
| | **Name of subcontractor** | **clearance** | **sorting** | **transport** | **distribution** | **Remarks** |
| **Total number of subcontractors** (9) | | | | | | |
| **Subcontractor 1** (10) | | | | | | |
| **Subcontractor 2** (10) | | | | | | |
| **Subcontractor 3** (10) | | | | | | |
| **Subcontractor 4** (10) | | | | | | |
| **Subcontractor 5** (10) | | | | | | |

▼C1

| Table 4. Names of subcontractors of parcel delivery service providers ([11]) | | |
|---|---|---|
| **Numbering of subcontractors** | **Name of subcontractor** | **Remarks** |
| **(…)** ([12]) | **(…)** | |
| | | |
| | | |
| **Table 5. Any publicly accessible price list applicable on January 1 of each calendar year for parcel delivery services ([13]).** | | |
| **List attached as Annex ….**<br><br>**Link(s):** | | |

([1]) In accordance with Article 4(5) of Regulation (EU) 2018/644 the national regulatory authorities may impose information requirements additional to those referred to in Article 4(3) of that Regulation. Requirement to submit the information referred to in Article 4(3) of Regulation (EU) 2018/644 is subject to paragraphs 6 and 7 of Article 4 of that Regulation.
([2]) In accordance with Article 4(3), the form is to be submitted by 30 June of each calendar year.
([3]) Include items generated by activities related both to standard parcels and to shipments of goods handled in the letter post mail stream.
([4]) Where the information provided is based on estimation, describe the basis of it.
([5]) Provide information on actual parcel delivery services provided from an establishment in a Member State from the previous calendar year (mentioned above as “year for which information is submitted”).
([6]) Indicate in thousand (‘000).
([7]) Indicate in thousands of national currency, VAT excluded.
([8]) Provide an estimate of the number of subcontractors that provide any of the services in the postal delivery chain.
([9]) State the number of subcontractors involved in each relevant step (the sum might exceed the total number of subcontractors as some of the subcontractors may provide services at several steps).
([10]) Provide the names of the five largest subcontractors and indicate which steps of the delivery chain they provide.
([11]) Provide information on subcontractors over the previous calendar year.
([12]) Provide information either directly in the table or attach a document to this form listing the subcontracors.
([13]) Attach the list to this form and, if the list is available online, provide the link(s).