# 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

## 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

THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EU) 2018/644 of the European Parliament and of the Council of 18 April 2018 on cross-border parcel delivery services[(1)], and in particular Article 4(4) thereof,

Whereas:

(1) Regulation (EU) 2018/644 lays down specific provisions to foster better cross-border parcel delivery services in addition to those laid down in Directive 97/67/EC of the European Parliament and of the Council[(2)]. Those provisions concern in particular regulatory oversight related to parcel delivery services and the transparency of tariffs for certain cross-border parcel delivery services.

(2) Regulation (EU) 2018/644 requires that parcel delivery service providers submit to national regulatory authority of the Member State in which they are established information about themselves using a form established by the Commission.

(3) Article 4(1) of Regulation (EU) 2018/644 requires submitting information about parcel delivery service provider only once and that they inform the national regulatory authority of any change to that information within 30 days. Article 4(3) of Regulation (EU) 2018/644 requires submitting information about the activities of the parcel delivery service provider every year. It is therefore appropriate to establish two separate forms for submission of that information.

(4) In order to avoid the double counting of parcels, parcel delivery service providers should, when providing information on the number and turnover of parcels handled over the previous calendar year, indicate whether the parcel delivery services are contracted with the sender or handled on behalf of another parcel delivery service provider. The submission should also include information on whether the parcels are sent to or received from destinations within or outside the Union, as this will have an impact on the steps in the postal delivery chain that are undertaken by that provider.

(5) Given that the requested information is to be processed by the national regulatory authorities of the Member States and in view of the expertise of those authorities, the

forms have been drawn up in close cooperation with the European Regulators Group for Postal Services.

(6) The measures provided for in this Regulation are in accordance with the opinion of the Committee established by Article 21 of Directive 97/67/EC,

HAS ADOPTED THIS REGULATION:

*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.

# 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).

***Changes to legislation:** There are currently no known outstanding effects for the Commission Implementing Regulation (EU) 2018/1263. (See end of Document for details)*

# [X1ANNEX II]

**Editorial Information**

**X1** Substituted by Corrigendum to 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 (Official Journal of the European Union L 238 of 21 September 2018).

| **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) | | | | |