



Courier, Express and Parcel (CEP) Licence Application Form

A: Class of License

International & Domestic:

Domestic:

B: Applicant Details

Company Name:

Primary Contact Name:

Primary Contact Position:

Address Information	Registered Address	Business Address (if different)
# & Street Name	<input type="text"/>	<input type="text"/>
Village/Neighbourhood	<input type="text"/>	<input type="text"/>
Town/District	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>

Telephone:

Email:

Website:

Facebook:

WhatsApp:

Other:

C: Operational Details

CEP Activities: Inbound International Outbound International Domestic

Main Segments B2B B2C C2B C2C

Collection & Delivery: Home Collection Office Collection Home Delivery Office Delivery

Added Value Services: Track & Trace Online tracking Insurance Signature
Timed Delivery SMS Notification Other Other

Technology Used: Automated Sorting Parcel Stations None

Others, please specify _____

Are you acting as an Agent for another company? Yes No

Which company?

Other Activities: Logistics Warehousing Freight Forwarding
eCommerce Mailrooms Supermarket delivery

Others, please specify _____

D: Staff & Infrastructure (please specify the actual number in each box)

Number of Staff: Total: Female: Male: Full-Time: Part-Time:

Staff Type: Management: Delivery: Counter: Other Operational: Other Staff:

Number of Outlets: Staffed Outlets Agency Outlets Other

Number of Vehicles: Trucks Vans Cars Motorbikes

E: Documents required during application

Business documents

- Business registration certificate:
- Certified annual report & accounts:
- Identification document of key applicant:
- One-page business plan (**new applications**)
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Operational documents

- Detailed Tariff Information:
- Compensation Rules & Procedures:
- Customer Complaint Handling Procedures:
- Quality of Service standards:
- Handling of Undeliverable Items Procedures:

F: Compliance Declaration & Signature

Compliance

- 1: I declare that all the requirements of the Postal Services Act and other pertinent legislation has been complied with.
- 2: I declare that all information provided in this application and attached documents is correct and true.
- 3: I agree for AITI to clarify or review any description in the forms and attached documents with the applicant or relevant third party.
- 4: I agree for AITI to conduct a site visit at the business or company premises and review relevant documents should they see fit.
- 5: I fully understand that failure to comply with the above matters will lead to this application being rejected by AITI.

Signature: _____

Date: _____

Printed Name: _____

Position: _____

G: Notes & Explanations

General Notes

- 1: The applicant should ensure that all information provided in this form is accurate and true
- 2: The applicant should complete all relevant boxes
- 3: The applicant should place a X in boxes as a sign of agreement except where written or numeric information is required

A: Class of License

- A:1 Place an X in the box for which license you require. If you intend to provide any CEP services internationally you should apply for a joint international and domestic license
- A:2 If you plan to provide international services only between Brunei Darussalam and East Malaysia it may be more cost effective for you to apply for a domestic license and separate runner licences

B: Applicant Details

- B:1 The primary contact name should be the person with whom the Authority makes contact with regarding the license and any issues that may arise through delivery of services
- B:2 The contact information should include details of the primary contact

C: Operational Details

- C:1 Main segments are Business to Business (B2B), Business to Consumer (B2C), Consumer to Business (C2B) and Consumer to Consumer (C2C)
- C:2 The applicant should add details of other added value services it is intending to provide
- C:3 If the applicant is acting on behalf of another company it should be made clear which company
- C:4 The applicant should identify which other logistics related services it is currently providing

D: Staff & Infrastructure

- D:1 The applicant should only provide details of the staff that will be involved in the provision of services related to this license
- D:2 The applicant should only provide details of outlets and vehicles that will be involved in the provision of services related to this license

E: Documents required during application

- E:1 The identification document of the key applicant should include the primary contact listed in section B of this application
- E:2 A one-page business plan template is available on request from the Authority
- E:3 A copy of business registration documents
- E:4 Design of Postal identifier mark which includes any logo or design that uniquely identifies the company