



## **List of addresses, heads and senior officials of postal entities (LAHSO)**

### *Practical information for use of the form to designate contact points and their deputies*

The International Bureau sent out letters No. 0405(DIRCAB.CAB)1053 dated 8 May 2019, No. 0405(DIRCAB.CAB)1002 dated 14 January 2020, and No. 0405(DIRCAB.CAB)1138 of 3 November 2021, concerning the designation of contact points and deputies for the new LAHSO application. To date, the International Bureau has not yet received all the required forms from countries.

As a reminder, the contact points and their deputies will be responsible for compiling any updates to be made with regard to their respective authorities, entering and validating those changes in the interface provided, and ensuring that the published information remains up to date. Additional information is provided on the UPU website ([www.upu.int/en/Members-Centre/List-of-addresses](http://www.upu.int/en/Members-Centre/List-of-addresses)).

Please note the following with regard to the form in question:

- 1 One form should be completed per authority (i.e. one for the governmental authority, one for the regulator, if any, and one for the designated operator. In the case of several designated operators, one form should be completed per operator.
- 2 Forms should be duly completed (details of contact point and deputy, name of signatory, signature, date) and stamped by the relevant authority.
- 3 A maximum of two staff per authority can be designated as LAHSO points of contact.
- 4 Only one e-mail address each should be provided for the contact point and deputy. For log-in purposes, individual e-mail addresses are required (rather than generic e-mail addresses). Professional e-mail addresses are recommended.
- 5 Completed forms should be returned by e-mail ([addresslist@upu.int](mailto:addresslist@upu.int)).