



**Isle of Man**  
Government

*Reilrys Ellan Vannin*

**Department of Economic Development**

Rheynn Lhiasaghey Tarmaynagh

**Guidance notes for applicants under the Post office Act 1993, section 12  
Licence to Carry Letters**

1. A licence to carry letters is granted by the Department of Economic Development to:-
  - a) Individuals who are, or a firm all the partners in which are nationals of an EC member State and ordinarily resident in the Isle of Man; and
  - b) bodies corporate incorporated under the law of the Isle of Man, or an EC member State, provided that they have a permanent place of business in the Isle of Man.
  
2. The licence permits a person to whom it is granted:-
  - a) To convey letters from one place to another on the Isle of Man; and
  - b) to perform all incidental services of receiving, collecting, despatching and delivering letters so conveyed by the licensee.

However it does not permit the conveyance of letters which, at any time between consignment and delivery, are conveyed by the postal administration of a country or territory outside the Isle of Man.
  
3. The licence is subject to the conditions set out in it, the principal elements of which are as follows:-
  - a) Letters must be conveyed at a charge of not less than £7.50 per letter (not per packet). This does not apply to a letter consigned outside the Isle of Man. Unless it has been consigned in breach of the exclusive privilege of the postal administration of a country or territory outside the Isle of Man.
  - b) The licensee must be registered with the Department of Economic Development, and must display the certificate of registration or a copy of it at every place of business on the Island. The registration fee is £210.00.

- c) The licensee must publish, and notify the Department of (and any subsequent changes to), the services which he/she provides or holds out as providing, and the terms and conditions (including the charges) on which he/she provides them.
4. The licence has been issued for a period of five years from the date of issue, but may be withdrawn by the Department on not less than twelve months' notice. The licence conditions may be varied by the Department on not less than three months' notice. Notice for these purposes is to be given by advertisement in a newspaper published and circulating in the Isle of Man and by notification to each registered licensee.

The above notes are intended to give a summary only, and are not an authoritative statement of the law or of the effect of the licensee. Persons interested are advised to refer to the provisions of the Post Office Act 1993 and to the licence itself, copies of which are obtainable from the Tynwald Reference Library, Tynwald Buildings, Finch Road, Douglas.