

GUIDE TO COMPLETION

Please complete the form electronically.

An essential condition of registration for the use of business applications is the thorough and full completion of the Data Sheet with true information.

Authorisations for new users and requests for change/deletion may be made on a separate worksheet.

Please complete the Data Sheet electronically and return in excel format electronically.

Address for returning the Data Sheet: kwradmin@posta.hu

¹ The user name must consist of at least 6 characters, using lower-case and upper-case letters without accents and numbers.

² If you have already registered in the MyPost menu point on the posta.hu page, please give the data used for registration here.

³ Only users of the e-receipt at premises on site module are required to complete it.

⁴ More than one agreement code may be given

⁵ Mark the service you wish to authorise your contact person to handle with an 'X'.

Abbreviations: ePostBook OEPL=Online electronic posting list application (letters), OALC=Online Address Label Completion application (parcels)

⁶ Please enter here your order for delivery (yes/no)

By returning the Data Sheet the organisation acknowledges that it is aware of and understands the contents of Magyar Posta Zrt.'s General Terms and Conditions for Certain Electronic Services and Business Applications, and fully accepts them without change or comment.

DATA SHEET

For adding persons authorised to use Magyar Posta's business applications (OEPL, OALC, e-receipt at premises)

Name of organisation:

New users	Contact Persons' details										Company data		Requested application ⁵						
	Contact Persons	Given name and surname	Place of birth	Date of birth	Mother's given name and surname at birth	User name (if already registered at posta.hu)	Requested user name (if not yet registered) ¹	E-mail address at organisation	Telephone number at organisation	E-mail address used in status as a natural person ²	Telephone number used in status as a natural person ²	Customer code ³	Agreement code ⁴	OEPL	OALC	e-receipt at premises	e-receipt at premises ⁵		
																	Do you want to print a paper list?	Signature use	Delivery list to SFTP
Main representative																			
Authorised rep. 1																			
Authorised rep. 2																			
Authorised rep. 3																			
Authorised rep. 4																			
Authorised rep. 5																			
Authorised rep. 6																			
Authorised rep. 7																			
Authorised rep. 8																			
Authorised rep. 9																			
Authorised rep. 10																			
...																			

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 Date (year, month, day)

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DATA SHEET

For changing or deleting the data of persons authorised to use Magyar Posta's business applications (OEPL, OALC, e-receipt at premises)

Name of organisation:

Request for change	Contact Persons' details							Company data		Requested application ⁵					
Contact Persons	Given name and surname	Mother's given name and surname at birth	User name (if already registered at posta.hu)	E-mail address at organisation	Telephone number at organisation	E-mail address used in status as a natural person ²	Telephone number used in status as a natural person ²	Customer code ³	Agreement code ⁴	OEPL	OALC	e-receipt at premises	e-receipt at premises ⁶		
													Do you want to print a paper list?	Signature use	Delivery list to SFTP
Main representative															
Authorised rep. 1															
Authorised rep. 2															
Authorised rep. 3													no	no	no
Authorised rep. 4															
Authorised rep. 5															
Authorised rep. 6															
...															

Request for deletion	Contact Persons' details							Company data		Used application ⁵					
Contact Persons	Given name and surname	Mother's given name and surname at birth	User name (if already registered at posta.hu)	E-mail address at organisation	Telephone number at organisation	E-mail address used in status as a natural person ²	Telephone number used in status as a natural person ²	Customer code ³	Agreement code ⁴	OEPL	OALC	e-receipt at premises	e-receipt at premises ⁶		
													Do you want to print a paper list?	Signature use	Delivery list to SFTP
Main representative															
Authorised rep. 1															
Authorised rep. 2															
Authorised rep. 3													no	no	no
Authorised rep. 4															
Authorised rep. 5															
Authorised rep. 6															
...															

Address for returning the Data Sheet: kwradmin@posta.hu
 Date (year, month, day)

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