



APPLICATION REQUIREMENTS FOR COURIER/COMMERCIAL POSTAL SERVICES LICENCE

1. Application letter indicating the category applied for and commitment of your company's intention.
2. A Completed Application Form (obtainable at LCA offices or at www.lca.org.ls)
3. Applicant **MUST** be registered as a company in Lesotho.
4. Company Profile:
 - a) Company Extract
 - b) Certified copy of Certificate of Incorporation
 - c) Certified copy of the Memorandum and Articles of Association
 - d) Certified National Identity Card (ID) or Passport copies of all the directors of the company
 - e) Contact details of the person responsible for the application and his/her certified passport copy.
5. A detailed business plan which includes:
 - a) Financial plan – cost of initial capital investment, three-year financial projections with relevant cash flow projection, operating costs, tariff plan etc.
 - b) Technical plan – details of the scope of services proposed, practical skills, previous experience and methods proposed to be used as well as schedule of delivery standards.
 - c) Market plan – competition issues, target market, geographical coverage and roll out plan.
 - d) Human Resource plan – proposed management structure, proposed salary structure, staff training plan, CVs of key employees.
 - e) Any other relevant information.
6. Sufficient documentary evidence to prove that the applicant has the financial capability to meet the capital investment required in the financial plan (including a recent bank statement or audited financial statements for existing companies).
7. Valid Insurance Policy.
8. Certified copy of sublease agreement.
9. Applications can be submitted in person or by mail to LCA. Applications carry fees and these fees must be paid upon application submission.

10. LCA may seek clarification and additional information from the applicant arising from the licence application.