



APPLICATION REQUIREMENTS FOR POSTAL AND COURIER SERVICES (For inquiries - +266 22224300; +266 52221300)

The Documents listed below must be handed in when submitting an Application for a Courier Licence.

- (1) A cover letter summarising the business to be conducted by the applicant.
- (2) A completed and signed Application Form 40 (b).
- (3) Tax clearance certificate
- (4) MUST be registered in Lesotho as a natural or juristic person such as:
 - 4.1 Company
 - 4.2 Partnership
 - 4.3 Joint Venture
 - 4.4 Trust
 - 4.5 Sole Trader
 - 4.6 Contact details of the Chief Accounting Officer or the person responsible in respect of this application & their certified ID copies.
- (5) Certified Registration certificates such as business IDs, articles of incorporation, deed of trust or partnership.
- (6) Provide shareholding percentage or proportion where ascertainable.
- (7) Provide insurance certificate for business.
- (8) Provide evidence of track and system for goods/parcels in conveyance.
- (9) Provide a security plan or evidence of security systems in place
- (10) A recent 3 months bank statement.
- (11) A detailed business plan which includes but is not limited to the following:
 - 12.1 Purpose, scope and elaboration on the service to be rendered
 - 12.2 Sufficient documentary evidence to prove that the applicant has the financial capability to meet the capital investment required in the financial plan, such as financial resources (capital) to realise company growth
 - 12.3 Tariff proposals
 - 12.4 Financial projections with relevant cash flow projections, costs of capital, income and expenditure account and operating costs (For three years)
 - 12.5 Human Resource Plan
 - 12.5.1 Staff training plan (Short and Long-term training plans),

- 12.5.2 Curriculum Vitae (CV) for key personnel
- 12.5.3 Organogram of the service's management and operations
- 12.5.4 Proposed working hours.

(12) A draft procedure designed to address complaints from the public in relation to postal and courier services (Customer Complaints Procedures).

(13) Regulatory Fees:

Please ensure that proof of payment for the application fee is attached to the application documents.

NB: *All payments should be made by direct deposit into the LCA banking details provided below*

Account Name: Lesotho Communications Authority

Bank: Nedbank Lesotho

Account No.: 021000017644

Branch Code: 390161

Swift Code: NEDLLSMX

Licence Category	Type of Authorisation	Licence Tenure	Application Fee (M)	Initial Fee (M)	Renewal Fee (M)	Annual Fee (M)
Public Postal	Individual Licence	20	13 500	20 900	20 900	25 000
Courier Postal Services (Tier 1)	Individual Licence	15	13 500.00	20 900.00	10 000.00	10 000
Courier Postal Services (Tier 2)	Individual Licence	5	2 000.00	3 000.00	5 000.00	5 000

NOTE!! All photocopies must be certified by a Commissioner of Oaths.