

Licence Fee reporting rules

DIRECT END USER LICENCE REPORTING RULES

These reporting rules apply to the following licence agreements:

- PAF® Direct End User Licence
- Multiple Residence™ Direct End User Licence
- Not Yet Built™ Direct End User Licence

General

Schedule 2 Clause 1(d) of the direct End-User Licence Agreement states:

- On our request from time to time you must provide us with the details of your use of [PAF, Multiple Residence or Not Yet Built] Data as required by our reporting rules published from time to time on the PAF® Licensing Centre. We will not make such requests more than once in any Licence Year, unless such requests arise out of breaches of this Licence or inconsistencies in Reports

In order to fulfil the above licence clause, we have set out below what reports may be required on request from time to time.

The direct End-User shall within twenty (20) Working Days of request from Royal Mail provide to Royal Mail such of the following as Royal Mail may request from time to time:

- Details of the names and addresses of sub-contractors and such other details as Royal Mail may reasonably request and copies of Sub-Contractor Agreements;
- Where Multiple User Blocks apply to the End-User, an accurate report of the number of Users for which the End-User is licensed;
- Where the End-User is an Associate Group Owner' or Broker Group Owner, details of all Associates and Brokers that participate in its Associate Groups and/or Broker Groups and copies of the agreements between it and the Associates or Brokers that participate in any of its Associate groups or Broker groups;
- Evidence to Royal Mail's reasonable satisfaction which shows that each Associate that is identified by the End-User as an Associate and each Broker that is identified by the End-User as a Broker is a genuine Associate or Broker (as the case may be);
- The name and contact details of all third parties to whom the End-User has supplied a Cleansed Customer Database