

## Licence Checker

Licensing your End User:

It is very important to Royal Mail that every business that uses PAF<sup>®</sup> is correctly licensed. Only by asking an End User how they intend to use PAF, how many Users will be using it and so on, can Solutions Providers gain confidence that they are compliantly licensing their customers. The information below sets out the End Users' licensing options and recommends questions that End Users should be asked:

|  | Full PAF | Part PAF |
|--|----------|----------|
| Does your customer want to license Full PAF or Part PAF? |          |          |

|  | Full UK | Postcode areas |
|--|---------|----------------|
| Does your customer want to license PAF for the whole of the UK or for specific Postcode areas? |         |                |

|   | Blocks of Transactions | Website Use |
|---|------------------------|-------------|
| If your customer intends to use on their Website, do they want to license blocks of Transactions or purchase a Website Use Licence Fee for unlimited use? |                        |             |

|  | Enter number of Users |
|--|-----------------------|
| How many Users will access the Solution? |                       |

|   | Yes | No |
|---|-----|----|
| Does your customer intend to pass PAF to third parties such as outsourcing agents or sub-contractors? |     |    |

|  | Yes | No |
|--|-----|----|
| Does your customer intend to cleanse databases for other customers or third parties? |     |    |

## The Licence Checklist

|  | <b>Yes – Associate</b> | <b>Yes – Broker</b> | <b>Yes – Delivery Service User</b> | <b>No</b> |
|--|------------------------|---------------------|------------------------------------|-----------|
| Is your customer part of a Closed User Group or network? |                        |                     |                                    |           |

|  | <b>Yes – within EEA</b> | <b>Yes – Outside EEA</b> | <b>No</b> |
|--|-------------------------|--------------------------|-----------|
| Does your customer intend to transfer PAF data overseas? |                         |                          |           |

| <b>Reminder</b> |   |
|-----------------|---|
| <b>1.</b>       | Ask your customer to inform you if any of the details above changes |
| <b>2.</b>       | Ask your customer to sign their End User licence agreement          |