

Schedule 3

Sign-Up Process

1. From the Effective Date you may enlist Group Members as Permitted Users by using the portal provided on the PAF® Licensing Centre.
2. As part of this process, you will need to provide the name, the company registration number (where applicable), the registered address and the contact details of each Group Member to be enlisted as a Permitted User.
3. By enlisting Group Members as Permitted Users you confirm that each relevant Group Member has consented to Royal Mail's right to publish its information on the PAF® Licensing Centre in accordance with clause 9.3 of this Licence.
4. Group Members will only become Permitted Users and benefit from the rights granted by this Licence once Royal Mail has confirmed approval of their status as Permitted Users on the PAF® Licensing Centre.

Schedule 4

Bureau Services

1. The performance of Bureau Services further to this Schedule is subject to the terms and restrictions set out below and you must ensure that they are observed by all Permitted Users and Bureau Customers.
2. Permitted Users must not supply or provide access to a Cleansed Database to any person other than the relevant Bureau Customer or another Permitted User.
3. Permitted Users may only supply or provide access to Cleansed Databases to Bureau Customers subject to the restriction on use of Cleansed data set out in paragraph 2(c)(ii) of the End User Terms.
4. Permitted Users and their Bureau Customers may use the following statement on their publicity and marketing material: "[Name] processes databases against Royal Mail's PAF® databases" provided that such use is reasonable.
5. The names of Bureau Customers must be provided to Royal Mail on its request.
6. Unless otherwise provided on the PAF® Licensing Centre, Licence Fees are payable in respect of Bureau Services:
 - (a) by your selection at the start of a licence fee year of a Bureau Service option in a Report; and
 - (b) on the basis of the number of records in Databases that are Cleansed by Permitted Users in the 12 month period prior to the start of the relevant licence fee year according to the table below (or if Permitted Users have not yet carried out any Cleansing activity, on the basis that up to 1 million records will be Cleansed).

Number of records Cleansed	Fee (£ excluding VAT)	Payable
< 1,000,000	300.00	Per year
1,000,001 – 10,000,000	900.00	Per year
10,000,001 – 100,000,000	4,500.00	Per year
> 100,000,000	12,000.00	Per year

Schedule 5
Closed User Groups

1. You must notify Royal Mail further to clause 4.3 of:
 - (a) Permitted Users exercising Closed User Group Rights and the relevant CUG Purpose, and
 - (b) details of CUG Members.
2. In respect of Closed User Groups you must ensure that PAF® Data is not used:
 - (a) by any person other than a CUG Member, except as this Schedule expressly permits, and
 - (b) in an electronic communications network except where that network is controlled by the CUG Owner and is subject to technical and security restrictions preventing access to it by persons who are not CUG Members.
3. You must ensure that Royal Mail or its authorised agents is granted a right of entry on reasonable prior notice during working hours to the premises of CUG Owners and each member of the relevant Closed User Group for the purposes of inspection of such premises and the systems, accounts and records maintained there for the purpose of monitoring compliance by such persons with the terms of this Schedule.
4. The End User Terms apply to use of PAF® Data by CUG Owners and CUG Members subject to and as varied by the following use restrictions:
 - (a) Data Extraction is not permitted,
 - (b) the provision of access to Solutions for the purposes of capturing and confirming address details of third parties is permitted provided that:
 - (i) such use is for the CUG Purpose, and
 - (ii) such third parties are customers or potential customers of the relevant Business Partner.
 - (c) Licence Fees, as calculated in accordance with the table below and paragraph (a), are payable in respect of each Closed User Group authorised by you, and are capped at £30,750 per Closed User Group per year:

<i>Option</i>	<i>Fee (£ excluding VAT)</i>	<i>Payable</i>
User	85.00	Per year
Multiple User Block	5,100.00	Per year

- (a) Licence Fees in respect of each Closed User Group authorised by you are calculated on a per User basis and
 - (i) you must ensure that only Users in respect of whom you have paid Licence Fees use PAF® Data;
 - (ii) you may calculate usage by User through any number of Users and Multiple User Blocks; and
 - (iii) you may calculate Licence Fees by using a "**Multiple User Block**" being a block of up to 300 Users.
- (b) Where Licence Fees on a User basis have been paid in a licence fee year and additional Users are required, further Licence Fees payable may be pro-rated for part of the licence fee year on the basis described on the PAF® Licensing Centre.