

Powered By PAF

Licensing Centre Learning Document

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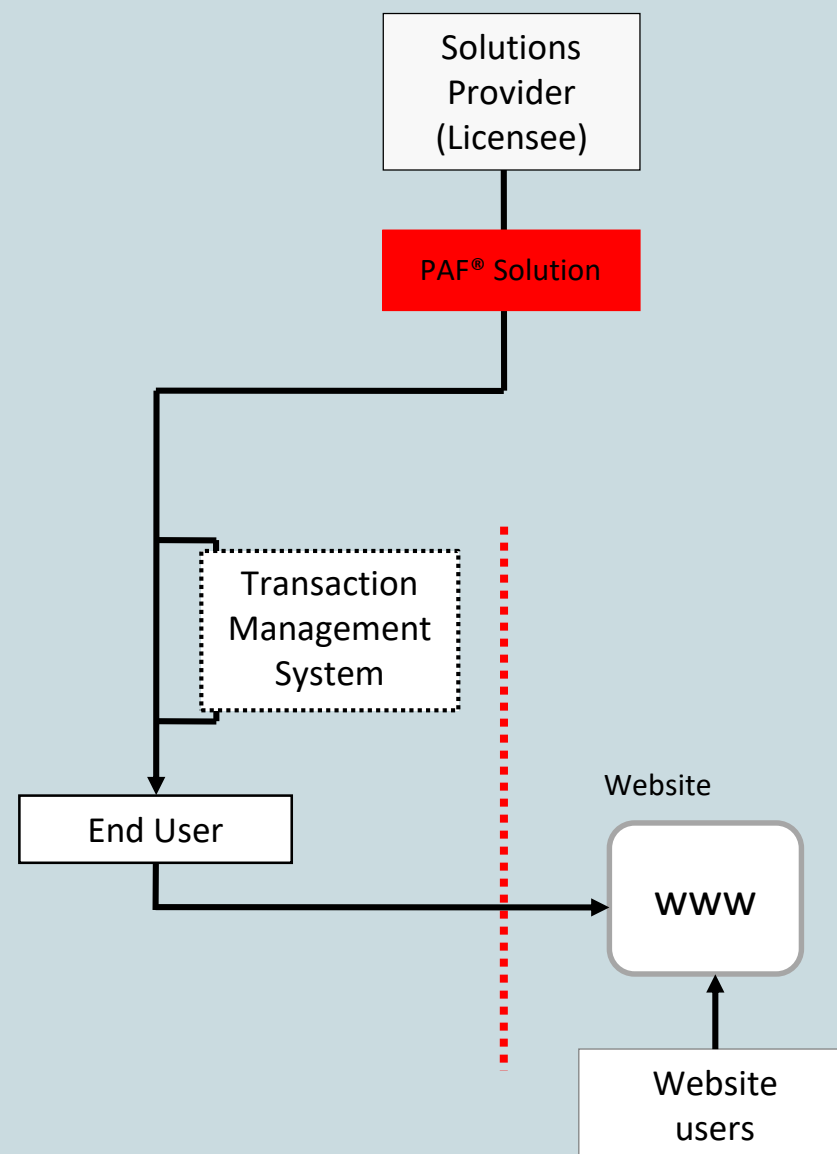
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Using PAF, Multiple Residence & Not Yet Built for E-Commerce (allow your customers to order goods and services online)



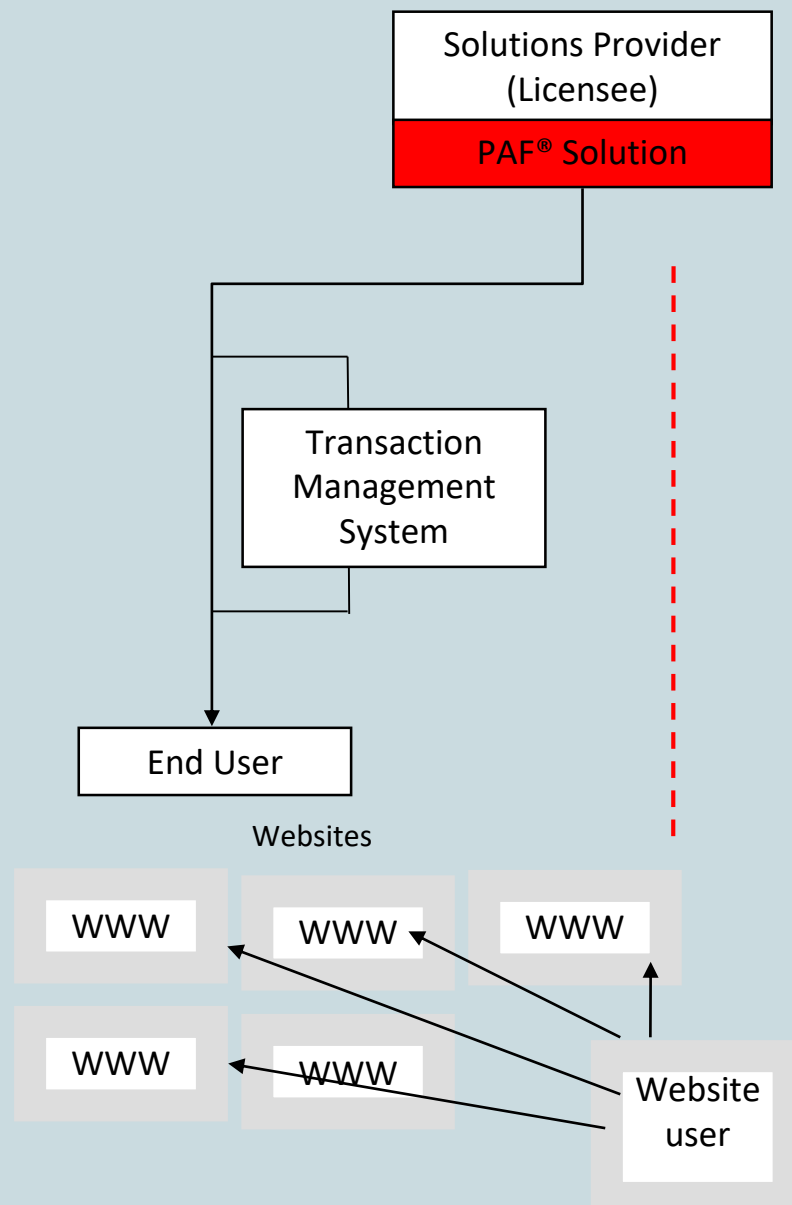
Guidance

- PAF, Multiple Residence & Not Yet Built Solutions can be made available on your Website
- Users of your Website can validate their address as they order products and services from your Website
- A user of a Website is a third party who receives products or services from the End User

Licence Fees

- Choice of pay per Transaction or remit an annual capped Website Use Licence Fee per Legal Entity

Using PAF, Multiple Residence & Not Yet Built for E-Commerce (understanding legal entities and trading names)



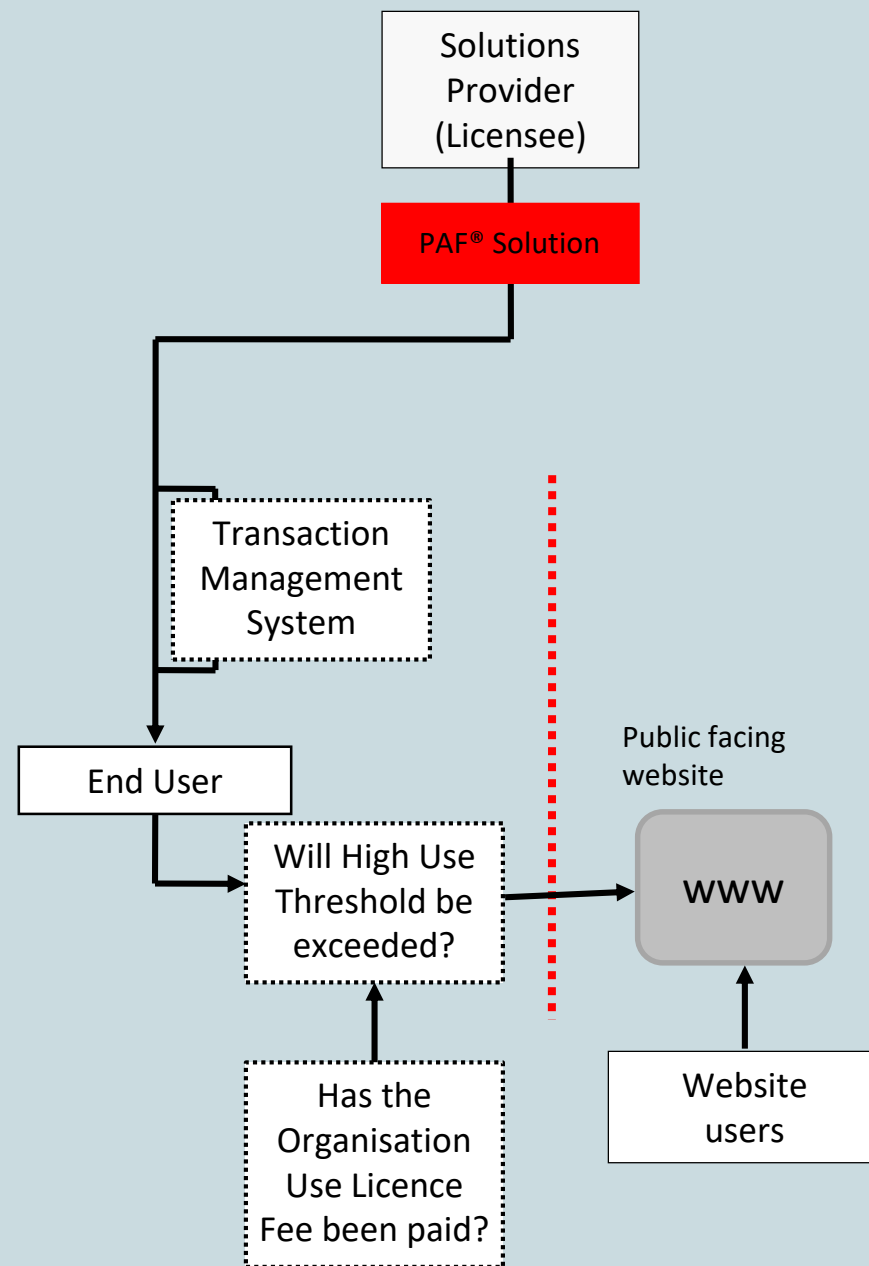
Guidance

- PAF, Multiple Residence & Not Yet Built Solutions can be made available on your Website(s)
- If a Website is run by a trading name it may be necessary to verify who owns the Website, as this may affect the licence fee per legal entity
- A Website user is a third party who receives products or services from the End User

Licence Fees

- Choice of pay per Transaction or remit an annual capped Website Use Licence Fee per legal entity (End User)

Using PAF, Multiple Residence & Not Yet Built for e-Commerce (very high volume website lookups)



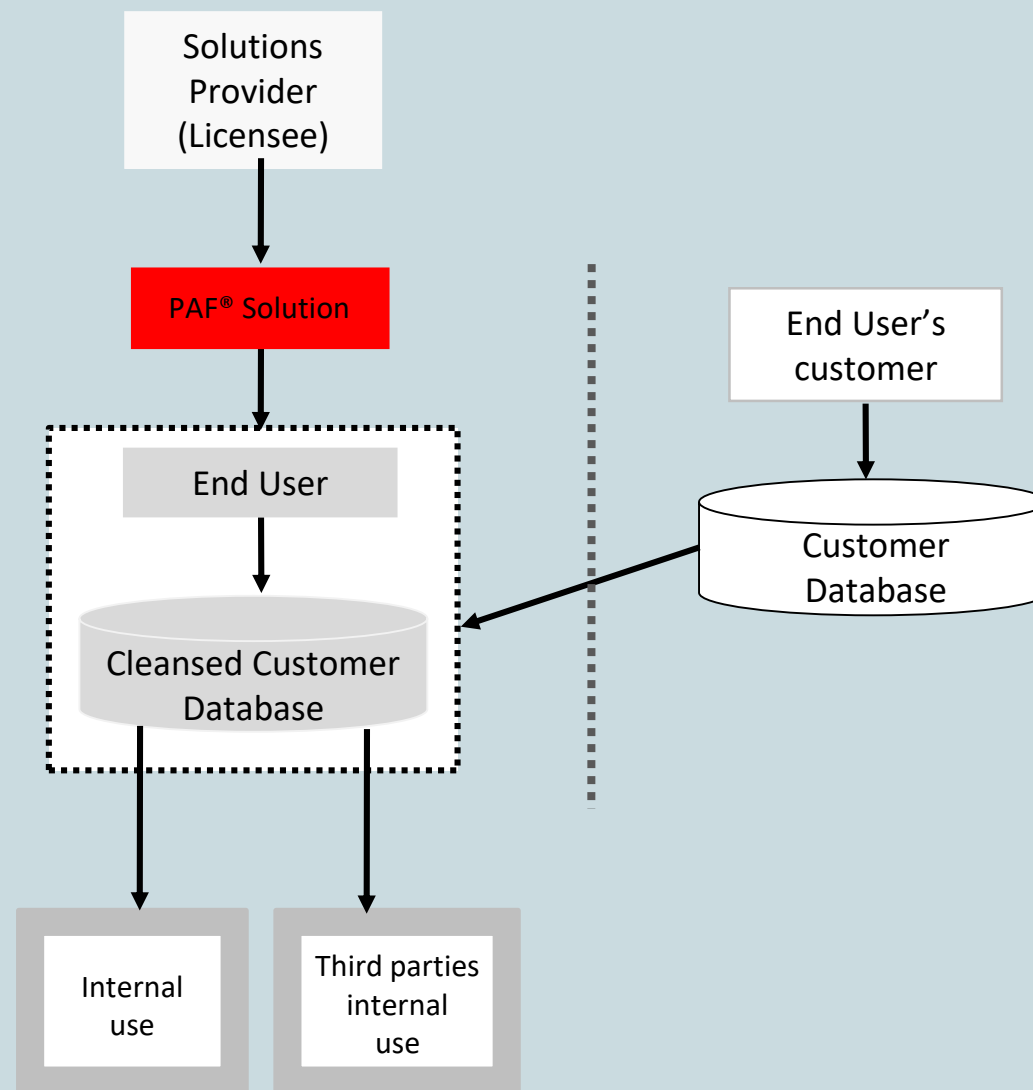
Guidance

- PAF, Multiple Residence & Not Yet Built Solutions can be made available on your public facing Website
- A decision must be made as to whether the High Use Threshold will be exceeded (10 million Transactions), a 'good faith' estimate may be made
- Has the End User paid the Organisation Use Licence Fee?

Licence Fees

- High Use Licence Fee is due unless the Organisation Use Licence Fee has been paid

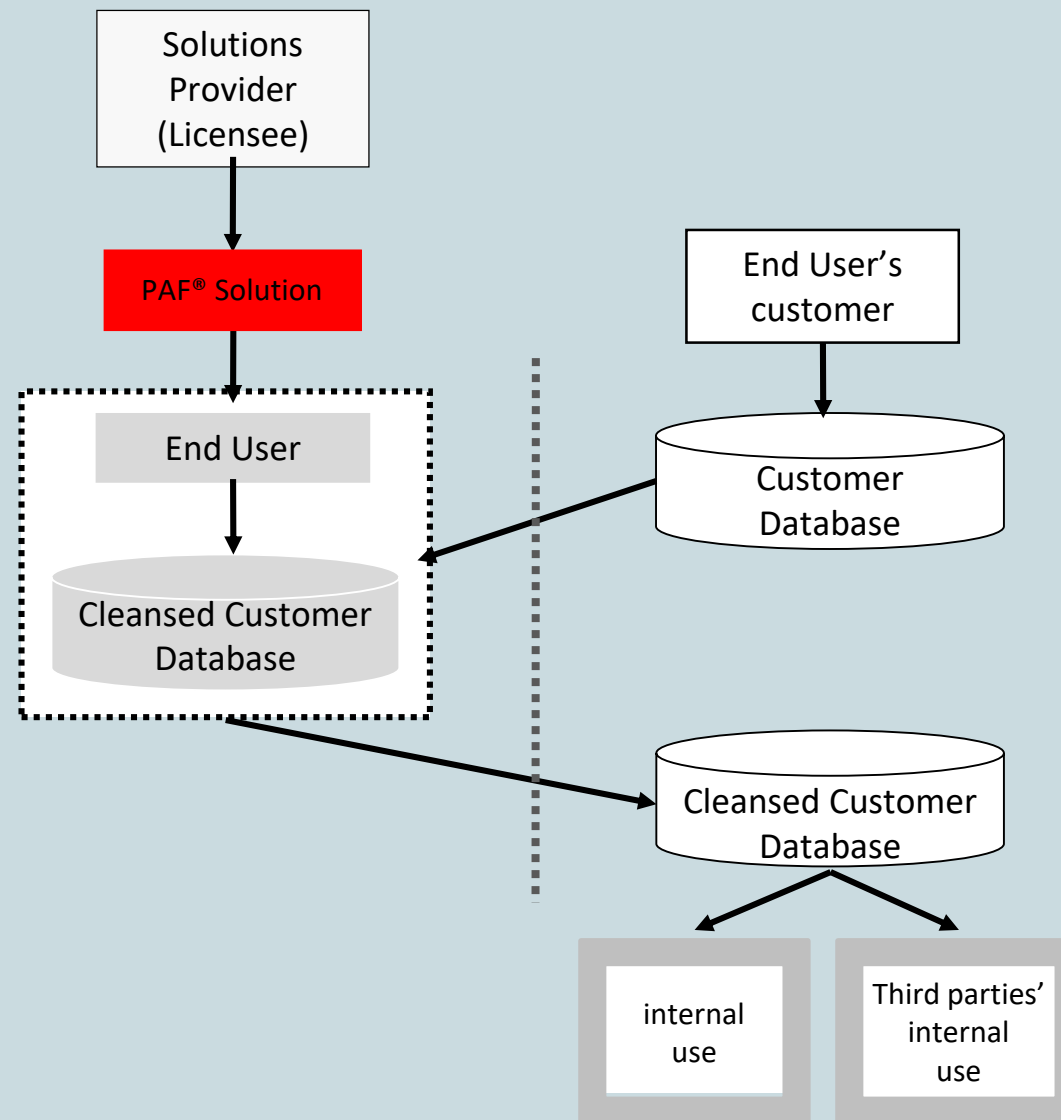
Cleansing Databases that you will Use



Guidance

- End Users are licensed to perform Data Cleansing
- Data Cleansing enables End Users to correct, amend, standardise, validate and append additional information to an existing record within the End User's Database or another customer database
- The Cleansed Customer Database can be used within the End User's own organisation
- Does not include Data Extraction
- If passing the Cleansed Customer Database back to the End User's customer then Bureau Fees also apply (see Bureau Services)
- Multiple Residence & Not Yet Built are licensed in a similar way (additional fees apply)

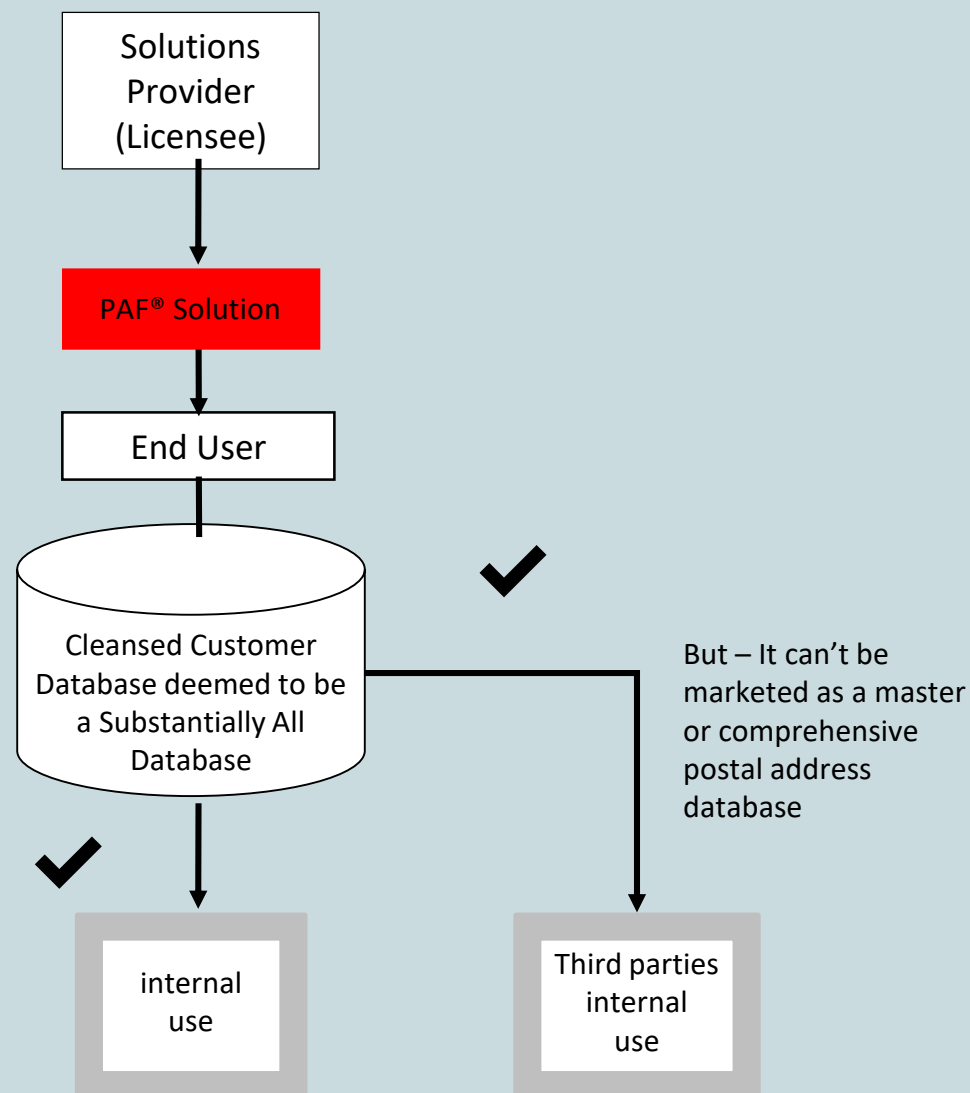
Cleansing Databases for Use by other Organisations (Bureau Services)



Guidance

- Bureau Services occurs when Cleansed data is passed back to an End User Customer
- The annual Bureau fee is based on the number of records processed the previous year
- A Bureau needs to be licensed as an End User
- Licence Fees are due for each User using PAF
- Multiple Residence & Not Yet Built are licensed in a similar way (additional fees apply)

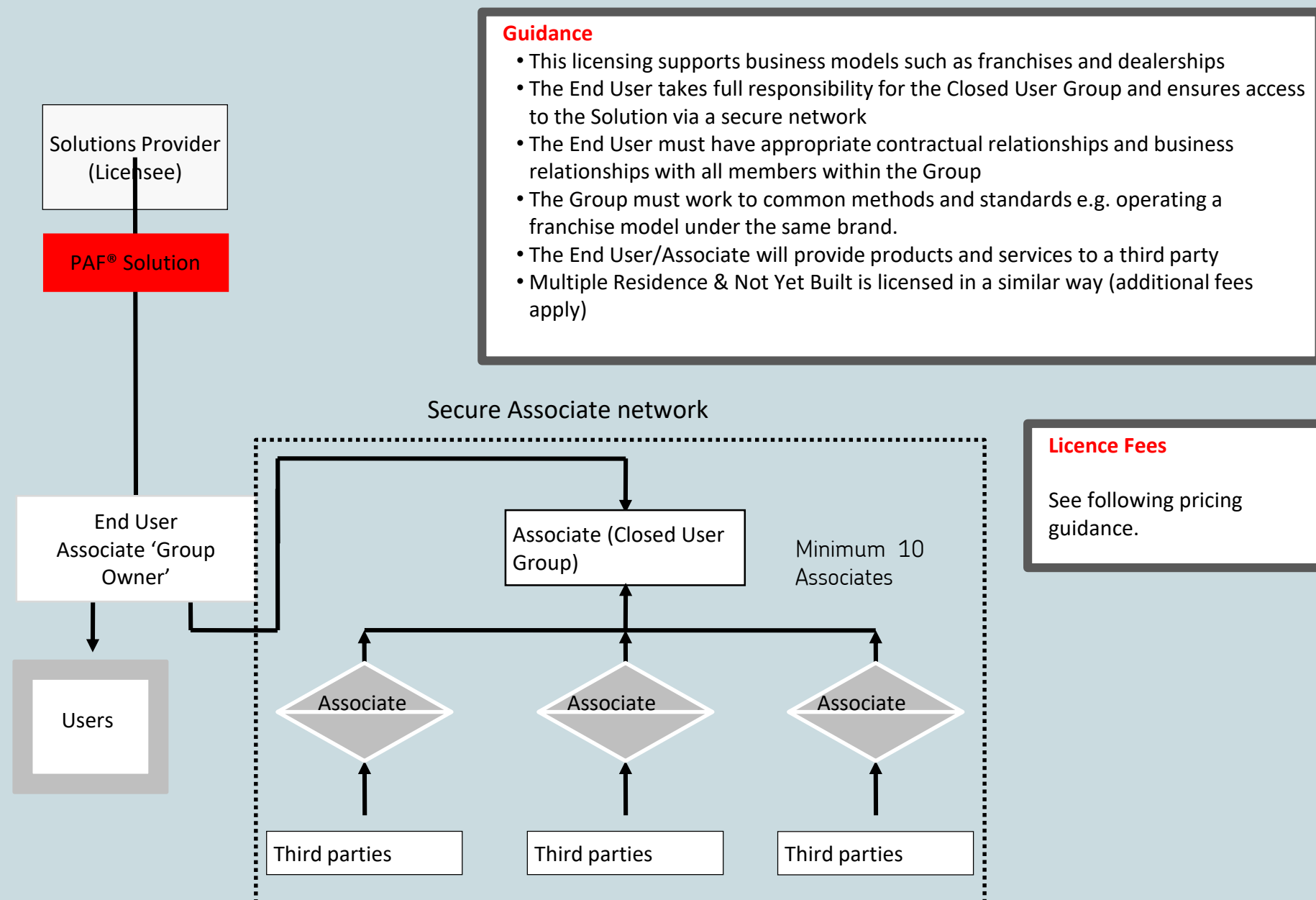
Passing on a Large Cleansed Database (a Substantially All Database).



Guidance

- A Cleansed Customer Database which comprises 'substantially all' the delivery points within the UK has certain restrictions
- These types of Cleansed Customer Databases can be passed to third parties as part of normal data supply or routine business activities
- A prominent notice should always be attached to these types of Cleansed Customer Databases that explains that it has been cleansed against Royal Mail PAF data
- The Cleansed Customer Database cannot be marketed as a master, original or comprehensive postal address database

Providing PAF access to franchises, dealerships and similar groups



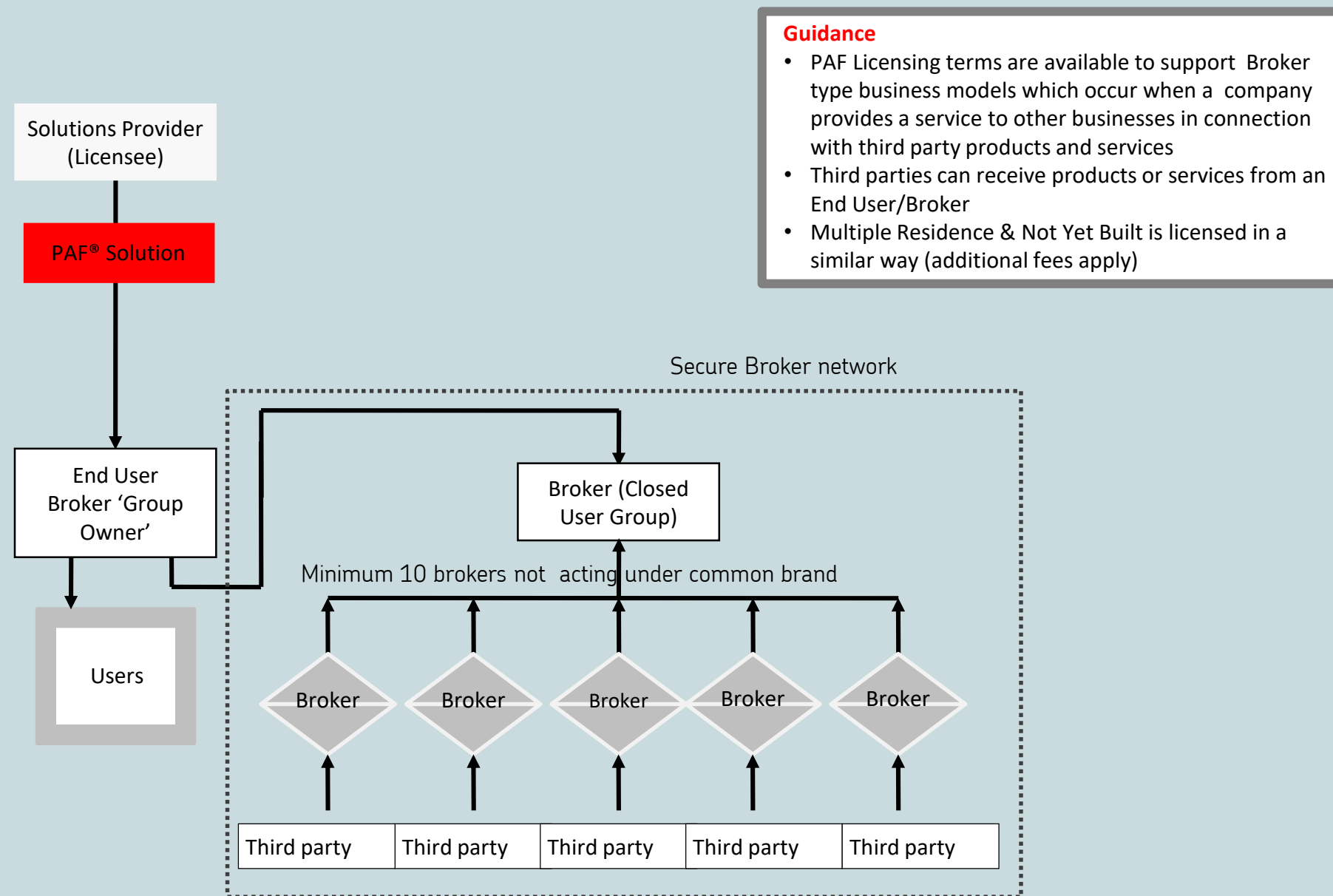
Licence Fees (payable per Business Partner type)

Basis of calculating Licence Fee	Fee per complete UK version of Data (per annum)		Fee per Postcode Area (per annum)	
	Full PAF	Part PAF	Full PAF	Part PAF
Transaction	100 Transactions- £1.82	100 Transactions £1.53	n/a	n/a
User	£105.00 per User	£52.50 per User	£3.10 per User	£1.55 per User
Multiple User Block (up to 300 users)	£6,300.00 per Block	£2,100.00 block per Block	£77.50 per Block	£38.75 per
Closed User Group 'cap'	£37,725.00 (per group)			

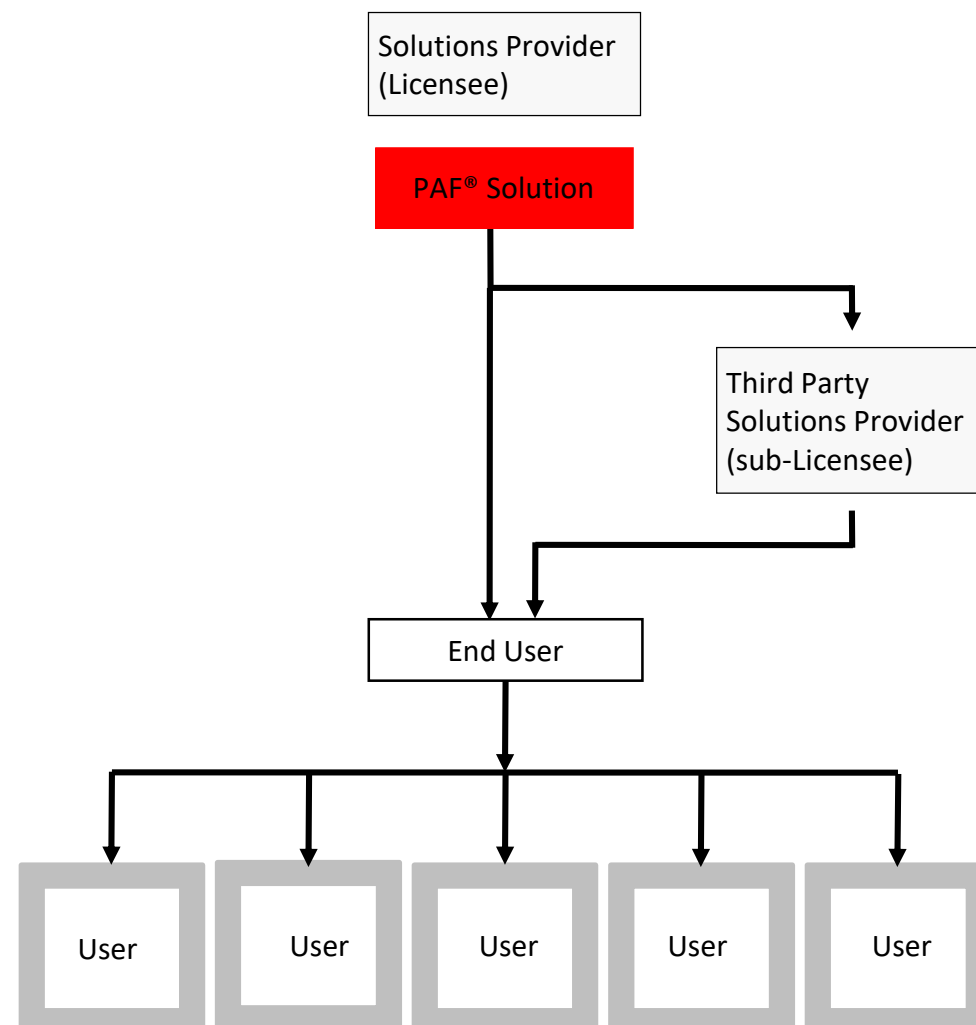
Guidance

- The Closed User Group Licence Fee of £37,725.00 is a maximum price 'cap' per Group. Price cap can be made up of Users, Multiple User Blocks or Transactions

Providing PAF access to Broker Groups (e.g. Independent financial advisors)



Licensing your customer to use PAF within their organisation



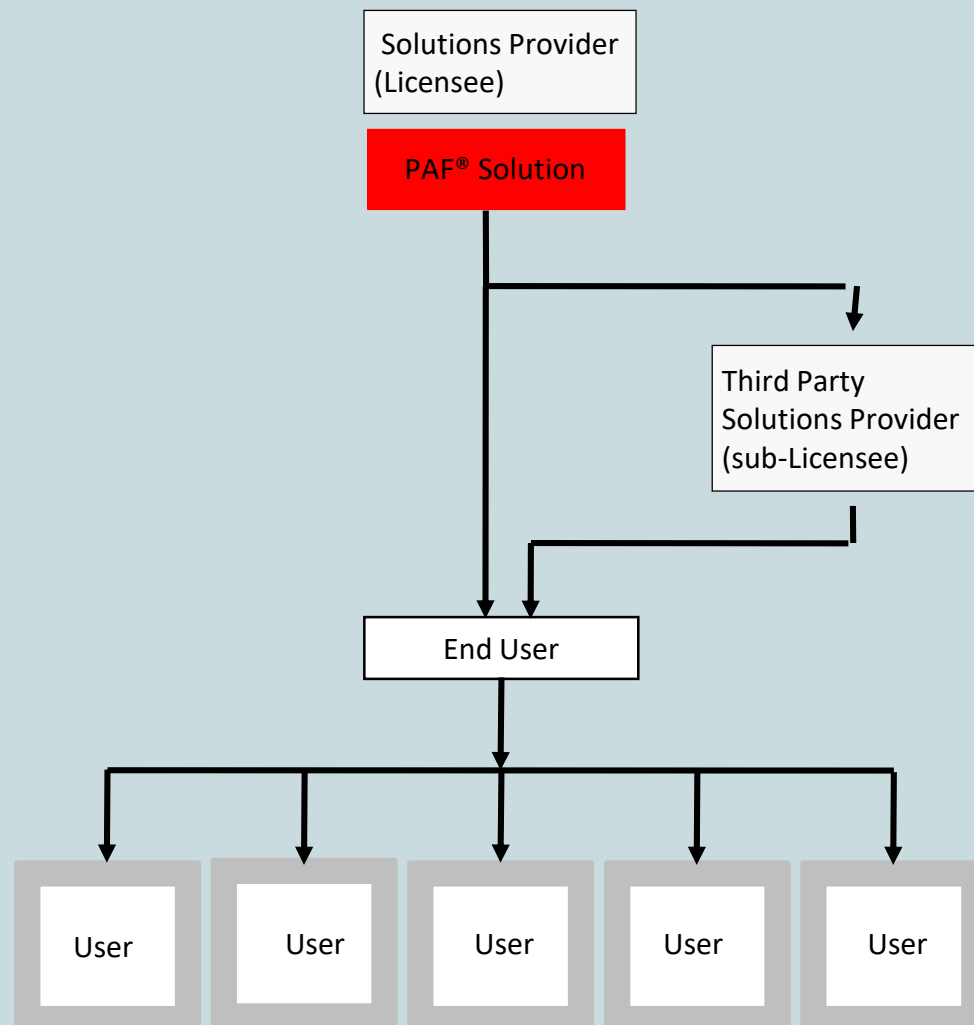
Guidance

- End Users can license PAF directly from the Address Management Unit or take a PAF Solution from a Solution Provider/Third Party Solutions Provider (Licensee / sub-Licensee)
- An End User must be a single legal entity
- Companies (entities) that are linked by ownership e.g. parent companies/subsidiaries should be licensed separately.
- A User is an individual authorised by an End User to use a Solution
- Count User numbers to calculate the correct Licence Fees
- Multiple Residence & Not Yet Built can be licensed in a similar way (additional Licence Fees apply)

Licence Fees

- Count User numbers to calculate the correct Licence Fees

Licensing your customer to use PAF within their organisation – role cover



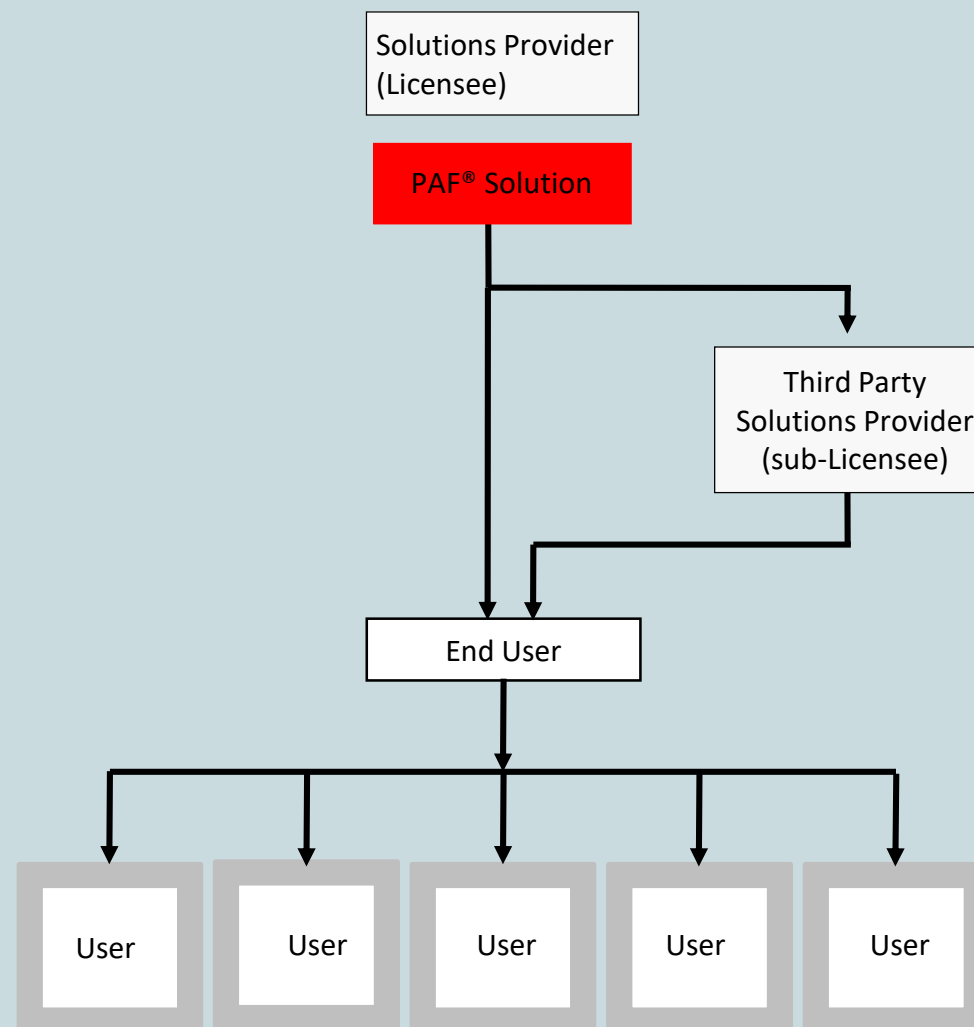
Guidance

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- An End User must be a single legal entity
- Companies (entities) that are linked by ownership e.g. parent companies/subsidiaries should be licensed separately.
- A User is an individual authorised by an End User to use a Solution
- Count User numbers to calculate the correct Licence Fees
- Role cover – all Users with access to a PAF Solution need to be licensed
- Multiple Residence & Not Yet Built can be licensed in a similar way (additional Licence Fees apply)

Licence Fees

- Count User numbers to calculate the correct Licence Fees

Licensing your customer to use PAF within their organisation – maternity/paternity absence cover



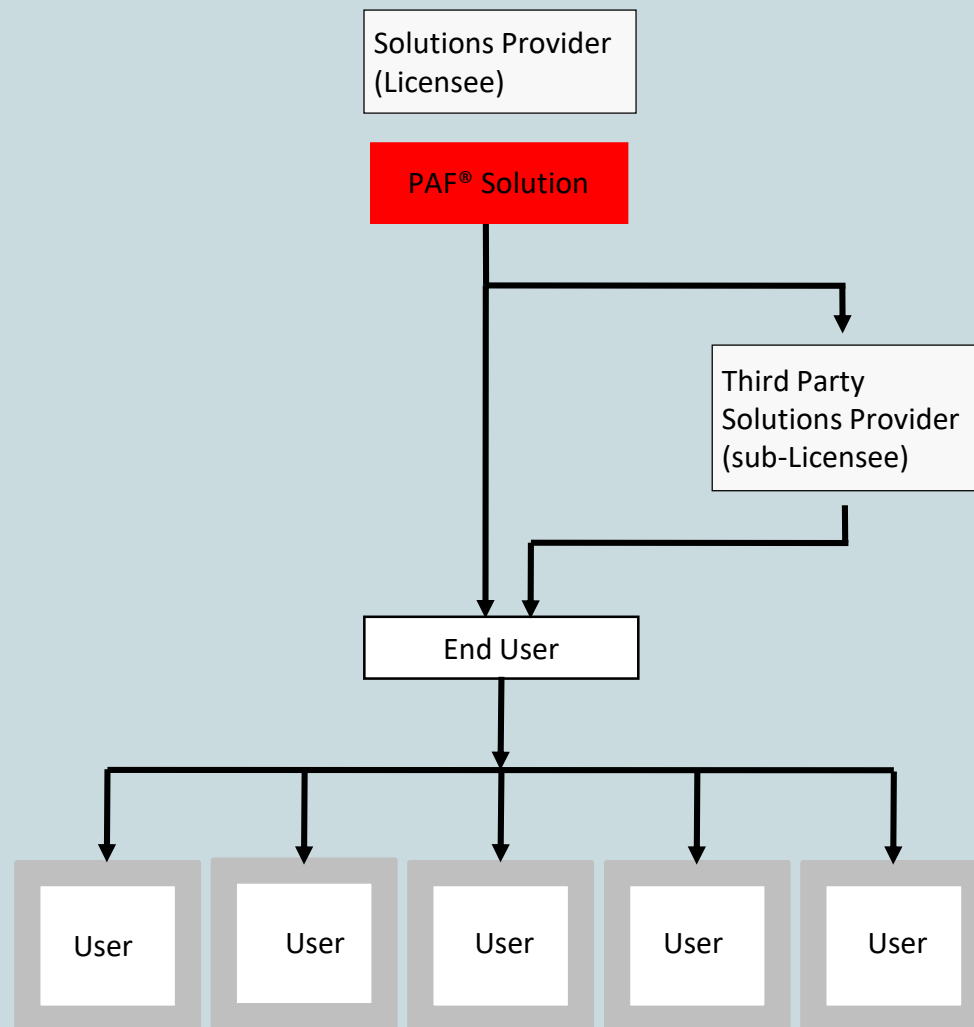
Guidance

- End Users can license PAF directly from the Address Management Unit or take a PAF Solution from a Solution Provider/Third Party Solutions Provider (Licensee / sub-Licensee)
- An End User must be a single legal entity
- Companies (entities) that are linked by ownership e.g. parent companies/subsidiaries should be licensed separately.
- A User is an individual authorised by an End User to use a Solution
- Count User numbers to calculate the correct Licence Fees
- This is an example of where extra User licence fees are not necessary (also covers sick absence and resignation)
- Multiple Residence & Not Yet Built can be licensed in a similar way (additional Licence Fees apply)

Licence Fees

- Count User numbers to calculate the correct Licence Fees

Licensing your customer to use PAF within their organisation – job share



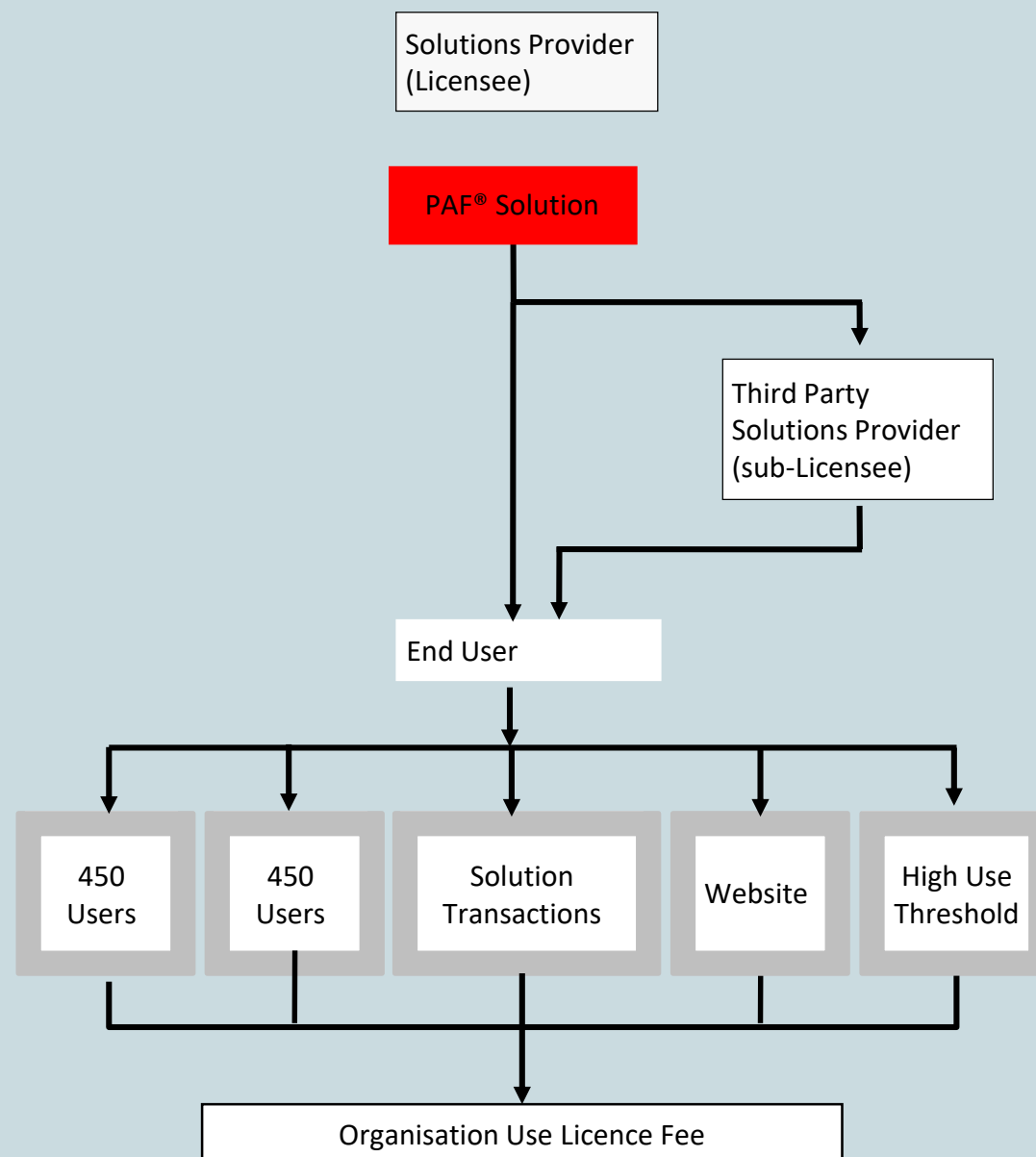
Guidance

- End Users can license PAF directly from the Address Management Unit or take a PAF Solution from a Solution Provider/Third Party Solutions Provider (Licensee / sub-Licensee)
- An End User must be a single legal entity
- Companies (entities) that are linked by ownership e.g. parent companies/subsidiaries should be licensed separately.
- A User is an individual authorised by an End User to use a Solution
- Count User numbers to calculate the correct Licence Fees
- Job share - all Users with access to a PAF Solution need to be licensed
- Multiple Residence & Not Yet Built can be licensed in a similar way (additional Licence Fees apply)

Licence Fees

- Count User numbers to calculate the correct Licence Fees

Licensing your customer to use PAF (taking advantage of the Organisation Use price cap)



Guidance

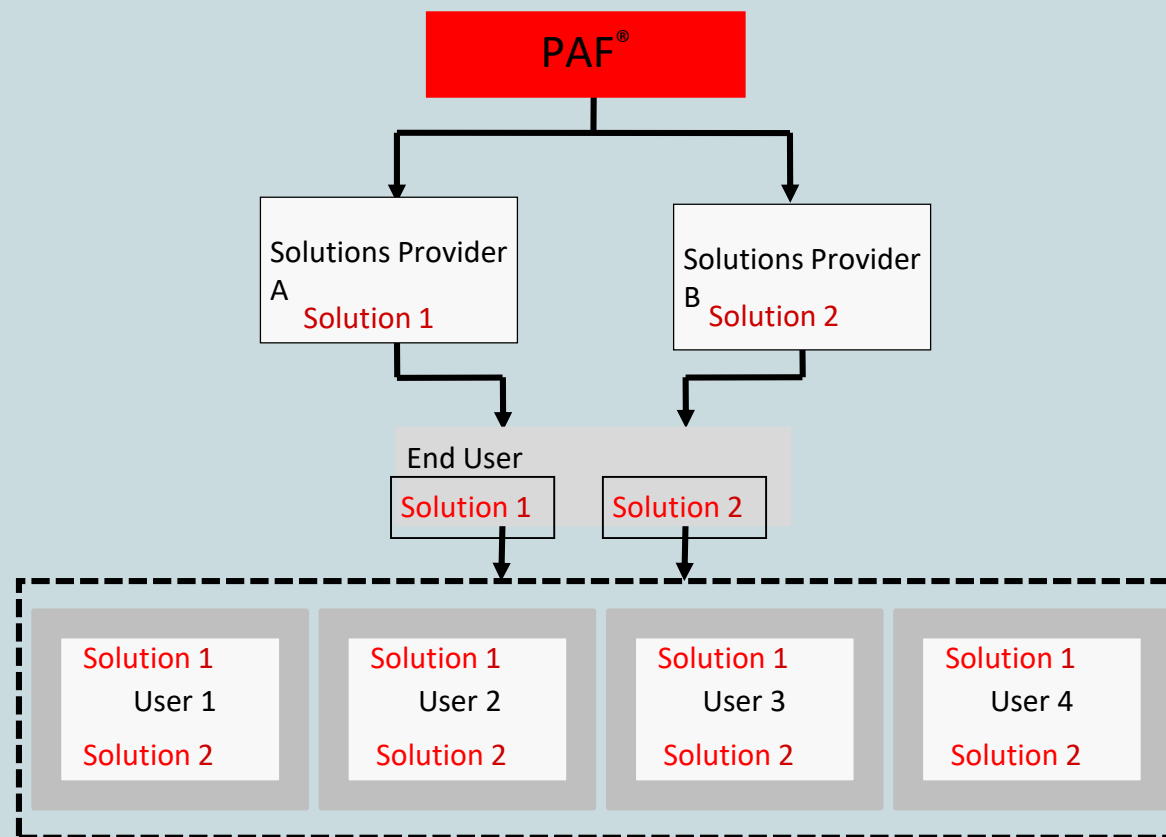
- End Users can license PAF directly from the Address Management Unit or take a PAF Solution from a Solution Provider/Third Party Solutions Provider (Licensee / sub-Licensee).
- An End User can cap its PAF Licence Fee liability with the Organisation Use Licence Fee
- The cap includes Users, Solution Transactions, Website Use and the High Use Licence Fee
- The Organisation Use Licence Fee does not cover Closed User Group Licence Fees or Bureau Services Licence Fees
- Multiple Residence & Not Yet Built can be licensed in a similar way (additional Licence Fees apply)

Licence Fees

- An End User can cap its PAF Licence Fee liability per Solutions Provider with an Organisation Use Licence Fee (excluding Closed User Group Licence Fees and Bureau Services Licence Fees)



Determining how many Users of PAF to License



Guidance

- If 2 different Solutions Providers (Solutions Provider A and Solutions Provider B) both provide an End User with a PAF Solution then 2 sets of Licence Fees are payable
- Multiple Residence & Not Yet Built can be licensed in a similar way (additional Licence Fees apply)

Licence Fees

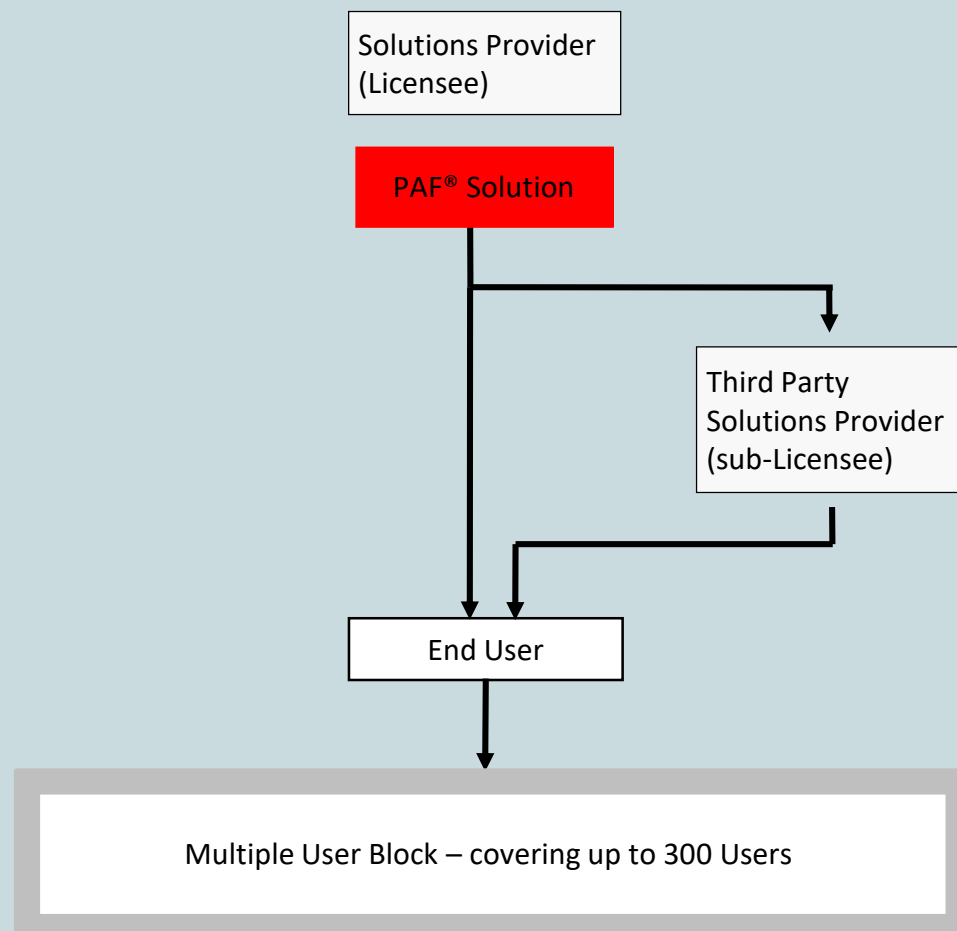
- Licence Fees are calculated on a per User basis (note definition of a User is “an individual authorised by an End User to use a Solution”)

A Licence Fee is due for each Solution provided to the End User by each Solutions Provider (Licensee)

In this example:

- Solutions Provider A to license 4 Users
- Solutions Provider B to license 4 Users

Licensing your customer to use PAF within their organisation – Multiple User Blocks



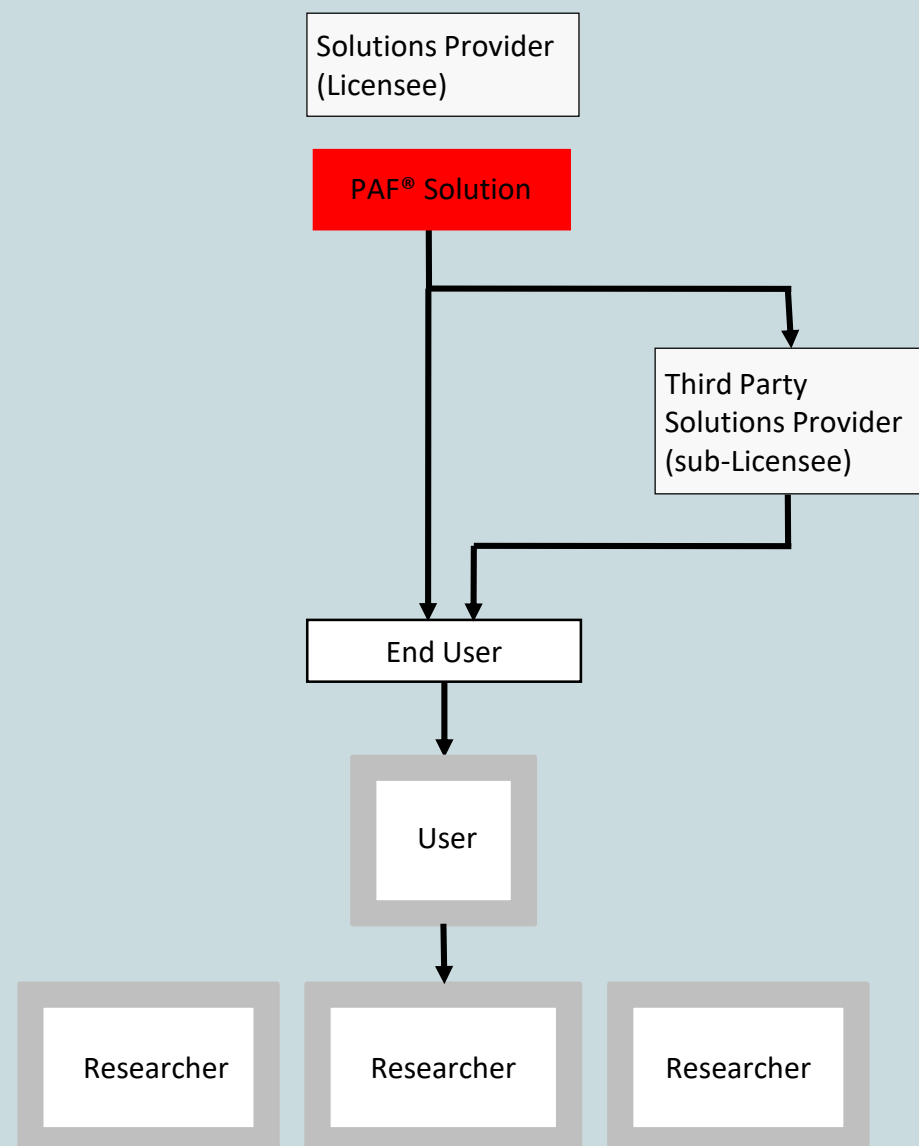
Guidance

- End Users can license PAF directly from the Address Management Unit or take a PAF Solution from a Solution Provider/Third Party Solutions Provider (Licensee / sub-Licensee)
- An End User must be a single legal entity
- Companies (entities) that are linked by ownership e.g. parent companies/subsidiaries should be licensed separately.
- A User is an individual authorised by an End User to use a Solution
- Count User numbers to calculate the correct Licence Fees
- Multiple Residence & Not Yet Built can be licensed in a similar way (additional Licence Fees apply)

Licence Fees

- Count User numbers to calculate the correct Licence Fees
- Multiple User Blocks can be purchased to cover up to 300 Users

Licensing your customer to use PAF within their organisation – Market Research



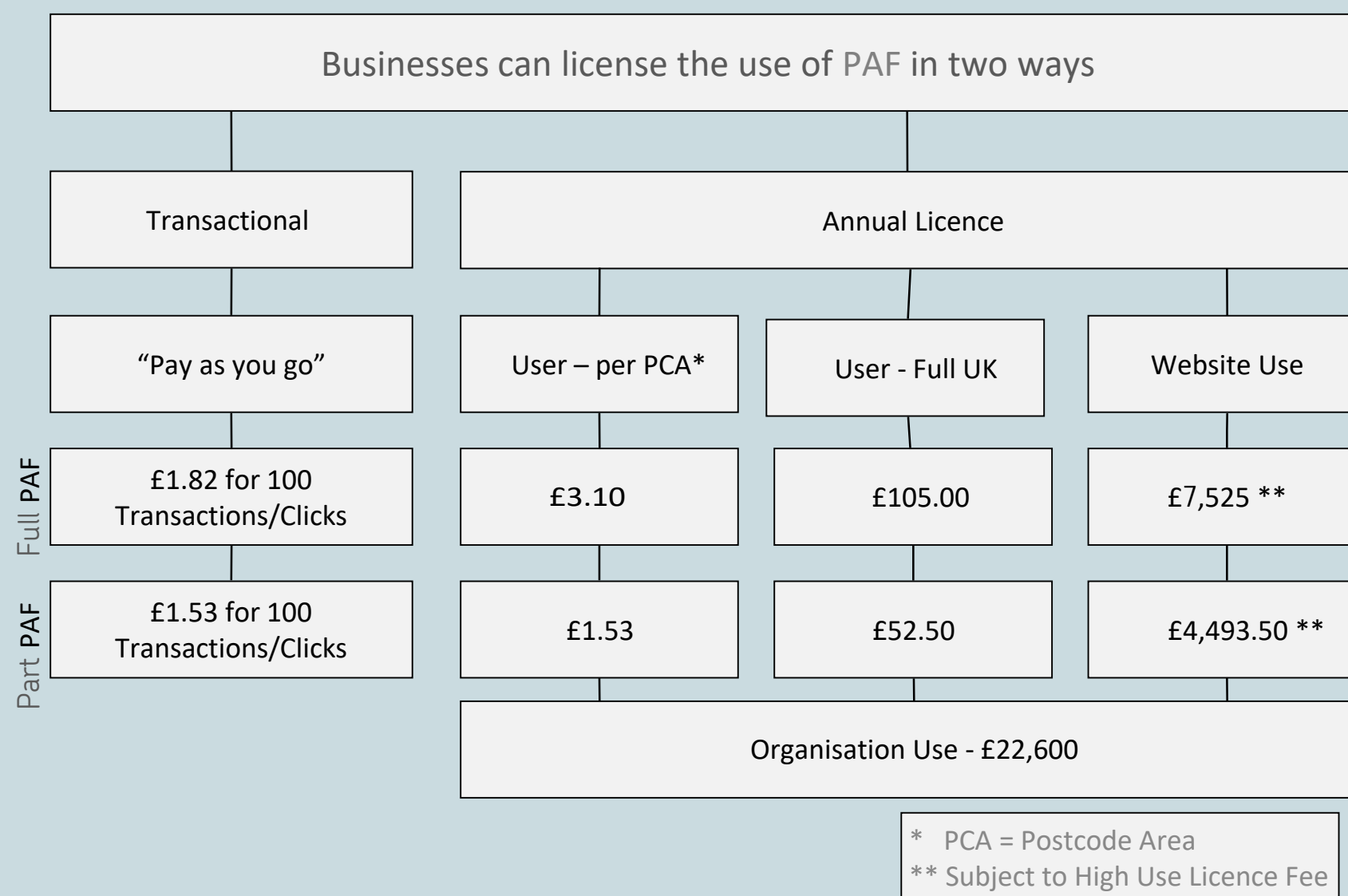
Guidance

- End Users can license PAF directly from the Address Management Unit or take a PAF Solution from a Solution Provider/Third Party Solutions Provider (Licensee / sub-Licensee)
- An End User must be a single legal entity
- Companies (entities) that are linked by ownership e.g. parent companies/subsidiaries should be licensed separately.
- A User is an individual authorised by an End User to use a Solution
- Recent changes in guidelines exist for Market Research use of PAF

Licence Fees

- Count User numbers to calculate the correct Licence Fees
- Recent guidance from AMU allows Researchers not to be counted as Users

PAF pricing structure



PAF pricing structure

Licence Fees

Basis of calculating Licence Fee	Fee per complete UK version of Data (per annum)		Fee per Postcode Area (per annum)	
	Full PAF	Part PAF	Full PAF	Part PAF
User	£105.00 per User	£52.50 per User	£3.10 per User	£1.55 per User
Multiple User Block (up to 300 users)	£6,300.00 per Block	£2,100.00	£77.50 per Block	£38.75 per Block
Organisation Use	£22,600.00 per year			
Closed User Group (Associates, Brokers, Delivery Service Users)	Capped at £37,725.00 per year per Closed User Group			
Transaction	100 Transactions- £1.82	100 Transactions- £1.53	n/a	n/a
Website Use	£7,525.00	£4,493.50	n/a	n/a
High Use Licence Fee	£7,525.00			

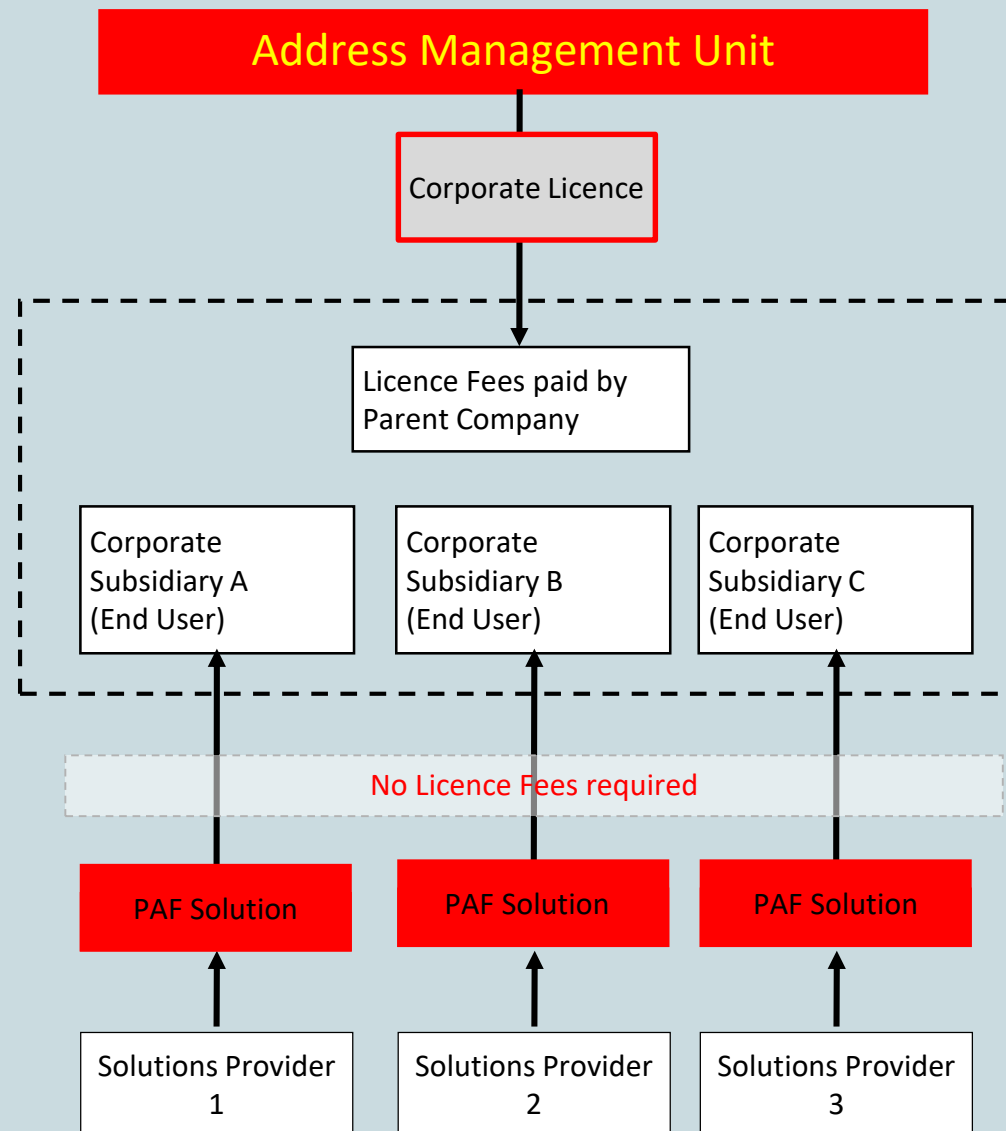
Bureau fees

No of records cleansed or processed

Fee per annum

- Up to 1 million = £375
- Over 1 million up to 10 million = £1,120
- Over 10 million up to 100 million = £5,580
- Over 100 million = £14,900

Corporate Licences for parent companies



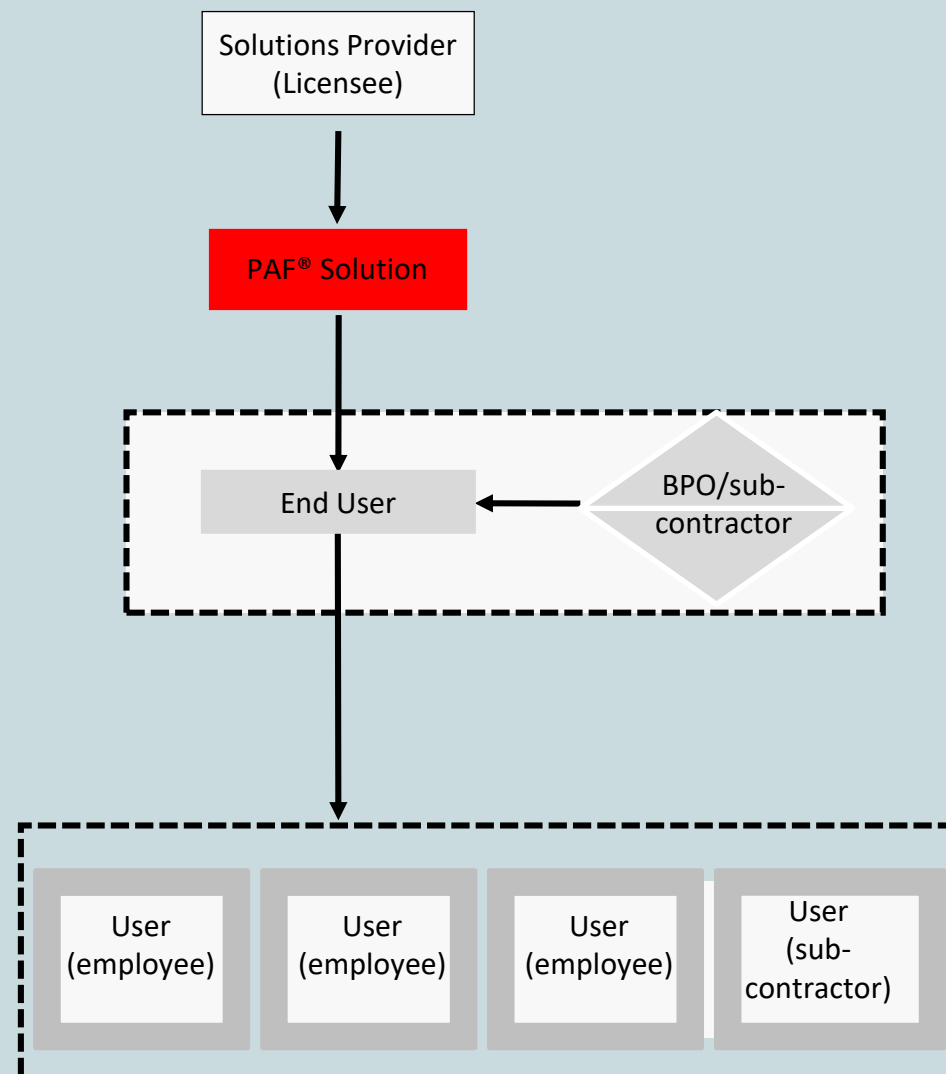
Guidance

- A PAF® Corporate Licence is a useful option for large Corporate companies with multiple PAF requirements
- The Corporate Licence allows licensees to cap their PAF Licence Fees (except for Closed User Group licence fees or Bureau Licence Fees, any End User not part of the Corporate Group, would still be liable for PAF Licence Fees)
- The Address Management Unit publishes a list of all Corporate Licensees - see the Corporate Licence register on the [Licensing Centre](#) website
- Corporate licences also available for Multiple Residence and Not Yet Built

Annual Corporate Licence Fees

Unlimited use of PAF Solutions by the Corporate Group (excluding Closed User Groups and Bureau Services licence fees)	£180,000.00
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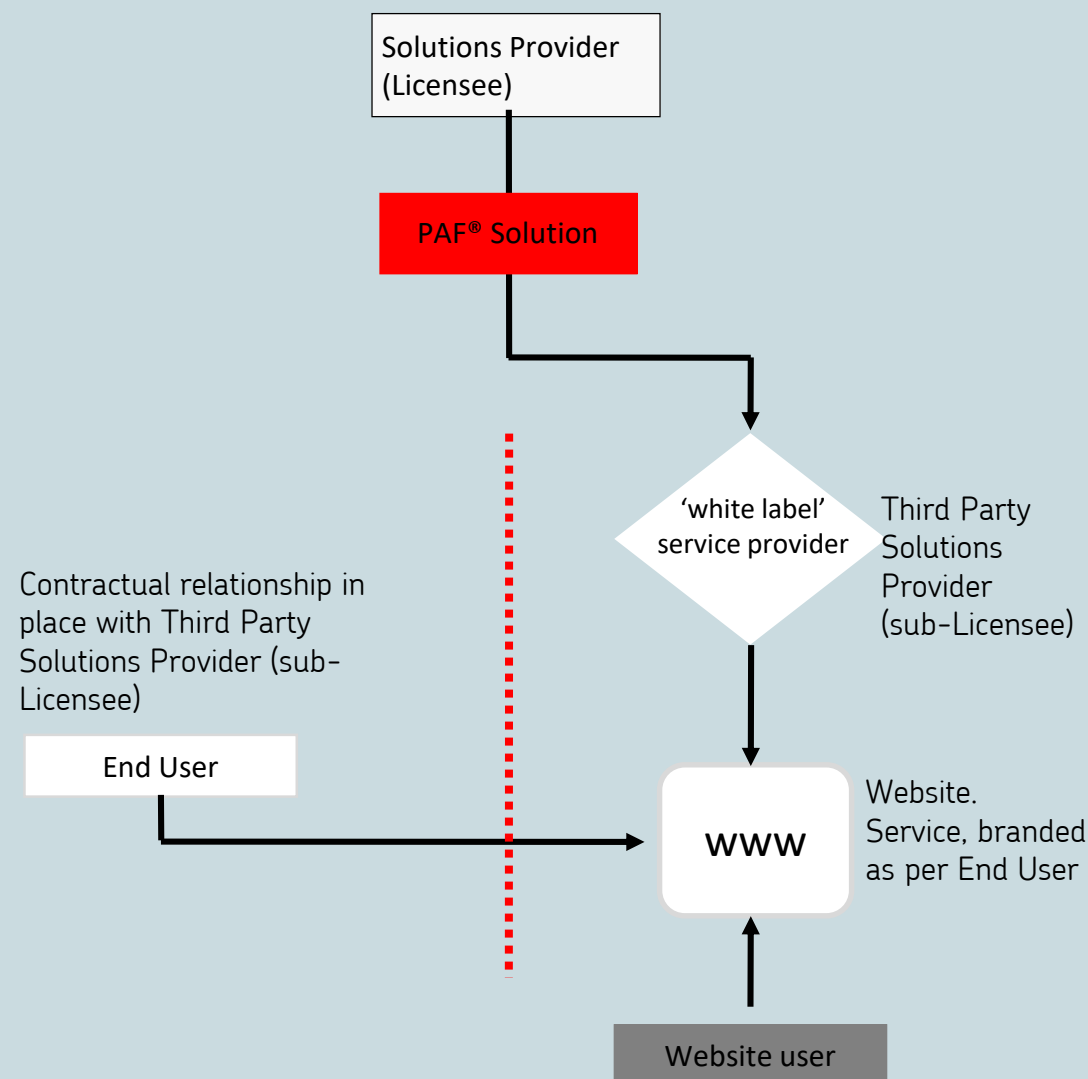
Contracting with third party Sub-Contractors and business process outsourcers (BPO)



Guidance

- Outsourcing and sub-contracting is permitted via Solutions Providers and End Users
- The Solutions Provider or End User is fully responsible for the actions of the third party
- A sub-contractor must be acting on behalf of the Solutions Provider or End User under a licence practically equivalent to the Solutions Provider's or End User's licence
- Users employed by the sub-contractor should be treated as if they were users of the End User for the purposes of fee calculation
- Multiple Residence and Not Yet Built can be licensed in a similar way (additional licence fees apply)

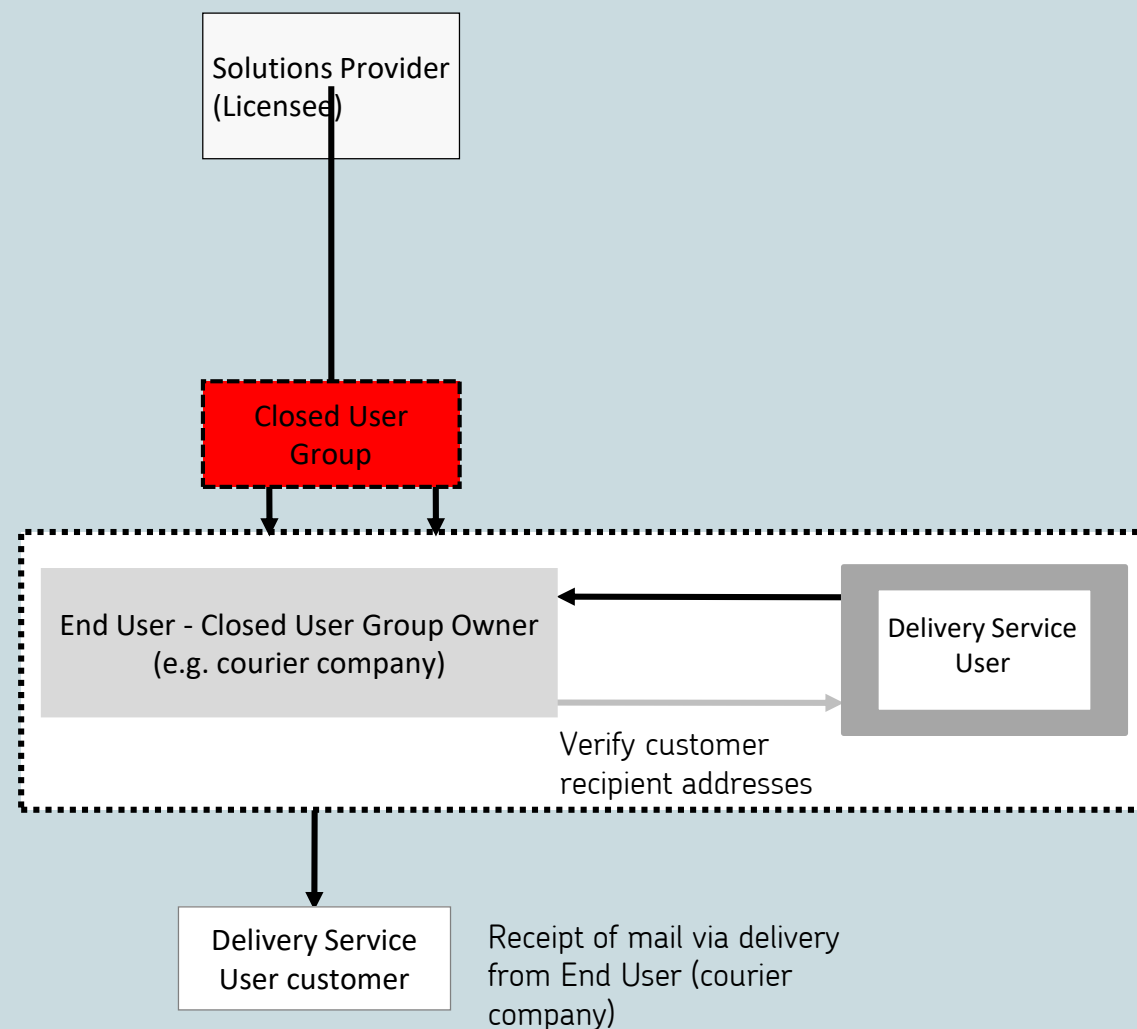
Providing 'white label' services



Guidance

- Third parties are able to provide white label PAF Solutions on behalf of End Users
- It is critical to confirm whether the white label provider is acting as a Third Party Solutions Provider (sub-Licensee) or an End User
- The organisation contractually responsible for delivering the product or service to the Website user is likely to be the End User
- A white label service provider supplying services to multiple clients is likely to be the Third Party Solutions Provider
- Multiple Residence and Not Yet Built data is licensed in a similar way (additional licence fees apply)

Providing PAF for mailing products and services

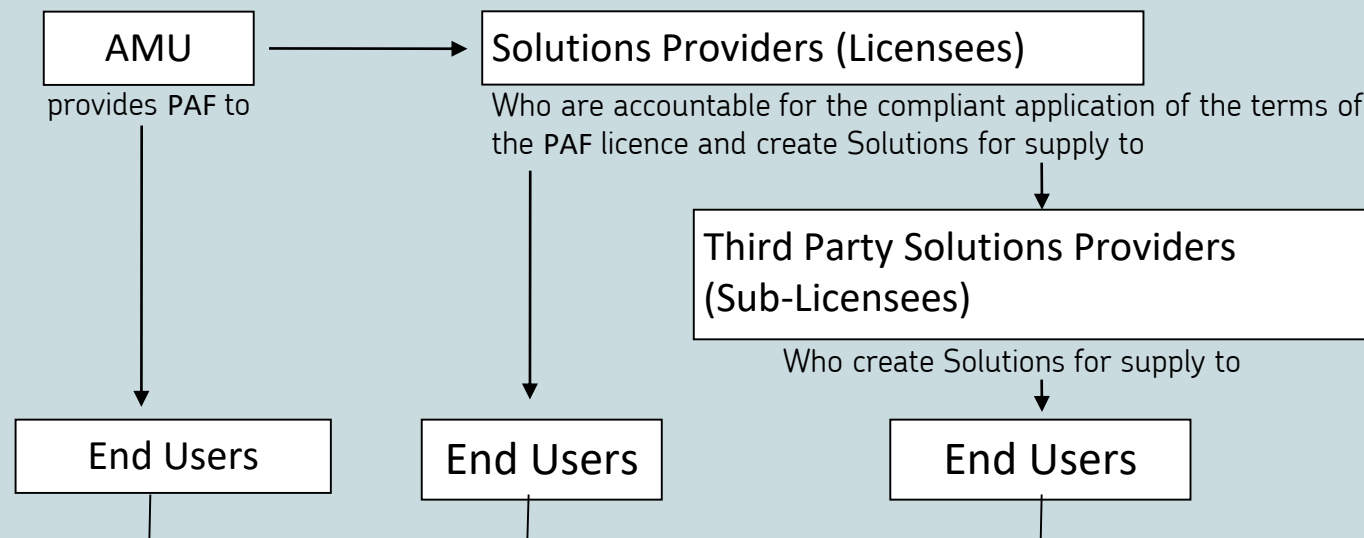


Guidance

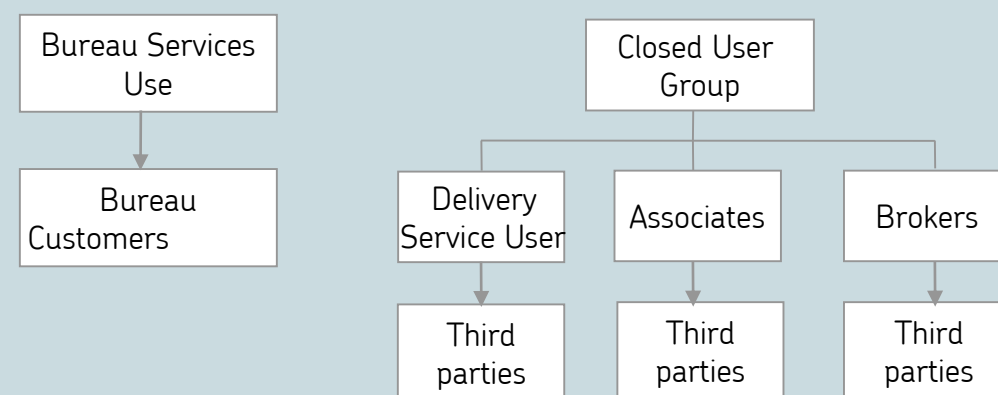
PAF supports business models that require an End User to share its PAF Solution with its business customers (Delivery Service Users) for the purpose of correctly addressing mail. To qualify as a Closed User Group Owner the End User must meet certain criteria which expressly includes them delivering mail, packages or products on behalf of the Delivery Service User e.g. providing courier services for a business customer. Multiple Residence & Not Yet Built can be licensed in a similar way (additional Licence Fees apply).

Contractual Relationships

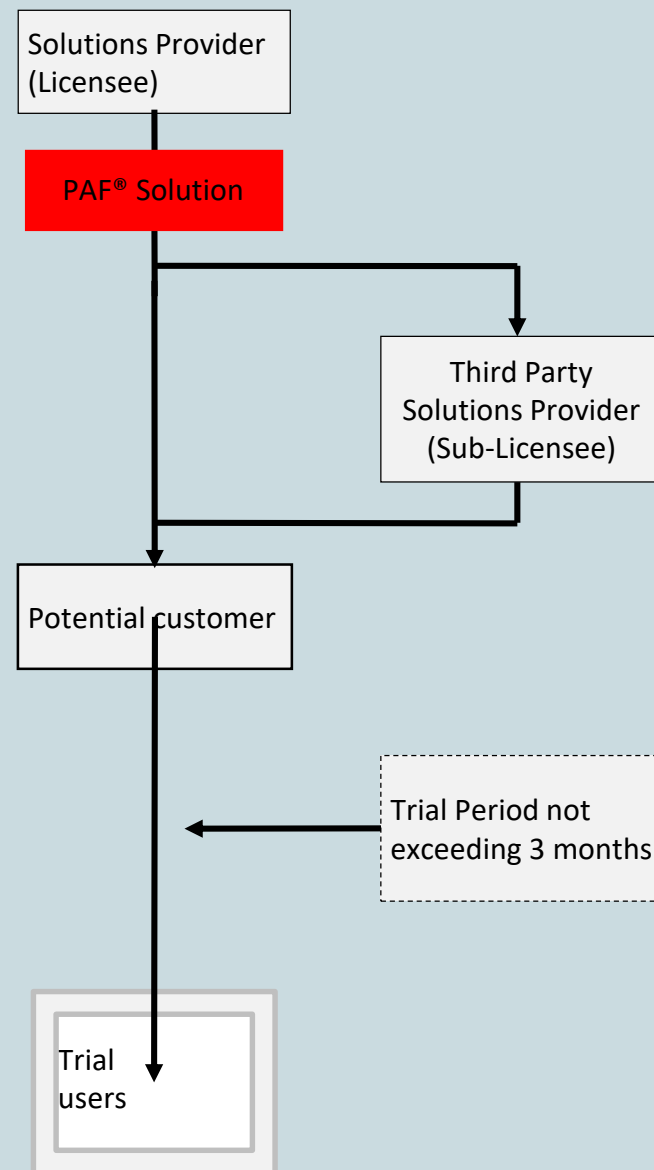
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Who may use PAF for



PAF Solution Promotion & Trial



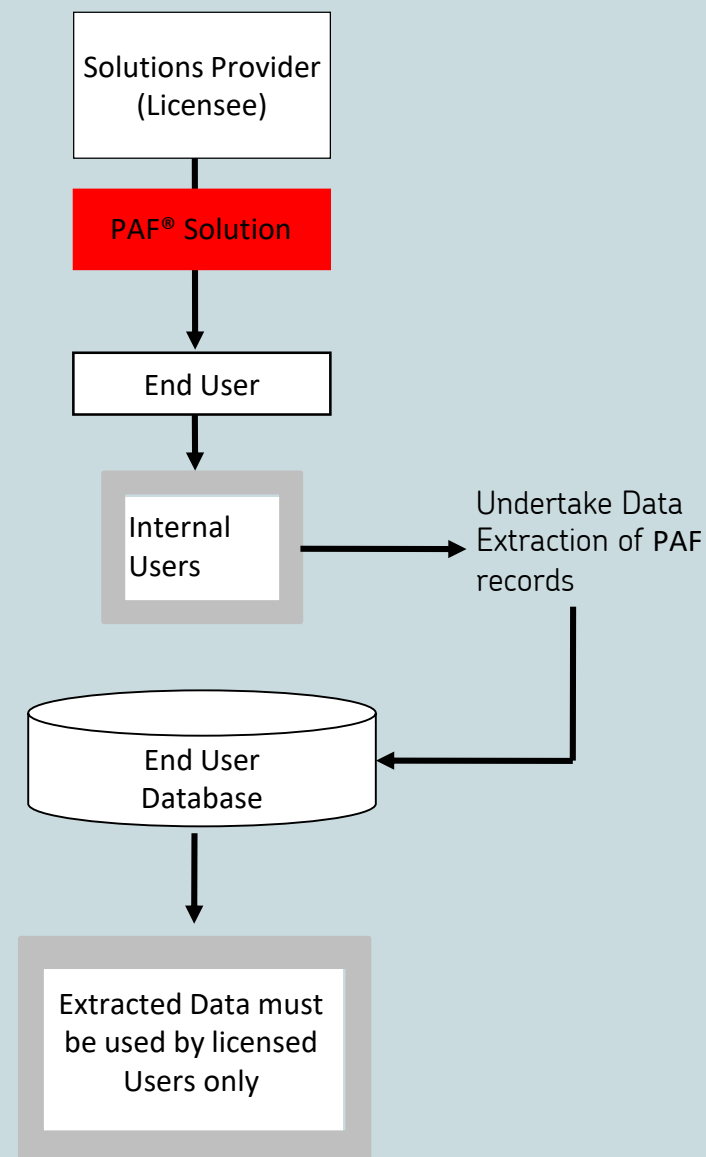
Guidance

- Trial a PAF Solution to a potential customer or let the customer try the Solution via your website
- Before entering an End User agreement a 3 month Trial Period is available.
- No User fees need to be returned for the Solution during the Trial Period
- Also covers demonstration of Solutions on Salespersons computers
- Promotion and Trial of Multiple Residence & Not Yet Built is handled in a similar way

Licence Fees

- For continued use: Once Trial Period is complete, standard Licence Fees are due

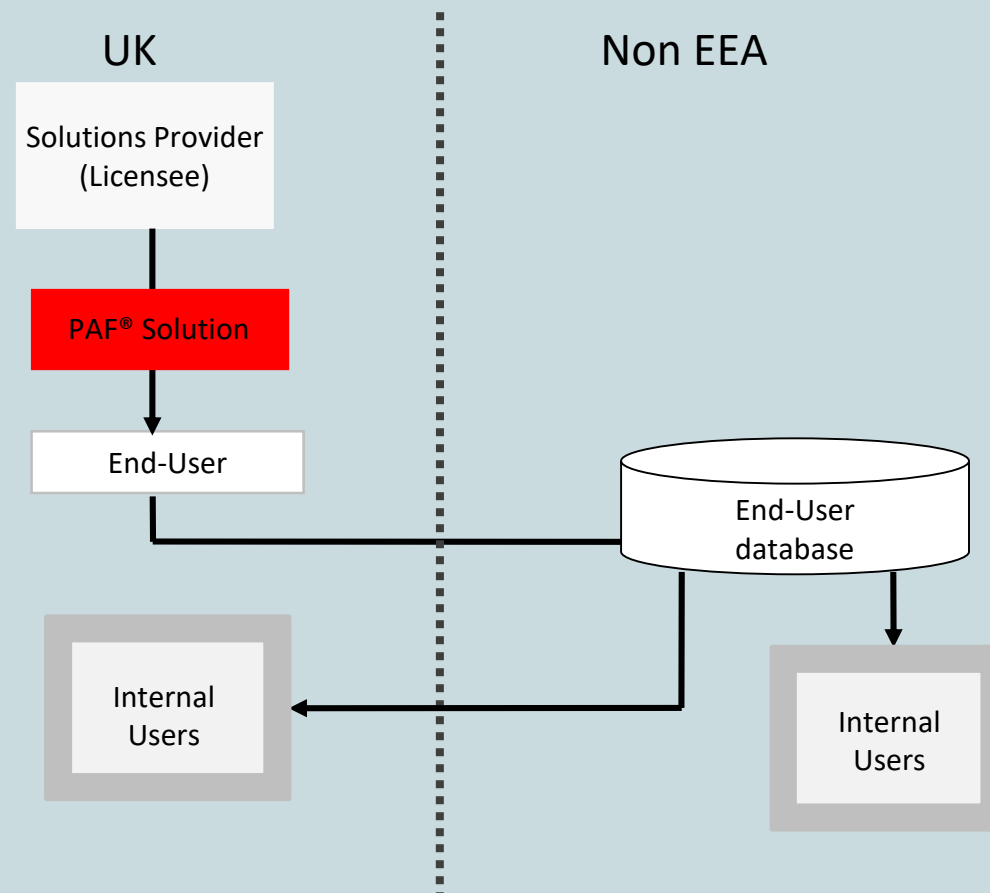
Adding PAF records to your database (Data Extraction)



Guidance

- Data Extraction is the process of adding new PAF records into a database where there was previously none.
- Data Extraction from the PAF dataset can only happen in certain circumstances
- Extracted PAF Data can only be used by licensed Users of that same End User
- Extracted Data must not be supplied or any access to it provided to any third party
- Multiple Residence & Not Yet Built is licensed in a similar way (additional Licence Fees apply)

Transferring PAF overseas



Guidance

- Licensees and direct End Users must comply with applicable laws (clause 3.6 in Solutions Provider licence agreement and 3.3 in direct End User agreement)
- In the interests of licence simplicity, the AMU no longer prescribes how data protection rules are applied
- It is up to the Solutions Provider or End-User how to apply any applicable data protection rules