

DECISION N° 56/PC/ARPCE/2025 OF 25 DECEMBER 2025

LAYING DOWN THE TERMS AND CONDITIONS OF ISSUING AND RENEWAL OF THE REGISTRATION CERTIFICATE, AND THE CONDITIONS TO OPERATE AND PROVIDE POSTAL SERVICES UNDER THE REGIME OF THE SIMPLE DECLARATION

The Council of the Regulatory Authority of Post and Electronic Communications,

- Considering the Law n° 18-04 of 24 Chaâbane 1439 corresponding to 10 May 2018 laying down the general rules pertaining to Post and electronic communications;
- Considering the Law n° 18-07 of 25 Ramadhan 1439 corresponding to 10 June 2018, amended, on the protection of individuals with regard to the processing of personal data;
- Considering the Executive decree n° 01-418 of 5 Chaoual 1422 corresponding to 20 December 2001, amended, pertaining to the operating regime applicable to each postal service;
- Considering the Executive decree n° 03-437 of 27 Ramadhan 1424 corresponding to 22 November 2003 fixing the maximum amount of compensation corresponding to the partial or total loss or damage of a postal package;
- Considering the Executive decree n° 18-246 of 29 Moharram 1440 corresponding to 9 October 2018 determining the content and quality of the universal service of the post and the universal service of electronic communications, the rates that are applied to them and their mode of financing;
- Considering the Executive decree n° 18-247 of 29 Moharram 1440 corresponding to 9 October 2018 laying down the terms and conditions for the management of the support fund for the universal postal service and the universal electronic communications service;
- Considering the Executive decree n° 19-258 of 28 Moharram 1441 corresponding to 28 September 2019 setting the standards of postal address;
- Considering the Executive decree n° 19-314 of 21 Rabie El Aouel 1441 corresponding to 18 November 2019 on mail items and postal parcels sent against refund in the domestic regime;
- Considering the decision n° 54/SP/PC/ARPT/2012 of 27 September 2012 Relating to the procedure of transmission of statistical, financial and general information by postal operators;
- Considering the decision n° 46/SP/PC/ARPCE/2020 of 13 October 2020 laying down conditions to operate postal services under the regime of the simple declaration;
- Considering the internal regulations of the Council of the Regulatory Authority of Post and Electronic Communications;
 - Whereas the article 37 of the above-mentioned Law n° 18-04 of 10 May 2018, that stipulates in its 1st paragraph: « Any natural or legal person wishing to operate a service under the regime of the simple declaration must submit, to the Regulatory Authority, an intent statement to commercially operate this service, and commit to comply with the conditions of operation determined by the regulatory Authority. »;

- Whereas the deliberations of the Council of the Regulatory Authority at its meeting held from 22 au 25 December 2025.

DECIDES

Article 1: Subject

This decision aims to determine the terms and conditions of issuing and renewal of the registration certificate, and the conditions to operate and provide postal services under the regime of the simple declaration.

Article 2: Application scope

The simple declaration regime, subject of this decision, applies to the operation and provision of postal services relating to the processing of domestic express courier, within the limit of weight determined by the regulation in force, i.e. the weight that exceeds fifty 50 grams.

Article 3: Definitions

For the purposes of this decision, the following definitions apply:

Operator: any natural or legal person, holder of the registration certificate to operate and provide postal services subject to the regime of the simple declaration.

User: any natural or legal person who uses a postal service under the regime of the simple declaration (sender and recipient).

Sender: natural or legal person who send postal objects.

Recipient: natural or legal person who receives the postal objects.

Postal object: any addressed item whose technical specifications allow it to be handled by the postal network. These include correspondence, books, catalogues, newspapers and periodicals, as well as postal parcels containing goods with or without commercial value.

Postal parcel: package containing various goods.

Correspondence item: communication in written form on any type of physical medium, which will be delivered to the address indicated by the sender themselves or on the packaging. Books, catalogues, newspapers and periodicals are not considered correspondence items.

Package: object that may contain goods or any document that is current and personal correspondence.

Sending with declared value: postal item whose contents are insured for the value declared by the sender in the event of loss or damage.

Postal services: services consisting of the collection, transport and conveyance of postal items covered by the simple declaration system.

Collection: the operation of gathering, transporting and delivering postal items from the place of packaging or from post boxes, where they have been placed for this purpose, to the point of access to the postal network.

Conveyance: the process of transporting postal items from a sorting centre to a distribution centre by any means of transport.

Distribution: the process ranging from sorting at distribution centres to the delivery of postal items to recipients.

Points of presence: premises open to the public, operated by the operator to provide its postal services under the simple declaration regime.

Sorting centre: logistics facility operated by the operator for sorting and distributing postal items that pass through it.

Article 4: intent statement and supporting documents

Any natural or legal person wishing to operate a postal service under the simple declaration regime must submit to the Regulatory Authority an intent statement to commercially operate this service and undertake to comply with the laws and regulations in force, the decisions of the Regulatory Authority and the conditions for operating and providing postal services, annexed to this decision.

A letter of commitment and specifications document shall be attached to the intent statement.

The intent statement to operate postal services under the simple declaration regime, a template of which is annexed to this decision, shall be accompanied by the following supporting documents:

► For legal entities

- Copy of the articles of association and any amendments thereto for commercial companies;
- Copy of the main trade register and copy of any secondary commercial registers containing the postal activity code;
- Copy of the identity document of the legal representative of the legal entity;
- Copy of the logo registration document, if applicable;
- Copies of valid legal documents certifying the use and address of the registered office and/or the point(s) of presence housing the postal activity;
- The document entitled 'Conditions for the operation and provision of postal services under the simple declaration regime', annexed to this decision, duly signed, stamped and marked 'read and approved';
- Proof of payment by bank transfer, certified cheque or bank cheque, or by electronic payment of the file management fees, made out to the Regulatory Authority of Post and Electronic Communications (ARPCE), Banque CPA, Hussein Dey branch, no. 004 00118 40 10004695 40, in the amount of six thousand dinars (6,000.00 DA) excluding tax.

► For natural persons:

- Copy of the natural person's identity document;
- Criminal record of the natural person;
- Copy of the main trade register and copy of any secondary commercial registers containing the postal activity code;
- Copy of the logo registration document, if applicable;
- Copies of valid legal documents certifying the use and address of the registered office and/or the point(s) of presence housing the postal activity;
- The document entitled 'Conditions for the operation and provision of postal services under the simple declaration regime', annexed to this decision, duly signed, stamped and marked 'read and approved';
- Proof of payment by bank transfer, certified cheque or bank cheque, or by electronic payment of the file management fees, made out to the Regulatory Authority for Postal and Electronic Communications (ARPCE), Banque CPA, Hussein Dey branch, no. 004 00118 40 10004695 40, in the amount of six thousand dinars (6,000.00 DA) excluding tax.

Article 5: Submission procedures

intent statement and supporting documents shall be sent to the Regulatory Authority electronically via the dedicated portal available on its website.

If the application is accepted, the applicant shall be required to submit the original documents when collecting their registration certificate.

In exceptional cases, the intent statement and supporting documents may be submitted by one of the following means:

- **By post:** by registered letter with acknowledgement of receipt, addressed to the Director General of the Regulatory Authority, located at 1, Rue Kaddour Rahim, Hussein Dey – Algiers, 16005, Algeria.
- **Physical submission:** at the headquarters of the Regulatory Authority against acknowledgement of receipt for applications deemed admissible.

Article 6: Review and registration certificate

The Regulatory Authority has two (2) months from receipt of the intent statement and supporting documents to verify that the service falls under the simple declaration regime and to notify the applicant of its acceptance or refusal of registration, stating the reasons for its decision.

Any request for additional documents and/or information shall suspend the aforementioned investigation period.

The registration certificate is issued by the Regulatory Authority to any person who has satisfied the above conditions, upon payment of the issuance fee, set at twenty-eight thousand dinars (28,000.00 DA) excluding tax.

Article 7: Personal nature and validity of the certificate

The registration certificate is personal and may not be assigned or transferred to a third party under any circumstances.

The registration certificate is valid for a period of five (5) years. It may be renewed one or more times for periods of five (5) years, in accordance with the conditions set out in this decision.

Article 8: Renewal

The application for renewal of the registration certificate must be submitted by the Operator to the Regulatory Authority at least forty-five (45) days before its expiry date, as evidenced by an acknowledgement of receipt. Failing this, the certificate shall expire on its expiry date.

The renewal application shall be submitted by one of the means referred to in Article 5 of this Decision.

Any refusal to renew the registration certificate must be justified and notified to the Operator, who may lodge an appeal in accordance with the legislation in force.

Article 9: conditions of operation

The conditions of operation and provision of postal services under the simple declaration regime are annexed to this decision and form an integral part thereof.

These conditions may be amended by the Regulatory Authority in the same manner.

Article 10: failure to declare

In accordance with the legislation in force, failure to submit an intent statement for the operation and provision of postal services under the simple declaration regime is punishable by imprisonment for two (2) months to one (1) year and a fine of 5,000 to 100,000 DA, or by one of these two penalties alone.

Article 11: transitional provisions

Operators whose registration certificate is valid on the date of entry into force of this decision are required to comply with it within thirty (30) days and to sign and file with the Regulatory Authority the letter of commitment and the document entitled 'Conditions for the operation and provision of postal services under the simple declaration regime', annexed to this decision.

Article 12: Repeal

This decision repeals the decision N° 46/SP/PC/ARPCE/2020 of 13 October 2020, laying down the conditions to operate postal service under the simple declaration regime.

Article 13: Entry into force

This decision enters into force on the date of its signature and its publication on the website Regulatory Authority.

Article 14: Publication

This decision is published in the official bulletin of the Regulatory Authority and on its website.

Article 15: Execution

The Director- General of the Regulatory Authority is responsible for the execution of this decision.

On behalf of the Council

The President

CONDITIONS OF OPERATION AND PROVISION OF POSTAL SERVICES UNDER THE REGIME OF THE SIMPLE DECLARATION

CHAPTER 1: GENERAL CONDITIONS

Article 1: compliance with the legal framework

The Operator is required to strictly comply with the provisions of the regulations and laws in force, the decisions of the Regulatory Authority and the current conditions for the operation and provision of postal services under the regime of the simple declaration.

Article 2: Premises

The premises of the operator must be specially equipped and of a size suitable for the operation, provision of services and reception of Users. These premises must be easily accessible and consider the needs of persons with reduced mobility.

Article 3: Sign

The Operator is required to display a sign on the front of its points of presence clearly indicating, in Arabic and, where applicable, in a foreign language, its company name or corporate name or trade name, and its logo.

No Operator may use the label 'Post Office'.

Article 4: Logo and visual identification

The Operator must have a logo representing its entity, affixed to envelopes, parcels and other postal items, badges, as well as to the vehicles and motorcycles comprising its fleet.

Article 5: Operator's agents

The Operator is required to provide its agents with badges enabling their identification (surname, first name and photograph) and the identification of the Operator (company name or trade name or name and trade name, where applicable, and logo).

It shall take great care to ensure that its agents, particularly those in direct contact with Users, are dressed in decent and respectable attire, in keeping with the requirements of the postal activity.

Article 6: Quality of service and security of mail items

The Operator undertakes to implement all necessary measures to ensure an optimal level of quality and satisfactory availability of Postal Services.

It is required to take all necessary technical, organisational and operational measures to guarantee the security, confidentiality and integrity of the postal items entrusted to it, from collection to delivery.

It is required to deliver Postal Items within the time limits stated in its declaration of intent or communicated to the Regulatory Authority.

CHAPTER 2: COMMERCIAL CONDITIONS

Article 7: Launch of Postal Services

The Operator is required to inform the Regulatory Authority as soon as Postal Services are effectively launched.

Article 8: User Rights

The Postal Operator operating under the simple declaration regime is required to guarantee the protection of User rights in the operation of its services, in accordance with the legislation and regulations in force.

In this regard, the Operator undertakes, in particular, to:

- Provide Users with clear, accurate and accessible information on Postal Services, applicable rates, conveyance times and the general terms and conditions of its services. This information must be displayed in a visible and legible manner at each of its Points of Presence and published on its website, where applicable;
- Take the necessary measures to avoid the risk of loss, damage or violation of the integrity of Postal Items or delays in their conveyance;
- Provide postal services to users under objective, transparent and non-discriminatory conditions.
- Inform users of the compensation arrangements applicable in the event of loss or damage, in accordance with the regulations in force.

Article 9: Setting of tariffs and deployment

The Operator shall benefit from:

- Freedom to set tariffs for postal services, without prejudice to the laws and regulations governing competition;
- Freedom to establish an overall pricing system that may include discounts and, where applicable, compensation for delays in delivery, in accordance with the provisions of Article 8 above;
- Freedom to determine its marketing and deployment policy within the national territory.

Article 10: Labelling and packaging of Postal Items

Postal Items must be contained in appropriate packaging.

Postal Items must be labelled clearly indicating the Operator, the identities of the Sender and the Recipient, and their respective addresses.

Article 11: Traceability of Postal Items

The Operator must have the means to certify receipt of Postal Items delivered by their Sender and their actual delivery to the Recipient.

It must record all data relating to the operations it carries out in such a way as to enable their traceability and store them on any appropriate and secure medium.

Article 12: Loss of or damage to postal items

In the event of loss or damage to a postal item handed over to the operator, the latter is required to pay compensation to the sender in accordance with the regulations in force, unless the damage was caused by the fault or negligence of the sender or was due to the nature of the item.

Article 13: Means of payment for postal services

The Operator is required to offer to Users and promote electronic payment for postal services. It must allow Users to use at least one mean of electronic payment, in particular an electronic payment terminal (EPT).

CHAPTER 3: OBLIGATIONS OF OPERATORS

Article 14: Protection of personal data

The Operator guarantees the protection of personal data, in particular those collected and stored in the course of the operation of its Postal services, in accordance with the legislation in force.

Article 15: Control

The regulatory authority is authorised to carry out any inspection to ensure that the Operator's activities comply with the legislation, the regulations in force and the decisions of the regulatory authority.

The Operator is required to facilitate access to its premises and to the requested information for the Regulatory Authority's agents.

Article 16: Handling of complaints

The operator shall log, on a dedicated medium, any complaint lodged by a User, and ensure processing and rigorous follow-up thereof.

The Operator shall inform the user of the outcome of their complaint, within seven (7) working days from the date of its submission.

A quarterly report on complaints received and the measures taken thereon shall be transmitted to the Regulatory Authority as per the terms it specifies.

Article 17: confidentiality and secrecy of correspondences

Notwithstanding the provisions of article 21 sub-mentioned, the Operator is bound to respect the confidentiality of items placed under its responsibility and must not under any circumstances breach the secrecy of correspondences.

Article 18: Transmission of required documents

The Operator shall provide any information or document, relating to its postal activity, requested by the Regulatory Authority.

Article 19: Information on modifications

The Operator shall inform the regulatory authority, within a period not exceeding 30 days, by any written means, of any changes in the information contained in its intent statement and in the supporting documents, in particular:

- its corporate name or registered name and/or legal status for companies, or its trading name where applicable for natural persons;
- the structure of its share capital;
- the address of its registered office or the Point of presence hosting the postal activity;
- the identity and contact details of the designated contact person;
- its logo;
- the content of the service;
- its geographical coverage, including any extension, removal or modification of Points of presence;
- the tariffs applied and their effective date of entry into force;
- the delivery times.

Article 20: Contribution to the universal service

The Operator shall pay a contribution to the financing of the universal postal service in accordance with the legislation and regulations in force.

Article 21: verification of postal items

Without prejudice to the provisions of Article 17 above, the Operator shall carry out a visual check or any other appropriate means of verification of the postal items handed over to it, in compliance with the legislation and regulations in force.

Article 22: Prohibited items

The following may in no circumstances be the subject of postal services: prohibited products, dangerous goods within the meaning of the regulations in force, electronic means of payment issued by financial institutions not authorised in Algeria (bank cards), as well as items prohibited by the Universal Postal Union (UPU).

Are particularly considered non-admissible postal items:

- Objects the possession, circulation or marketing of which is prohibited by the legislation and regulations in force, in particular narcotics, psychotropic substances, weapons, ammunition, explosives and dangerous substances, pyrotechnic products;
- objects prejudicial to public order, public security, national defence, public morals or to standards of decency;
- counterfeit or fraudulent items, or items that violate intellectual property rights, in accordance with the laws and regulations in force;
- items prohibited by the Universal Postal Union (UPU) Convention and its Regulations of Execution, in particular those liable to present a danger to postal staff or to damage other postal items;
- coins, banknotes and precious metals (gold, diamonds, etc.);
- objects the possession, use and circulation of which are subject to authorisation, in accordance with the legislation and regulations in force.

Where the Operator becomes aware of or suspects the presence of a prohibited postal item, it shall refuse acceptance of the item or interrupt its conveyance and delivery, and shall without delay inform the competent authorities, in accordance with the legislation in force.

CHAPTER 4: SPECIAL CONDITIONS

Article 23: Subcontracting

Any subcontracting of postal activities may only be carried out for the benefit of, or by, an Operator holding a valid certificate of registration. It is subject to the conclusion of a written contract, which must be transmitted to the Regulatory Authority upon its conclusion.

Article 24: Force Majeure

The Operator shall not be liable for delays arising from events of force majeure that may occur in the performance of postal services. It shall immediately inform the User thereof.

Where the Operator invokes an event of force majeure, it shall notify the Regulatory Authority in any writing mean, within a period of ten (10) days from the date of its occurrence, accompanied by the relevant information and supporting evidence.

Article 25: Withdrawal of the Certificate of Registration

The withdrawal of the certificate of registration and the cessation of postal activities constitutes a sanction imposed by the Regulatory Authority by a reasoned decision, in accordance with the provisions of Article 38 of Law No 18-04 of 10 May 2018 on postal and electronic communications.

The withdrawal of the certificate of registration by the Regulatory Authority results in the immediate prohibition on carrying out postal activities from the date of notification of the withdrawal decision.

Nevertheless, and in order to preserve the rights of Users and ensure the conveyance and delivery of postal items in the Operator's possession, the Operator shall, prior to the notification of the withdrawal decision, complete the

conveyance and delivery of such items to their addressees within a period not exceeding ten (10) days from the date of notification.

From the date of notification of the withdrawal of the certificate of registration to the Operator, the latter may not collect any Postal Items.

Article 26: Sanctions

In accordance with the legislation in force, any Operator that carries out activities subject to the exclusivity regime shall be punished by imprisonment for a term of six (6) months to two (2) years and a fine of 500,000 to 1,000,000 Algerian dinars.

Any Operator that uses the designation "Post" shall be liable to the same penalty.

Algiers, on.....

Name and surname :

Title.....

"Read and approved"

Signature

Intent statement for the operation of postal services under the simple declaration regime

Name and surname or corporate name:
Address / registered office:
Trade register number:
Phone and fax number:
Website:
Legal representative: Email:
Name and surname of the designated contact person:
Phone and fax number of the designated contact person:
Email of the designated contact person:

**To the Director-General of the Regulatory Authority of Post and Electronic Communication
(ARPCE)**

Subject: Intent statement.

Attachments:

- Letter of commitment;
- Technical data sheet;

I, the undersigned, Ms/Mr, legal representative of the company, with its registered office at, declare my intention to operate domestic postal services under the simple declaration regime for the collection, conveyance and delivery of letters and/or parcels exceeding 50 grams.

We intend, in the first instance, to establish points of presence in the following wilayas (provinces):

Wilaya (province)	Points of presence	Address

The deployment of points of presence may subsequently be extended to other wilayas in the country, depending on available capacities and resources. The Regulatory Authority shall be informed immediately thereof.

Attached to this intent statement are the letter of commitment to comply with the conditions for operating postal services under the simple declaration regime, as laid down by the Regulatory Authority, and the technical data sheet detailing, in particular, the service to be provided and the geographical coverage

Done at: On:
Signature and stamp of the legal representative

NB: This statement applies to both natural persons and legal entities.

LETTER OF COMMITMENT

I, the undersigned, Mr/Ms
born on: at residing at:
in my capacity as of the company
.....

....., holder of trade register No.:
.....

hereby undertake to comply with the legislation and regulations in force, the
decisions of the Regulatory Authority, as well as the conditions for operating and
providing postal services under the simple declaration regime, as annexed to
Decision 56/PC/ARPCE/2025 of 25 December 2025.

Done at: on:

Signature and stamp of the legal representative

TECHNICAL SPECIFICATIONS

1. Details of the service to be operated (*):

1.1 Nature of the service to be operated:

Domestic accelerated mail, weight exceeding 50 grams	Domestic standard mail, weight exceeding 50 grams	Postal parcels

(*) Tick (X) in the appropriate boxes corresponding to the services to be operated

1.2 Means of collection, conveyance and distribution:

Means	Designation	Number
Vehicles		
Motorcycles		
Others (specify)		

1.3 Infrastructures:

Infrastructures	Number	Address
Points of presence		
Sorting centres		
others (specify)		

1.4 Opening hours:

Opening days	Timetable	
	Morning	from: to:
	Afternoon	from: to:

1.5 Conveyance and delivery times

Intra-wilaya	Inter-Wilaya				
	(1) ■(2)	(1) ■(2)	(1) ■(2)	(1) ■(2)	(1) ■(2)
D +...	D +...	D +...	D +...	D +...	D +...

(1). dispatch wilaya, (2) destination wilaya (to fill in).

1.6 Details of Staff:

Commercial staff	Administrative staff	Drivers	Messengers	others (specify)

2. Geographic coverage:

Wilayas	
---------	--

3. Fees to be charged to users (by service specified in point 1.1.):

Designation of the service	Intra-wilaya	Inter-Wilaya				
		(1) ■(2)	(1) ■(2)	(1) ■(2)	(1) ■(2)	(1) ■(2)
...						
...						
...						

(1). Dispatch wilaya, (2) destination wilaya (to fill in).

4. Funding: (specify the project's funding method).

Done at..... on:

Signature and stamp of the legal representative