

For further information visit:  
anpost.ie

Contact Customer Services on:  
01 705 7600

Visit us at [anpost.ie](http://anpost.ie)



#### Conditions for Registration as a Newspaper/Periodical

1. A Newspaper is defined by An Post as a publication consisting wholly, or in great part of political or other news, or of articles relating thereto, or to other current topics, with or without advertisements. It must be printed and published at intervals of not more than 7 days.
2. A Periodical is defined by An Post as a magazine or similar printed matter which, while meeting the general requirements for registration as a Newspaper, is published at intervals of not more than 3 months.
3. A Newspaper/Periodical must be printed/reproduced and published in any State which is for the time being, a member of the EU. An Post may refuse to approve as a Newspaper/Periodical, a publication printed and published outside its postal area unless arrangements have been made to its satisfaction for maintaining a responsible representative of the publication within the State.
4. The publication must not contain publicity or a habitual or prominent advertisement relating to a lottery (except a duly authorised home lottery); fortune telling; football betting; or similar business outside the State. It also must comply with the sections of Eolaí An Phoist dealing with 'Embarrassing Postal Packets' and 'Prohibitions'.
5. The full title, date and/or issue number of publications must be printed on the first page or outer front cover and every subsequent page. This applies to 'Table of Contents', 'Indexes' and 'Supplements' also.
6. Any supplement issued with a Newspaper/Periodical must consist wholly or in great part of matter like that of the publication, or of advertisements. It must in every case be published with the Newspaper/Periodical, and must not exceed the item itself in size and weight.
7. All the sheets of the supplement must be put together in some part of the Newspaper/Periodical whether or not gummed or stitched up with the publication. The front page or cover must bear the word 'supplement'. Supplements must comply with any other relevant regulation prescribed for registered Newspapers/Periodicals.

8. With the exception of an almanac, a separate document intended to be used for separate purposes is not a supplement. Furthermore, any documents drawn up in the form of direct personal communications to the recipients, such as printed circulars in the form of letters, are not regarded as supplements or part of the publication.
9. No publication and no advertising/promotional article that is not part of or related to the area catered for by a publication approved as a Newspaper/Periodical or supplement thereto, may be enclosed in a packet sent in a Newspaper/Periodical. Exceptionally, up to 3 non-related advertisement inserts may be enclosed. Each insert must comprise of advertising matter and contain some form of response mechanism.
10. Supplements and inserts enclosed in Newspapers/Periodicals must be identical in all copies of every issue of the publication dispatched by post. The supplements and inserts enclosed must together not exceed the size or weight of the publication itself.

#### Conditions for posting Newspapers/Periodicals

When posting Newspapers/Periodicals the following conditions should be adhered to:

11. In the post, the Newspaper/Periodical is subject to examination. The publication must be posted in a sealed plastic cover or a cover that can be opened for inspection.
12. The bulk rate for Newspapers/Periodicals is available only to mailers sending a minimum of 4 Newspaper/Periodical postings annually.
13. The words 'Publication Services' must appear centred on the top of the cover or wrapper.
14. The Newspaper/Periodical should be folded in such a way as to permit the name of the title to be read.
15. A request for return in the case of non-delivery and the return address must be on the cover or wrapper - top left of the address side.
16. Meter or Ceadúnas facilities may only be used to pre-pay the postage. Payment of postage for the Publication Service must be made prior to or at time of posting (account customers excepted). Customers availing of the Bulk Rate must use the Ceadúnas System to pre pay postage.
17. Customers using a Ceadúnas should ensure that the Ceadúnas logo is within the minimum (35 mm x 15 mm) and maximum (70 mm x 36 mm) dimensions allowable. The service identifier 'PER' or 'NEWS' must be used in the Ceadúnas logo.
18. To avail of Discount 1 & 2, Newspapers/Periodicals must be presented for posting before 4pm Monday to Friday. All items should be the same size and weight and should contain identical contents. A minimum of 100 items per posting is applicable for Discount 1. A minimum of 2,000 items per posting is applicable for Discount 2.
19. Newspapers/Periodicals should be pre-sorted according to the Publications Services sortation requirements listed on [anpost.ie/publications](http://anpost.ie/publications) and should not be mixed with other categories of mail. They should be presented in bags using special bag labels supplied by An Post. The labels should be accurately completed in full.
20. A docket supplied by An Post must be completed for each individual Ceadúnas posting.
21. All postings must include a manifest detailing the number of items per pre-sort selection within the mailing.
22. An Post reserves the right to introduce new presentation times and/or additional pre-sort requirements (available on request) if and when the volume per posting exceeds 10,000 items.

**Non-compliance with any of these conditions can result in items being returned, delayed or charged full letter rate.**

# Publication Services

A guide to posting 13th April 2017



Visit us at [anpost.ie](http://anpost.ie)



# Publication Services

An Post offers a range of special rate services to bulk mailers of newspapers and periodicals, which can reduce your distribution costs and encourage customer subscriptions. To avail of these services the publication must meet certain criteria. Details of these criteria are contained in this brochure along with a summary of the posting conditions which may apply. Below you'll find a description of each service. All services are subject to availability and Terms and Conditions (see reverse).

## Newspaper Service

A newspaper is a publication which consists of political, news-related articles and/or current topics and can include advertising material. It must be printed and published at intervals of not more than seven days. Newspapers must be registered annually at the GPO, Dublin. An annual registration fee of €12.70 per publication applies.

## Periodical Service

A periodical is defined by An Post as a magazine or similar printed matter published at intervals of not more than three months. Periodicals must be submitted annually for approval prior to being eligible to avail of the service.

Conditions for posting newspapers and periodicals	
Scope	Available to addresses in Ireland (incl. Northern Ireland)
Minimum quantity - Composite Rate 1	Minimum of 100 items per posting, pre-sorted as required
Minimum quantity - Composite Rate 2	Minimum of 2,000 items per posting, pre-sorted as required
Minimum Posting	Four Times Yearly
Posting Days	Monday - Friday
Minimum publishing period	Periodicals - once every three months
	Newspapers - once every seven days

Tariffs		
Weight not over	Composite Rate 1*	Composite Rate 2*
Quantity per posting	Minimum quantity of 100 items – pre sorted as required	Minimum quantity of 2,000 items – pre sorted as required
250g	€1.25	€1.15
375g	€1.75	€1.65
500g	€2.20	€2.05
750g	€3.55	€3.40
1kg	€3.80	€3.80

\*The rates outlined above are composite rates which are indicative of the rate which will apply to mail that is geographically representative of a nationwide posting, where there is a geographical bias, an alternative zonal rate will apply.

## Publication Service - Composite Rate 1

These discounts are available to customers mailing a minimum quantity of 100 identical newspapers or periodicals per posting, presenting this mail before 4pm and pre-sorting this mail as required. A full list of requirements is available on the An Post website at [anpost.ie/publications](http://anpost.ie/publications) or by calling Customer Services on 01 705 7600.

## Publication Service - Composite Rate 2

These discounts are available to customers mailing a minimum quantity of 2,000 identical periodicals per posting, presenting this mail before 4pm and pre-sorting this mail as required. A full list of requirements is available on the An Post website at [anpost.ie/publications](http://anpost.ie/publications) or by calling Customer Services on 01 705 7600.

## Bulk Posting

Newspapers and periodicals posted to Britain, Europe and Rest of the World must carry the standard postage rates. Bulk rates are available. The bulk rate applies to multiple copies of a periodical posted to a single address. A minimum consignment of 10kg per posting also applies.

## Dimensions

Newspapers and periodicals packaged in flat format must conform to the following dimensions: Minimum length: 100mm. Maximum length: 610mm. Minimum width: 70mm. Maximum width: 460mm. Newspapers and periodicals packaged in tube format are subject to size constraints and must be pre-approved for mailing.

## Application for Approval as a Newspaper or Periodical

Please read the conditions for posting newspapers and periodicals before returning your application form. Please complete in BLOCK LETTERS. Applications for registration of a Newspaper/Periodical should be made to:

An Post Customer Services  
Ground Floor  
GPO  
O'Connell Street Lower  
Freepost  
Dublin 1  
D01 F5P2

All applications must include a sample of the publication and any supplements/inserts.

**Newspaper**  **Periodical**

(Please include a sample of the publication when returning the application)

### Name of Publication

Frequency of posting \_\_\_\_\_

Estimated % by post \_\_\_\_\_

Estimated no. of items per posting \_\_\_\_\_

Estimated average weight \_\_\_\_\_

Nominated Office of posting \_\_\_\_\_

Method of postage  Ceadúnas  Meter

Do you require a Ceadúnas?  Yes  No

Payment Method (Tick whichever box is appropriate)

Cash  Cheque  Deposit Account  Meter

### Name of Publisher

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Eircode \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

### NAME OF POSTER

(Printer, Agent or Publishing House)

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Eircode \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

I agree to be bound by the conditions applicable to An Post Publication Services.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Signed \_\_\_\_\_

### For Official Use

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Entered in Records

Ceadúnas No. \_\_\_\_\_