GUIDE TO COMPLETION

Please complete the data sheet in electronic format.
An essential condition of the registration related to the use of the Electronic Services is filling in the Data Sheet fully and truthfully.
You can authorize the new user and indicate modification/deletion requests on a separate worksheet.
Please fill in the Data Sheet on a computer and submit it electronically in Excel format.

Return the Data Sheet to the following address: **kwradmin@posta.hu**

[1] **Username must be at least 6 characters long and can only contain unaccented uppercase and lowercase letters as well as numbers.**

[2] **If you have already registered on the posta.hu page in the MyPost menu item, please enter the data used for registration.**

[3] **You can enter multiple agreement codes.**

[4] **Mark the service you authorize your contact to manage with an 'X'.**

GTC for Certain Electronic Services and Business Applications

By returning the Data Sheet, the organization acknowledges that they have read and understood the content of the General Terms and Conditions for Certain Electronic Services and Business Applications of Magyar Posta Zrt., and they accept them in full, without any changes or comments.

DATA SHEET
for recording the person authorized to use Magyar Posta's electronic services

Name of organisation:		Type of system used by the organization	Please click here and choose from the drop down menu

New user	Contact person data										Company information		Request service[4]	
Contact persons	First and family name	Place of birth	Date of birth	Mother's maiden name (first and family name)	User name (for registered users of posta.hu)	Requested username (if not already registered)[1]	Company's email address	Company's phone number	Email address used as a natural personal[2]	Phone number used as a natural person[2]	Customer code	Agreement code[3]	MPL API	Tracking API
Primary contact person														

Return the data sheet to the following address: **kwradmin@posta.hu**

Date (dd, mm, yy):

By returning the Data Sheet, the organization acknowledges that they have read and understood the content of the General Terms and Conditions for Certain Electronic Services and Business Applications of Magyar Posta Zrt., and they accept them in full, without any changes or comments.

DATA SHEET
for recording/deleting the data of the person authorized to use Magyar Posta's electronic services

Name of organisation:

Modification request	Contact person data								Company information		Request service[4]	
Contact person	First and family name	Mother's maiden name (first and family name)	User name (for registered users of posta.hu)	Company's email address	Company's phone number	Email address used as a natural personal[2]	Phone number used as a natural person[2]	Customer code	Agreement code[3]		MPL API	Tracking API
Primary contact person												

Deletion request	Contact person data								Company information		Request service[4]	
Contact person	First and family name	Mother's maiden name (first and family name)	User name (for registered users of posta.hu)	Company's email address	Company's phone number	Email address used as a natural personal[2]	Phone number used as a natural person[2]	Customer code	Agreement code[3]		MPL API	Tracking API
Primary contact person												

Return the data sheet to the following address: **kwradmin@posta.hu**

Date (dd, mm, yy):

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