

Posti Public notification service 1.1.2025

1. Scope of application

These Product Terms apply to Posti Distribution Ltd's (business ID: 0109357-9) (hereinafter "Posti") Public notification delivery service ("Service") as of January 1, 2025. The Service is available to corporate and organizational customers, and their use requires a customer relationship with Posti. In addition to these Product Terms, the Service is subject to Posti's valid General Contract Terms ("General Contract Terms") and the Act on Road Transport Contracts. Posti shall have the right to change these terms as described in the General Contract Terms.

Posti's role as a universal service provider and, in certain situations, as a public service task provider requires informing citizens of changes to services.

2. Customer's responsibilities

In addition to what has been stated in the General Contract Terms, the Customer must comply with Posti's mailing or other instructions when using the Services. The Customer is responsible for ensuring that correct and up-to-date payment information and any other markings required by the Service are indicated on items.

The Customer shall be responsible for the content of the Public notification and for ensuring that it does not contain commercial advertising. Posti shall be under no obligation to check the contents of the item.

If the Customer's items do not comply with the requirements of the Customer's services (e.g. size), Posti shall be entitled to stop or forward the items against an additional invoice, if possible.

The Customer shall be responsible for having a sufficient number of items for the delivery area. Posti offers the Customer the opportunity to view the delivery volumes required by postal code or area (number of delivery points) in the ordering channel. Based on this, the Customer must choose the target group for the delivery and mail the required number of items in accordance with the mailing instructions.

As the number of delivery points is based on information gathered at regular intervals through Posti's delivery operations, the information does not fully correspond with the actual number at the time of delivery. The Customer understands that there may be significant changes in the number of delivery points (due to moving, for instance) between the time when information was gathered and the time of delivery.

Any information on the number of Posti's delivery points at targeted postal codes or other similar information is Posti's property. The Customer shall not be entitled to disclose such information to outside parties without Posti's explicit written consent.

The Customer must deliver items to Posti bundled and packed into transport units according to instructions provided by Posti. If the Customer has not complied with the terms or other instructions when mailing items, Posti shall be entitled to charge a fee for folding or other additional work according to the price list.

The Customer may also drop off items for delivery at posting places (posti.fi). The Customer is responsible for ensuring that the items are at the posting place at the agreed time.

3. Service description

A public notification is an unaddressed delivery service for public communications. The service is meant for communications to the state, municipalities and other operators obligated by the authorities or municipalities on behalf of the law with regard to such official regulations (e.g. notifications of noise and information on waste management regulations) and public services that can be considered significant to all citizens and the information of which is of general importance. Communications may not contain commercial advertising.

Items are delivered to all delivery points (households, companies, educational institutions, service homes, etc.; one item/delivery point).

Items are delivered twice a month, and the delivery times are published in the ordering channel. The delivery time to recipients is seven weekdays from the posting date. Only one item may be delivered at a time in a postal code area.

Posti will not return any leftover items caused by the updating frequency of the delivery points.

4. Service availability

Items are delivered to the areas selected by the Customer at postal code level in mainland Finland. Items must be targeted at one entire postal code area at least.

Posti may limit the availability of the service for productive or other justifiable reasons if not agreed separately beforehand on the delivery of the batch on the date in question. The delivery times may be subject to restrictions. Annual information about these restrictions is available in the ordering channel (posti.fi).

5. Service restrictions

No material which contains commercial advertising or third-party commercial attachments will be delivered as a public notification.

6. Pricing principles and surcharges

The service is subject to item pricing. In addition, the Customer has the option to purchase the folding of the item as an additional service, which keeps the item within the maximum dimensions.

Cancellation fees and modification charges

If the Customer cancels the order 14 days before posting, Posti will charge the Customer a cancellation fee based on the time of cancellation, which is the price of the delivery.

The Customer can make changes to the order, such as adding or removing postal codes, after 14 days until the order is locked. If the selected posting place of the order is the Helsinki or Kuopio postal center, the order will be locked three days before posting. At other posting places, the order will be locked two days before posting.

Current prices and other charges are available in the ordering channel and at posti.fi.

7. Shape and dimensions of the item

The shape and dimensions of items must comply with Posti's instructions.

Items may not be mailed in an envelope.

- minimum size 90 x 130 mm
- maximum size 250 x 353 x 30 mm
- minimum weight 5 g
- maximum weight 50 g

Folding can be purchased as an additional service subject to a charge for Public notification. Posti folds the item on the Customer's behalf, in accordance with the dimensions of a mail slot, so that the maximum size is 30 mm x 250 mm.

8. Posting and delivery markings

Items must be dropped off at posting places in the week preceding delivery. The posting places and times of each area are available at posti.fi. Midweek holidays may affect posting and delivery days.

Posti shall be entitled to dispose of any items left undelivered and any items that do not meet the requirements of the service.

Delivery markings

An item to be delivered as a public notification must always bear the following printed text: "Julkinen tiedote" (Public notification) and/or the same text in Swedish "Offentligt meddelande", which also functions as a payment indication, as well as the sender information.

On the bundle label, there should be the following text: "Julkinen tiedote – kaikkiin jakelupisteisiin" (Public notification – to all delivery points).

9. Entry into force

These Product Terms shall enter into force on January 1, 2025, and they replace the Product Terms for Marketing Services from January 1, 2024. These Product Terms shall also be applied to any agreements signed before the validity of these terms. Posti may change these Product Terms. The customer will be informed of such changes no later than one (1) month before they take effect (www.posti.fi).