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POSTAL
UNION

Berne, 27 October 2025
International Bureau Circular
Slovakia – Extraterritorial offices of exchange

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Dear Sir/Madam,

The Ministry of Transport of **SLOVAKIA** would like to inform other Union member countries and their designated operators of the policies and conditions that apply, in accordance with Slovak law, to the establishment of extraterritorial offices of exchange (ETOE) and to the delivery of items from ETOEs outside Slovakia. Annexes 1 and 2 to this circular contain the full set of policies and conditions.

Yours faithfully,

Siva Somasundram
Director of Policy, Regulation and Markets

Slovakia – Extraterritorial offices of exchange (ETOE)

The establishment of ETOEs on the territory of Slovakia is permitted. The following conditions apply:

- The establishment of an ETOE must be fully in line with the general legal and regulatory obligations applicable to the establishment of any business in Slovakia pursuant to the Commercial Code (Act No. 513/1991 Coll. as amended).
- Every designated operator that intends to provide postal services in Slovakia – i.e. sending/delivering postal items to/from an ETOE – must register with the national regulatory authority, in line with the General Authorization for providing postal services.
- UPU documentation is permitted for letter post, parcels and EMS items; UPU transport handling documentation and procedures are required. For outbound items, this applies only for countries that have declared a policy of accepting ETOE items under the UPU Acts.
- The system of labelling ETOE items shall be adhered to for every item. The labelling must contain the name of the ETOE and its address, as well as the name of the provider that operates the ETOE.
- A reciprocity agreement is required between the countries: Slovakia agrees to accept ETOE items provided that the country in which an ETOE is located also accepts ETOE items under the UPU Acts.
- For the delivery of postal items on the territory of Slovakia, a bilateral agreement with the Slovak designated operator shall be signed before the establishment of the ETOE. In particular, the bilateral agreement must include terms and conditions for reimbursement of costs, redirection and the return of ETOE items.
- For ETOE items dispatched to Slovakia without a bilateral agreement, Slovakia reserves the right to revoke the establishment of the ETOE in Slovakia. The designated operator of Slovakia also reserves the right to reject the items and return them to the dispatching designated operator. It may also impose a charge to recover, as a minimum, the associated costs incurred by it.
- The request for establishment of an ETOE in Slovakia shall be sent to the Ministry of Transport of the Slovak Republic, using the following address: Námestie slobody 6, P.O. Box 100, 810 05 Bratislava, Slovakia. Requests must be accompanied by the form enclosed in Annex 2, duly completed, and the draft bilateral agreement with the designated operator of Slovakia. The Ministry of Transport, in cooperation with the national regulatory authority and the designated operator, shall analyze the submitted request. If approved, the Ministry of Transport shall notify the UPU International Bureau accordingly.

- Notification of the establishment of a new ETOE on the territory of Slovakia shall also be sent by the Ministry of Transport to the Financial Directorate of the Slovak Republic.
- The Ministry of Transport reserves the right to request that the designated operator operating the ETOE in Slovakia regularly report the volumes of ETOE postal items dispatched from/to Slovakia.
- The Ministry of Transport reserves the right to amend these conditions for the establishment of an ETOE on its territory if circumstances so require.
- Designated operators that already have an ETOE established in Slovakia shall be required to comply with these conditions and to complete and send the form provided in Annex 2 within a reasonable period after publication of this ETOE policy but within three months at the latest.

Annex 2

Request for authorization for establishment of ETOEs in Slovakia

Designated postal operator establishing the ETOE	Name:	
	Address:	
Details on the ETOE	Provider:	
	Address:	
If applicable, name of third party operating the facility under the responsibility of the registering operator		
Contact person: Name: Position: Tel.: E-mail:		
ETOE's mail flows (<i>tick appropriate box</i>) <input type="checkbox"/> I (inbound transit) <input type="checkbox"/> E (outbound) <input type="checkbox"/> T (closed)		
Restrictions: <input type="checkbox"/> Bilateral agreement requirement with Slovak designated postal operator		
What kind of services based on the UPU definitions do you intend to provide from the ETOE a) delivery on the territory of Slovakia – inbound	What kind of services based on the UPU definitions do you intend to provide from the ETOE b) delivery on the territory outside of Slovakia - outbound	
Mail categories (<i>tick appropriate boxes</i>) <input type="checkbox"/> A (airmail) <input type="checkbox"/> B (S.A.L.) <input type="checkbox"/> C (surface) <input type="checkbox"/> D (priority surface)	Mail categories (<i>tick appropriate boxes</i>) <input type="checkbox"/> A (airmail) <input type="checkbox"/> B (S.A.L.) <input type="checkbox"/> C (surface) <input type="checkbox"/> D (priority surface)	
Mail classes (<i>tick appropriate boxes</i>) <input type="checkbox"/> U (letters) <input type="checkbox"/> C (parcels) <input type="checkbox"/> E (EMS) <input type="checkbox"/> T (empty bags)	Mail classes (<i>tick appropriate boxes</i>) <input type="checkbox"/> U (letters) <input type="checkbox"/> C (parcels) <input type="checkbox"/> E (EMS) <input type="checkbox"/> T (empty bags)	
ETOE label used on the items		
Valid-from date:	Valid-to date:	

Signed in (place): _____ on (date): _____

Signatory name(s): _____

Function: _____ Organization: _____

Signature: _____