

YOUR ROLE AS RECEIVER/PANELIST

As a receiver panelist, you are responsible for receiving and confirming receipt of test letters from senders Panelist. You will be part of a process that allows Spectos to determine the exact timing of the channeled post.

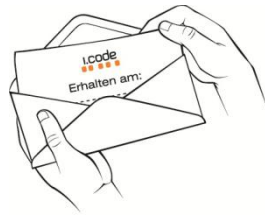
The study is built upon the same mail channels used by Bpost. For this reason, it is very important to remember several ground rules.

CONFIRMING THE RECEIPT OF A TEST LETTER

Every test letter has a 7 number code. This code allows us to identify the individual test letter. Please have these test letters handy when you answer possible additional questions.



Empty your mailbox everyday.



Open your letters everyday to check whether you received a test letter.
Right away, note reception the date and time directly on the envelope.



Confirm receipt of the letter on the same day you received the letter via
www.mailagenten.be



If there were to be additional questions regarding the test letter, our call center would personally call you. (Please keep the envelopes contain the test letters for the durations of 3 months.

PLEASE INFORM ALL CONCERNED PARTIES...

Companies as well as private individuals participate in this study.

Private individuals should inform all individuals that could pick up their mail that they are participating in a study. As a panelist, you are asked to personally confirm receipt of test mail by entering the code.

The participating company must inform the mail-room staff directly involved with the study so that their mail is delivered to them as fast as possible. We cannot take into consideration any delay in mail delivered within a company. The test letter

receipt must be confirmed on the same day as it was received.



Please always be discreet!

Please ensure that the mail person or any other person working with Bpost do not realize your participation in this study. This will be to make sure that our study's results are objective, without influence by external factors. If your identity was to be discovered, we would end your participation.

HOW TO CONFIRM RECEIPT OF A TEST LETTER?



Via internet: www.mailagenten.be



Via email : support@mailagenten.be

THE MAILAGENTEN WEBSITE: WWW.MAILAGENTEN.BE

YOUR REGISTRATION ON: WWW.MAILAGENTEN.BE

If you are already registered on the mail agent website, Please log in with your username and password..

If you are not yet registered you can easily do that by visiting www.mailagenten.be, Click on the registration tab, then simply enter your name and confirm that you have received a test letter from us.

To verify just enter an i.code and follow the indicated steps. If you do not have an i.code, you can get one via support@mailagenten.be or by requesting one via our contact form.

RECEIVER PART IN WEBSITE.

If you have registered yourself on our website, you should have access to the service part. On the right side you should see:

Confirm i.code

Under the “my Account” tab, you can also have an overview of the amounts and frequency test letters will be sent to you.

IF YOU WOULD LIKE TO TEMPORARILY TAKE A BREAK FROM BEING INVOLVED...

On the website, under setting, by selecting Holiday leave, you can inform us of your desired pause period, where you will receive no test letters.

Please be so kind to inform us as far in advance as possible, so we can plan our mail distribution ahead. If you forget to inform us, you can always do it at any moment. Please do notify us of all absences or vacation periods.

THE POSTAGE STAMP

Please do always verify that there is a postage stamp. There could always be additional questions about the postage stamps or marking, so please keep the envelopes you received the test letters in for 3 months.

WRONG DELIVERY?

Have you received letters that were not meant for you? (Not only test letters). We may ask you to inform us of such mistakes from time to



time.

TO CHANGE YOUR CONTACT DETAILS.



It is possible to change your personal or Mailbox address.

It is compulsory that you inform us if you work part time or if the company is closed due to a bank or bank bridging Holiday.

CONFIRM RECEIPT

We ask that you confirm receipt of test letter (s) on the day of receipt itself. You can simply do this by visiting :

www.mailagenten.be

HANDLING OF TRANSPONDERS

WHAT IS A TRANSPONDER?

Currently, all test letters will be equipped with RFID (Radio Frequency IDentification). The microchips will be automatically recorded during their travel.

Please do not collect or gather transponder before sending them back.

The transponder is in a prepaid envelop to enable you to post them back as soon as you received them in a mail box near you.

IMPORTANT NOTICE

The transponder is located in an already stamped return envelop, so you can send in back on the same day.

Be careful: Transponders are expensive!

Please handle the test letter and transponders with care:

- DO NOT STAPLE
- DO NOT CUT OUT
- DO NOT FOLD
- DO NOT PUNCTURE
- DO NOT EXPOSE TO HUMIDITY
- DO NOT EXPOSE TO HEAT

These actions will lead to faulty equipment

SENDING TRANSPONDERS BACK



We ask that you send us back the transponder quickly so we can put them back to use with no delay.