

# City of Linz

## Official Announcement of the City Administration of the City of Linz in compliance with § 13 Administrative Procedures Act

### § 1

In compliance with § 13 Section 1, Sentence 5 of the Administrative Procedures Act the official address for all public city offices with administrative authority in the City of Linz is:

Postal address: Hauptstraße 1-5,  
4041 Linz  
AUSTRIA  
Phone: +43 (0) 732 7070 – 0  
Fax: +43 (0) 732 7070-54-2110  
E-mail Address: [info@mag.linz.at](mailto:info@mag.linz.at)

Telefax and/or e-mail communiqués can be sent directly to individual administrative offices whereby the applicable telefax number and e-mail address of that administrative office must appear on the letterhead (bottom right, in the footing).

§ 13, Section 1 of the Administrative Procedures Act states that the personal e-mail addresses of city employees' are not recognized as official addresses.

In regards to electronic communication, the following technical formats can be used:

### All Office Formats to Office Version 2003

MS Office Word	application/msword	*.DOC
MS Office Excel	application/msexcel	*.XLS
MS Office PowerPoint	application/mspowerpoint	*.PPT, *.PPS
MS Visio	application/x-visio	*.VSD

### Open Document Format

OpenDocument-text	*.odt
OpenDocument-tabledocument	*.ods
OpenDocument-presentation	*odp
OpenDocument-draw	*.odg
OpenDocument-diagramme	*.odc
OpenDocument-globaldocument	*.odm

### Additional text formats

Text ASCII	text/plain	*.TXT, *.TEX
(ISO 8859-1)	text/xml	*.XML, *.XSL

PDF Document 1.35	application/pdf	*.PDF
RTF	application/rtf	*.RTF

## Picture Formats

GIF	image/gif	*.GIF
JPEG	image/jpeg jpeg jpg jpe	*.JPG *.JPEG *.JPE
PCX	image/pcx	*.PCX
BMP	image/bmp	*.BMP
TIFF	image/tiff	*.TIF *.TIFF
PNG	image/png	*.PNG

## Compression

ZIP	application/zip	*.ZIP
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## §2

In compliance with § 13, Section 5, last sentence of the Administrative Procedures Act, all authorities for the City of Linz with administrative authority, must adhere to the following hours of operation and business:

Monday	7:00 am – 12:30 pm and 1:30 pm to 6:00 pm
Tuesday	7:00 am – 1:30 pm
Wednesday	7:00 am – 1:30 pm
Thursday	7:00 am – 12:30 pm and 1:30 pm to 6:00 pm
Friday	7:00 am – 2:00 pm

The Citizens' Service Center at Neues Rathaus, Hauptstraße 1-5, 4041 Linz is open Monday through Friday 7 am – 6 pm. The Center provides all services that appear under <http://www.linz.at/service/497.asp> (German version).

Any change of official operating hours at an individual administrative office must be posted under: [www.linz.at](http://www.linz.at) and "Contact"

## § 3

This official announcement becomes effective on January 31, 2008.

Dr. Erich Wolny

Chief Executive Director

[NB: The English translation of this document is provided solely for the purposes of convenience; in case of dispute, only the original German version is legally binding.]