



UPU | UNIVERSAL
POSTAL
UNION

Berne, 20 June 2022
International Bureau Circular
Amendments to the Universal Postal
Convention Regulations and Postal Payment
Services Regulations

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Dear Sir/Madam,

At its 2022.1 session, the Postal Operations Council (POC), in accordance with article 113.1.13 of the General Regulations and article 17 of the POC Rules of Procedure, examined and approved certain proposed amendments to the Universal Postal Convention Regulations and Postal Payment Services Regulations.

The following tables show the numbers and titles of the amended articles and forms, as further detailed in Annex 1 (presented in numerical order). The amendments shall enter into force on the dates indicated below.¹

Regulations to the Universal Postal Convention

Volume I

Rules in common

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
08-002	Implementing provisions for providing electronic advance data	1 January 2023
20-001	Items subject to customs control	1 June 2023

Volume II

Letter Post Regulations

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
27-106	Calculation and accounting for charges for items in transit à découvert and missent items	1 July 2022
31-116	Statistical counts for exchanges of mail between designated operators of countries in the target system	1 July 2022

¹ In accordance with article 18 of the Rules of Procedure of the Postal Operations Council, the International Bureau has renumbered the provisions referred to herein with a view to correctly reflecting their order in the consolidated version of the aforementioned Regulations (which shall fully enter into force on 1 July 2022).

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
31-122	Remuneration for returned undeliverable letter-post items	1 July 2022
32-101	Invoicing and payment of amounts due into the Fund to finance improving quality of service	1 July 2022

Volume III Parcel Post Regulations

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
33-201	Inward land rates	1 July 2022

CN forms

<i>Form</i>	<i>Subject</i>	<i>Entry into force</i>
CN 22	Customs declaration label	1 June 2023
CN 23	Customs declaration	1 June 2023
CN 72	Statement. Return of undeliverable items	1 July 2022
CN 73	Account. Return of undeliverable items	1 July 2022
CP 72	Manifold set. Customs declaration/Dispatch note	1 June 2023

Regulations to the Postal Payment Services Agreement

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
RP 201	Definitions	1 January 2023
RP 801	Programme to combat money laundering, terrorist financing and financial crime	1 January 2023
RP 802	Obligation to provide identification	1 January 2023
RP 803	Identification data	1 January 2023
RP 804	Duty to obtain information	1 January 2023

Yours faithfully,

Ricardo Guilherme Filho
Director of Legal Affairs

Regulations to the Universal Postal Convention

Volume I

Rules in common

Article 08-002

Implementing provisions for providing electronic advance data

Create new paragraph 6 as follows:

6 When dispatching receptacles for which electronic advance data (EAD) is required for certain destination countries, the designated operator of origin shall ensure that all such country-specific EAD requirements have been duly met and that the relevant CARDIT message is transmitted, including any applicable regulations (AR) flag, in compliance with UPU Messaging Standard M48.

Article 20-001

Items subject to customs control

Amend paragraph 2 as follows and delete the commentary on paragraph 1:

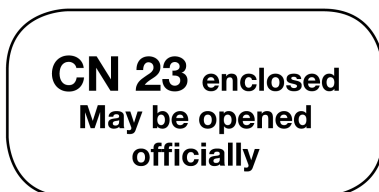
2 Provisions applicable to letter-post items

2.1 to (No change.)

2.4

2.5 ~~If the value of the contents declared by the sender exceeds 300 SDR, or if the sender prefers, the items shall also be accompanied by the prescribed number of separate CN 23 customs declarations. One of these declarations shall be affixed to the item. If the declaration is not directly visible on the outside of the item, the detachable part of the CN 22 customs declaration shall be affixed to the outside of the item. It shall also be possible to replace the detachable part of the CN 22 customs declaration with a gummed or self-adhesive white or green label inscribed as follows:~~

Inscription in black



(Size 50 x 25 mm, colour white or green)

4

2.6 to (No change.)

2.8

2.9 For M bags, the CN 22 customs declaration shall be stuck on the address label if the country of destination so requests. ~~If the value of the contents declared by the sender exceeds 300 SDR, or if the sender prefers, the detachable part of the CN 22 customs declaration or the aforementioned gummed or self-adhesive label shall be affixed to the address label and the CN 23 customs declarations shall be affixed to that same label. If the designated operator of the country of destination so requests, they shall be attached to one of the items contained in the bag.~~

2.10 to (No change.)

2.12

Volume II

Letter Post Regulations

Article 27-106

Calculation and accounting for charges for items in transit à découvert and missent items

Paragraph 1. Amend as follows:

1 and (No change.)

1.1

1.2 Determination of transit charges for items forwarded in transit à découvert by groups of countries

1.2.1 The transit charges shall be fixed by groups of countries of destination. The number of groups shall not be higher than 10. The transit charges for each group shall correspond to the weighted average of the transit charges payable to the different destinations within the group. The weighting shall be based on ~~the volume of mail in transit forwarded to each country within the respective group. Where such information is not available, the weighting shall instead be based on~~ the most recent annual letter-post volumes sent by the intermediate designated operator to the countries of destination within the respective group. ~~Only one of either method described herein may be used to determine the appropriate weighting within each group.~~

1.3 to (No change.)

1.7

Article 31-116

Statistical counts for exchanges of mail between designated operators of countries in the target system

Create the following new paragraph 2 and delete paragraph 3:

2 For flows above 50 tonnes a year between countries that joined the target system in 2010, 2012 and 2016, as well as between these countries and countries that were in the target system prior to 2010, a statistical count shall be carried out. Below this threshold, statistical counts shall be carried out only if both designated operators concerned so agree. These designated operators may also agree to apply the average number of items per kilogramme between designated operators of countries in the target system for mail flows below a certain threshold. The POC shall fix the threshold and the average number of items per kilogramme to be applied. The size of a flow shall be based on the last four approved consecutive quarters.

Article 31-122

Remuneration for returned undeliverable letter-post items

Amend paragraphs 5 to 7 and create new paragraphs 8 and 9, as follows:

5 A designated operator shall be remunerated for the return of undeliverable letter-post items only if these items are returned in separate dispatches, of mail subclass UV. Format separation is not necessary for these dispatches. Dispatches of mail subclass UV shall contain only undeliverable letter-post items being returned to the designated operator of origin. They shall not contain items returned in open transit.

6 ~~Accounting~~ For interested designated operators returning dispatches of undeliverable items, all associated statements and accounts for the return of undeliverable letter-post items are issued centrally by the International Bureau and are made available to creditors and debtors. The mechanism is as follows:

- 6.1 ~~These designated operators returning dispatches of undeliverable items~~ must ensure, with their EDI network provider, that PREDES messages for dispatches of mail subclass UV that they send are forwarded to the International Bureau on a monthly basis.
- 6.2 Where a verification note is raised on a dispatch of mail subclass UV sent by these designated operators, the designated operator raising the verification note must forward it to the International Bureau when it is raised and when it is resolved, if it impacts ~~its~~ the associated centralized accounting.
- 6.3 The International Bureau performs cost calculations based on a pre-defined published algorithm.

- 6.4 The International Bureau generates quarterly CN 72 accounting statements based on a pre-defined published template and yearly CN 73 accounts for UV dispatches sent by interested designated operators. The statements for a quarter are generated towards the end in the last two weeks of the following quarter. The CN 73 is generated no later than two weeks after the end of the acceptance period for the CN 72 of the last quarter of the year.
- 6.5 The International Bureau publishes the accounting statements and accounts on a secured platform so that only the creditor and debtor of a statement or account have access to it.
- 6.6 The acceptance period for these statements is two months. Where the CN 72 total amount is disputed by a designated operator within two months of the date of the CN 72 statement and the parties agree on a value different from the one in the published form, the creditor shall inform the International Bureau of the agreed value so that it can be reflected in the yearly CN 73 account.
- 7 Notwithstanding the provisions of paragraph 6, designated operators may agree bilaterally on an alternative solution issue statements and accounts themselves for accounting returned undeliverable letter-post items. The mechanism is as follows:
- 7.1 These designated operators shall indicate in the Letter Post Compendium Online that they choose to generate all accounts for returned undeliverable letter-post items themselves. This choice may only be changed yearly and shall be announced with the same deadline as that indicated in paragraph 4.
- 7.2 Where a verification note is raised on a dispatch of mail subclass UV sent by these designated operators, the designated operator raising the verification note does not need to forward it to the International Bureau.
- 7.3 These designated operators shall send their receiving partners CN 72 accounting statements on a quarterly (recommended frequency), half-yearly or yearly basis, between two and three months after the end of a period, and yearly CN 73 accounts no later than two weeks after the end of the acceptance period for the last CN 72 of the year.
- 8 The acceptance period for the CN 72 statement and CN 73 account shall be two months.
- 9 When the balance in a CN 73 account does not exceed 163.35 SDR, it shall be carried over to the next CN 73 account, unless the designated operators concerned participate in the clearing system of the International Bureau.

Article 32-101

Invoicing and payment of amounts due into the Fund to finance improving quality of service

Amend as follows:

Article 32-101

Invoicing and payment of amounts due into the Quality of Service Fund ~~to finance improving quality of service~~

1 Invoicing and payment of amounts due to countries classified in group IV as per article 32, paragraphs 1 to 4 of the Convention

2 On the basis of ~~the CN 64 statements~~ or the CN 61 detailed accounts accepted or regarded as fully accepted which have been sent to it, the International Bureau, the organization responsible for billing, shall prepare CN 64bis statements for the designated operators of countries classified in groups I, II and III. These statements shall contain the following information:

- 2.1 the names of the designated operators of countries classified in group IV to which the data relate;
- 2.2 the SDR amount subject to the increases specified in article 32 of the Convention;
- 2.3 the total amount to be paid by the designated operator concerned.

3 The CN 64bis statement shall be sent by electronic mail or ~~the quickest route (air or surface)~~ through the relevant Quality of Service Fund billing platform¹ for approval to each designated operator concerned. If, within one month of the date of dispatch of the statement, no comment has been received by the International Bureau, the amount of that statement shall be regarded as fully accepted.

4 On the basis of the information provided in the CN 61/~~64~~ statements, the International Bureau shall calculate the additional amount owed by each country in the target system to the countries in the transition system not reaching the minimum of 20,000 SDR, as set out in article 32.8 of the Convention, in proportion to the volumes sent to the beneficiary designated operator.

5 The invoice for the additional amount indicated in 4 shall be accompanied by a CN 64ter statement, containing the following information:

- 5.1 the names of the designated operators of countries classified in group IV to which the data relates;
- 5.2 the reference year;

¹ For the purposes of this article, the relevant Quality of Service Fund billing platform referred to in this paragraph is the UPU-provided platform known as "QSF Finance".

- 5.3 the additional amount (in SDR) needed to reach the minimum of 20,000 SDR specified in article 32.8 of the Convention;
 - 5.4 the share of this additional amount (expressed as a percentage) owed by the designated operator concerned, in proportion to the mail volumes exchanged;
 - 5.5 the amount to be paid by the designated operator concerned.
- 6 Invoicing and payment of amounts due to the Common Fund (CF) as per article 32.5 and 32.6 of the Convention:
- 6.1 Billing shall be based on the terminal dues payable by the countries of groups I to III to the countries of group III.
 - 6.2 Countries classified as group III countries shall provide the International Bureau with a copy of the CN 61 forms detailing the mail flows described in article 32.5 and 32.6 of the Convention.
 - 6.3 On the basis of the CN 61 special accounts transmitted to it that are accepted or considered as fully accepted, the International Bureau shall prepare ~~CN 64bis~~ CF statements for the designated operators of ~~contributing countries~~ (countries classified in groups I, II and III). These statements shall contain the following information:
 - 6.3.1 The names of the designated operators of the countries classified in group III to which the data relates;
 - 6.3.2 The amount in SDR subject to the increases provided for in article 32.5 and 32.6 of the Convention;
 - 6.3.3 The total amount to be paid by the designated operator concerned.
 - 6.4 The ~~CN 64bis~~ CF statement shall be sent for approval to each designated operator concerned. If, within one month of the date of dispatch of the statement, no comment has been received by the International Bureau, the amount of that statement shall be regarded as fully accepted.
- 7 The amounts of the CN 64bis, ~~and~~ CN 64ter and CF statements may be settled through the clearing system of the International Bureau.

Volume III

Parcel Post Regulations

Article 33-201 Inward land rates


Paragraph 1. Amend as follows:

- 1 Principle
- 1.1 The inward land rates referred to in article 33.1 of the Convention shall comprise the basic rates and bonus payments (supplementary rates) based on the service features provided by ~~the~~ each designated operator and approved by the International Bureau in accordance with these Regulations and the relevant POC resolutions.
- 1.2 For the purposes of determining inward land rates:
 - 1.2.1 ~~the term “designated operator” shall be considered to refer to each~~ designated operator operating an independent parcel-post service in a member country or territory which operates an independent parcel-post service for which inward land rates shall be calculated on a uniform basis;
 - 1.2.2 regarding the specific scenario referred to in article 4.1.3 of the Constitution, the country or territory in which the parcel-post service is operated by the designated operator of another member country or territory shall be considered to be part of the country or territory of the designated operator operating the service;
 - 1.2.3 the terms “notify”, “notified” and “notification” shall refer to the receipt by the International Bureau of a request or required information in the forms prescribed in the Regulations;
 - 1.2.4 in due application of paragraph 1.2.1, the term “country-specific rate” or “country-specific ceiling base rate” shall refer to rates that are specific to a designated operator which may result in differences in the applicable rates between designated operators that independently operate within the same member country.

CN forms

Form CN 22
Customs declaration label

Amend the form as follows:

 <small>UC 999 999 999 CA</small>				
CUSTOMS DECLARATION		May be opened officially		CN 22
Designated operator			Important! See instructions on the back	
<input type="checkbox"/> Gift	<input type="checkbox"/> Commercial sample			
<input type="checkbox"/> Documents	<input type="checkbox"/> Returned goods			
<input type="checkbox"/> Sale of goods	Other (please specify):			
Quantity and detailed description of contents (1)	Net weight (2)	Value and currency (3)	H S tariff number* (4)	Country of origin* (5)
Total weight (in kg) (6)		Total value (7)		
I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations Date and sender's signature (8)				

Minimum size 74 x 105 mm, white or green
 Maximum size 105 x 148 mm, white

Optional. Must meet S10 standard, including barcode height

CN 22 (Back)

Instructions

To accelerate customs clearance, you must complete all applicable fields, and fill in this form in English (preferably), French or in a language accepted by the origin and destination countries. If the content of the fields does not fit in the space available, you must use a CN 23 form. You must give the sender's full name and address on the front of the item.

For commercial items, it is recommended that you complete the fields marked with an asterisk (*), and attach an invoice to the outside, as it will assist Customs in processing the items.

Select a reason for export. ("Gift" is not an acceptable reason for export for commercial items.)

(1) Give a detailed description (generic descriptions such as "clothes" are not acceptable), quantity and unit of measure for each article, e.g. two men's cotton shirts.

(2), (3) Give the weight and value with currency for each article, e.g. CHF for Swiss francs.

(4*) The HS tariff number (6 digits) is based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization.

(5*) Country of origin means the country where the goods originated, e.g. were produced, manufactured or assembled.

(6), (7) Give the total value and weight of the item.

(8) Your signature and the date confirm your liability for the item.

Note (Deleted)

Form CN 23 Customs declaration

Amend the reverse of the form as follows:

CN 23 (back)

Instructions

You should attach this customs declaration and accompanying documents securely to the outside of the item, preferably in an adhesive transparent envelope. If the declaration is not clearly visible on the outside, or if you prefer to enclose it inside the item, you must fix a label to the outside indicating the presence of a customs declaration.

- I To accelerate customs clearance, complete this declaration in English (preferably), French or in a language accepted by the origin and destination countries. If available, add importer/addressee telephone number and e-mail address, and sender telephone number.

To clear your item, the Customs in the country of destination need to know exactly what the contents are. You must therefore complete your declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or to seizure of the item.

Your goods may be subject to restrictions. It is your responsibility to enquire into import and export regulations (prohibitions, restrictions such as quarantine, pharmaceutical restrictions, etc.) and to find out what documents, if any (commercial invoice, certificate of origin, health certificate, licence, authorization for goods subject to quarantine (plant, animal, food products, etc.) are required in the destination country.

Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.

- (1) Give a detailed description of each article in the item, e.g. "men's cotton shirts". General descriptions, e.g. "spare parts", "samples" or "food products" are not permitted.
- (2) Give the quantity of each article and the unit of measurement used.
- (3) and (4) Give the net weight of each article (in kg). Give the total weight of the item (in kg), including packaging, which corresponds to the weight used to calculate the postage.
- (5) and (6) Give the value of each article and the total, indicating the currency used (e.g. CHF for Swiss francs).
- (7) and (8) The HS tariff number (6-digit) must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. "Country of origin" means the country where the goods originated, e.g. were produced/manufactured or assembled. Senders of commercial items are advised to supply this information as it will assist Customs in processing the items.
- (9) Give the amount of postage paid to the Post for the item. Specify separately any other charges, e.g. insurance.
- (10) Tick the box or boxes specifying the category of item.
- (11) Provide details if the contents are subject to quarantine (plant, animal, food products, etc.) or other restrictions.
- (12), (13) and (14) If your item is accompanied by a licence or a certificate, tick the appropriate box and state the number. You should attach an invoice for all commercial items.
- (15) Your signature and the date confirm your liability for the item.

Form CN 72
Statement. Return of undeliverable items

Create form CN 72 as shown below:

**STATEMENT
RETURN OF UNDELIVERABLE ITEMS**

CN 72

Origin designated operator		Quarter
Destination designated operator		Date

Summary

Con-veyance	Route	Weight (kg)	Handling	Amounts (SDR)			Total
				Transport			
				Air	Land	Sea	
Total amount (SDR)							

Designated operator preparing the form
Signature

Seen and accepted by the destination operator
Place, date and signature

DETAILS PER ROUTE

CN 72 (back)

Route	Conveyance	
	Transport links	
	Remarks	

Cost calculation

Total weight

<input type="checkbox"/>	Air		Distance	Weight	Rate	Amount		
			< 1,000 km	< 3,000 km	< 5,000 km	Above	Total	
		Distance						
		Rate						
<input type="checkbox"/>	Land	Amount						
			< 1,000 n.m.	< 2,000 n.m.	< 4,000 n.m.	< 10,000 n.m.	Above	Total
		Distance						
		Rate						
<input type="checkbox"/>	Sea	Amount						

Transport details

Origin	Destination	Type	Distance (km)	Remarks

Dispatches

Dispatch ID	Date	Weight	No. rec	VN	Remarks
Totals:	dispatches				

Form CN 73
Account. Return of undeliverable items

Create form CN 73 as shown below:

ACCOUNT
RETURN OF UNDELIVERABLE ITEMS

CN 73

Creditor designated operator		Year
Debtor designated operator		Date

Quarter	Amounts from CN 72	Remarks
Q1		
Q2		
Q3		
Q4		
Totals		
Carried over from previous year Amount to be received (SDR)		

Additional information

Designated operator preparing the form
Signature

Seen and accepted by the destination operator
Place, date and signature

Form CP 72 Manifold set. Customs declaration/Dispatch note

Amend the reverse of the form as follows:

CP 72 manifold set (back)

Instructions

To clear your item, the Customs in the country of destination need to know exactly what the contents are. You must therefore complete your declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or to seizure of the item.

Your goods may be subject to restrictions. It is your responsibility to enquire into import and export regulations (prohibitions, restrictions such as quarantine, pharmaceutical restrictions, etc.) and to find out what documents, if any (commercial invoice, certificate of origin, health certificate, licence, authorization for goods subject to quarantine (plant, animal, food products, etc.) are required in the destination country. To accelerate customs clearance, complete this declaration in English (preferably), French or in a language accepted by the origin and destination countries. If available, add importer/addressee telephone number and e-mail address, and sender telephone number.

Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.

- (1) Give a detailed description of each article in the item, e.g. "men's cotton shirts". General descriptions, e.g. "spare parts", "samples" or "food products" are not permitted.
- (2) Give the quantity of each article and the unit of measurement used.
- (3) and (4) Give the net weight of each article (in kg). Give the total weight of the item (in kg), including packaging, which corresponds to the weight used to calculate the postage.
- (5) and (6) Give the value of each article and the total, indicating the currency used (e.g. CHF for Swiss francs).
- (7) and (8) The HS tariff number (6-digit) must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. "Country of origin" means the country where the goods originated, e.g. were produced/manufactured or assembled. Senders of commercial items are advised to supply this information as it will assist Customs in processing the items.
- (9) Give the amount of postage paid to the Post for the item. Specify separately any other charges, e.g. insurance.
- (10) Tick the box or boxes specifying the category of item.
- (11) Provide details if the contents are subject to quarantine (plant, animal, food products, etc.) or other restrictions.
- (12), (13) and (14) If your item is accompanied by a licence or a certificate, tick the appropriate box and state the number. You should attach an invoice for all commercial items.
- (15) Your signature and the date confirm your liability for the item.

Regulations to the Postal Payment Services Agreement

Article RP 201

Definitions

Create new paragraph 7 as follows:

7 Identification document: a document recognized and accepted by the national authority within its territory for the purposes of identification of the sender or payee.

Article RP 801

Programme to combat money laundering, terrorist financing and financial crime

Amend paragraph 2 and create new paragraph 3, as follows:

1 (No change)

2 ~~This~~ The aforementioned programme shall comprise ~~appropriate~~ written ~~principles~~ rules, procedures and internal controls for ~~limiting the risk of combating~~ money laundering, terrorist financing and financial crime, as well as ongoing training in this area for operational staff involved.

3 In this regard, designated operators shall provide the International Bureau, through an annual questionnaire issued by the latter, with information on their respective programmes to combat money laundering, terrorist financing and financial crime.

Article RP 802

Obligation to provide identification

Paragraph 3. Amend as follows:

3 For postal payment services by paper-based means, designated operators may, subject to their national legislation, agree among themselves to set minimum amounts below which the issuing or paying designated operator shall not be obliged to take details of the sender's or recipient's identity document. ~~This threshold shall not exceed 600 SDR per day for money orders.~~

Article RP 803

Identification data

Create new paragraph 3 as follows:

3 Cash money orders and inpayment money orders shall also include:

3.1 the sender's date of birth;

3.2 the sender's valid identification document type, including the identification number, the issuing authority and, if applicable, the dates of issue and expiry.

Article RP 804

Duty to obtain information

Amend paragraphs 1 and 2 and create new paragraph 3, as follows:

1 ~~The~~ Issuing designated operators shall obtain information about the purpose and origin of funds of the postal payment order or the purpose of the reimbursement request prior to its execution, in accordance with to the extent required by their national legislation.

2 ~~Designated~~ Paying designated operators shall verify the identity of the actual payee, in accordance with their national legislation.

2.1 Accordingly, paying designated operators shall register:

2.1.1 the payee's date of birth;

2.1.2 the payee's valid identification document type, including the identification number, the issuing authority and, if applicable, the dates of issue and expiry.

3 Designated operators shall, subject to their national legislation on the processing of personal data and strictly for the purposes referred to herein, keep a copy of the payee's identification documents or information mentioned in §§ 1 and 2 above.