CN 33 – SPECIAL LIST
Registered items

Completion instructions

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Date:	2017–08–22
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1   General rules

A CN 33 special list is generated when a bundle of registered items is finalized. One <u>or more</u> CN 33 forms and their registered items may be enclosed in an "inner bag" or a packet (such as a security-sealed plastic envelope). The inner bag or packet is then enclosed in a receptacle of the dispatch. On the receiving side, the special list may be used for checking the count of registered items.

The following general display rules apply in the form:

–   For visual clarity, it is strongly recommended that dynamic content be displayed in a different font from that used for static text (headings, tags, etc.). It is also recommended that dynamic content be displayed in bold.

–   Unless specified otherwise, numbers displayed in the form are right aligned in the cells.

–   The decimal separator is a dot (.) when the form template is in English and is a comma (,) when the form template is in French.

–   Unless specified otherwise, numbers are displayed without leading zeros.

–   Where no value is available or the value is zero for a cell, then the cell is left blank.

–   For all numbers with four digits or more, a space is used as the thousand separator (example: 12 345.6).

The CN 33 template provides space in which to report 44 items. If more than 44 items need to be reported in the form, then the following process should be followed:

–   If the form is generated manually or semi-manually (with a spreadsheet, for instance), then number 1 is written in zone 19 (page number – see the template with zones on the next page); then, another sheet of the same template is used and number 2 is written in zone 19 (page number), then the page is completed, and so on. Once all necessary sheets have been completed for the combination, they are counted, and the total number of pages is written on each page in zone 20 (total number of pages). The total number of items is displayed only on the first page, and covers the contents of all pages.

–   If the form is generated by an IT system, the above process also applies. In addition, it is permitted to adjust the template so that totals and the signature zone appear only on the last page; the header section may also be reduced on pages other than the first one.

2   Template with zones

The figure below shows the CN 33 template, with numbered tags showing each zone to be completed, as well as some sections for which completion instructions are provided in this document.

SPECIAL LIST
Registered items

CN 33

①

Operators	Origin **②**		Special list No. **④**
	Destination **③**		

Origin OE and IMPC code	Destination OE and IMPC code	Category	Sub-class	Year	Dispatch No.	Date
⑤	**⑥**	**⑦**	**⑧**	**⑨**	**⑩**	**⑪**

Total number of registered items	**⑫**	☐ Bulk entry only **⑬**

⑭

Serial No.	Item-ID	Origin	Observations	Serial No.	Item-ID	Origin	Observations
1	**⑮**	**⑯**	**⑰**	23			
2				24			
3				25			
4				26			
5				27			
6				28			
7				29			
8				30			
9				31			
10				32			
11				33			
12				34			
13				35			
14				36			
15				37			
16				38			
17				39			
18				40			
19				41			
20				42			
21				43			
22				44			

Dispatching office of exchange
Signature **⑱**

Office of exchange of destination
Signature

Page **⑲** / **⑳**

Size 210 x 297 mm

3 Completion instructions for zones shown in the form

The table below lists the zone numbers appearing in the template on the previous page. For each zone, the label and the completion instructions are indicated.

Zone	Label	Completion instructions
1	Dispatch header	Apart from zone 2 (see below), all cells are completed in a similar way to the CN 31, the instructions for which are repeated below.
2	Origin operator	Code and name of the operator generating the form. The code is the 3-character IMPC operator code, from code list 206. The name is the 35-character operator name, or, if it does not fit, the 12-character operator name (see UPU code list 206). The code and name are separated with space hyphen space.
3	Destination operator	Code and name of the destination operator of the form. The instructions provided for zone 2 also apply here.
4	Special list No.	Sequential number assigned to each CN 33 special list within the dispatch.
	Dispatch identification	Zones 5 to 10 provide each part of the dispatch ID, in the same order as the S8 dispatch ID. For each zone, the cell will provide two lines of information: – Top line: text with corresponding description. – Bottom line: code. This display facilitates reading, with all codes clearly visible and a textual explanation for each code just above it.
5	Origin OE and IMPC code	Text: 12-character IMPC name of the origin office, from UPU code list 108. Code: 6-character IMPC code of the origin office, from UPU code list 108.
6	Destination OE and IMPC code	Text: 12-character IMPC name of the destination office, from code list 108. Code: 6-character IMPC code of the destination office, from code list 108.
7	Category	Text: – Code A: "Priority air". – Code B: "S.A.L.". – Code C: "Surface". – Code D: "Prio surface". Code: 1-character category code, from UPU code list 115.
8	Sub-class	Text: empty. Code: 2-character mail sub-class code, from UPU code list 117.
9	Year	Text: empty. Code: last digit of the dispatch year.
10	Dispatch No.	Text: empty. Code: 4-digit dispatch serial number, with leading zeros.
11	Date	Dispatch date, represented in format YYYY–MM–DD. This is the local date when the dispatch was finalized.
12	Total number of registered items	Corresponds to the count of items listed individually on the form. As mentioned in section 1 (General rules), in the case of a multi-page form, this total is displayed only on the first page.
13	Bulk entry only (check box)	As per the Letter Post Regulations, designated operators may agree to the bulk advice of registered items: in such cases, they do not list registered items individually on a CN 33; instead, they still generate a CN 33, but indicate only the total number of registered items (zone 12), and check the box "Bulk entry only".
14	Table: list of items	This table provides the list of registered items, with one item per line. There are two columns. The first column must be completed (all 22 lines) before any entries are made in the second column.
15	Item ID	Item identifier, normally a 13-character identifier conforming to the S10 standard; it is recommended that it be represented with spaces to facilitate reading, as follows: AA NNN NNN NNN AA
16	Origin	ISO 2-character country code of origin of the item, provided only when this origin is different from the country of the dispatch origin office. In other words, this is completed only for items that do not originate in the dispatch origin country.

Zone	Label	Completion instructions
17	Observations	As per the Letter Post Regulations, the following text is put in the observations column, depending on the item: – "COD" (recommended), "Remboursement" or "Remb" for insured COD items. – "Express" for insured express items. – "M" for registered M bags. It is also strongly recommended that the following be indicated: – "Return" for items being returned and, if possible, the reason for return. – "A découvert" for items being sent à découvert (= when an item's final destination country differs from the dispatch destination country) and the final destination country.
18	Signature	Signature of the person preparing the form. If the form is generated by an IT system, the signature may be replaced by a printed name or any identifier that allows the person who generated the form to be traced.
19	Page	The current page of the generated form, starting with 1 for the first page. It is permitted to leave this empty if the form has only one page. *NOTE: It is advisable to choose a font and size that will display up to two digits correctly.*
20	Page /	The total number of pages of the generated form. It is permitted to leave this empty if the form has one page only. *NOTE: It is advisable to choose a font and size that will display up to two digits correctly.*

4   Sample completed form

A form completed with fictitious data is provided below to illustrate a number of completion options based on the instructions.

This sample form is page 1 of 1. As such, it does not illustrate the impact of introducing page numbers in special lists.

SPECIAL LIST
Registered items

CN 33

Operators	Origin	DKA – Post Danmark A/S						Special list No.
	Destination	AUA – Australian Postal Corporation						001

Origin OE and IMPC code	Destination OE and IMPC code	Category	Sub-class	Year	Dispatch No.	Date
COPENHAGEN **DKCPHA**	SYDNEY **AUSYDA**	Priority air **A**	**UN**	**6**	**0123**	**2016-07-23**

Total number of registered items	**10**	☐ Bulk entry only

Serial No.	Item-ID	Origin	Observations	Serial No.	Item-ID	Origin	Observations
1	RA 123 456 785 DK			23			
2	RA 211 111 113 DK		A découvert CC (Coco Island)	24			
3	RB 002 020 201 GL	GL		25			
4	RR 111 122 229 DK			26			
5	RR 222 233 339 DK			27			
6	RR 333 344 449 DK			28			
7	RR 356 789 018 AU	AU	Return Non-existent address	29			
8	RR 356 789 110 DK			30			
9	RR 678 678 670 DK		COD	31			
10	RT 010 101 012 DK			32			
11				33			
12				34			
13				35			
14				36			
15				37			
16				38			
17				39			
18				40			
19				41			
20				42			
21				43			
22				44			

Dispatching office of exchange
Signature

PO#12345

Office of exchange of destination
Signature

Page **1** / **1**

Size 210 x 297 mm