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Operating procedure and billing information

QSF – Quality of Service Fund

New edition

Berne 2015

QSF – Operating procedure and billing information

This document is intended as a working tool; it does not replace the QSF Deed of Trust and manuals, which are the officially binding texts.

I. Information to be provided to the International Bureau

1 The settlors and creditors must send the International Bureau the name, postal and e-mail addresses, and telephone and fax numbers of the person within their organization responsible for all QSF billing matters. Any change should be notified to the International Bureau without delay. For confidentiality reasons, information of a financial and accounting nature will be sent to this person only.

2 Furthermore, creditors should designate, at the earliest possible opportunity, a QSF national coordinator, who will be responsible in particular for liaising with the International Bureau on all issues relating to QSF-funded projects. It is up to each creditor to determine whether its national coordinator should be the same individual as the person responsible for QSF billing. All records should be kept updated and any changes should be immediately communicated via contact form (Annex 24).

II. Information made available to settlors and creditors by the International Bureau

3 Any queries concerning billing, account statements and transfers relating to contribution payments should be sent to:

Director of Finance
 UPU International Bureau
 Weltpoststrasse 4
 P.O. Box 312
 3000 BERNE 15
 SWITZERLAND

Tel: +41 31 350 36 01 or 31 11
 Fax: +41 31 350 35 98
 E-mail: faqs-finances@upu.int

4 Requests for information should be sent by postal or electronic mail only. Replies will be sent by the same means.

5 Each quarter, creditors will receive a statement of their account from the International Bureau (i.e. for the periods ending 31 March, 30 June, 30 September and 31 December).

6 The International Bureau will treat all requests confidentially.

III. Procedure for sending CN 61/CN 64 forms

7 For the periods covering 2010 to 2013, the creditors belonging to groups 2, 3, 4 and 5 prepare the CN 61 forms for a given year and send them to the settlors concerned within a maximum of 12 months (Annexes 1 to 4). This procedure applies also to any CN 61 forms prepared in addition to those already sent for the same year. The CN 61 forms that have not received any objection within a period of three months from their date of dispatch are considered as fully accepted.

8 For the periods covering 2014 to 2017, the creditors belonging to groups 3, 4 and 5 prepare the CN 61 forms for a given year and send them to the settlors concerned within a maximum of 12 months (Annexes 5 to 8). This procedure also applies to any CN 61 forms prepared in addition to those already sent for the same year. The CN 61 forms that have not received any objection within a period of three months from their date of dispatch are considered as fully accepted.

9 On the basis of the CN 61 forms, the creditors prepare and send CN 64 forms to the settlors as soon as possible. The section of the CN 64 form relating to the QSF, namely the section referring to the rate indicated in paragraph 18 for 2010 and 2011, in paragraph 24 for 2012 and 2013, in paragraph 30 for 2014

and 2015, and in paragraph 36 for 2016 and 2017, must be completed properly (Annexes 9 to 16). If, one month after the date of dispatch, the creditor has received no objection from the settlor, the statement is considered as fully accepted.

10 Upon receipt, the creditor sends the International Bureau the CN 61/CN 64 forms accepted or considered as fully accepted. In addition, according to article 8.3.6 of the QSF Financial Management Manual, the deadline for transmitting the CN 61/CN 64 statements for a given year (n) is set at 30 April of year n+3. In the event of failure to comply with this deadline, the creditor loses the right to the QSF funds from the settlor concerned for the year in question.

11 In 2010, the International Bureau introduced a system of acknowledgments of receipt for the CN 61/CN 64 forms. Upon receipt of the documents by the International Bureau, the latter sends by fax, electronic mail or post a receipt to the designated operator that forwarded the documents. If that operator does not receive this acknowledgement, it should assume that the International Bureau has not received the documents in question and it must resend them. Only CN 61 and CN 64 forms that have led to the sending of an acknowledgement of receipt can be taken into account.

12 The International Bureau calculates the additional amounts detailed in section IV below based on the data in the CN 64 forms concerning mail flows from the settlors to the creditors, then prepares the CN 64bis forms and sends them to the settlors.

IV. Procedure for setting up QSF billing

13 Expedited billing was discontinued in 2010 and a system supplemental to regular billing was implemented. Since then, only regular billing and this supplemental billing are carried out. Both regular billing and supplemental billing for a given year are based on the statements and accounts for that year.

A. Rates applied for 2010 and 2011

14 The International Bureau calculates the amounts due to the QSF and bills them to countries of group 1.1. It applies the following rates: 1% for countries of group 2 (former net contributor country (NCC) group); 4% for countries of group 2 (former developing country (DC) group); 8% for countries of group 3; 10% for countries of group 4; and 20% for countries of group 5 (former least developed country (LDC) group).

15 Countries of group 1.2 contribute with a rate of 1% for group 2 (former NCC group), 4% for group 2 (former DC group), 4% for group 3, 10% for group 4, and 20% for group 5 (former LDC group).

16 Countries of groups 2, 3 and 4 contribute with a rate of 20% for the countries of group 5 (former LDC group).

17 All the calculations are based on the accepted and signed CN 61/CN 64 forms for the years 2010 and 2011. If the CN 61/CN 64 forms were not validated by the settlor, the creditor can still send them to the International Bureau in order to attempt to recover the amount due for the QSF.

18 For 2010 and 2011, the rates applied for flows of international mail are as follows:

a Flows below 100 tonnes a year:

– 2010: 3.831 SDR/kg.

– 2011: 3.938 SDR/kg.

b Flows above 100 tonnes a year: Same rates as above or the rate agreed between the designated operators through the revision mechanism.

19 The minimum threshold of contributions for creditors in 2010 and 2011 is 12,565 SDR, provided that the particular creditor concerned had exchanges with at least one settlor from group 1.1.

B. Rates applied to 2012 and 2013

20 The International Bureau calculates the amounts due to the QSF and bills them to countries of group 1.1. It applies the following rates: 2% for countries of group 2 (former DC group); 8% for countries of group 3; 10% for countries of group 4; and 20% for countries of group 5 (former LDC group).

21 Countries of group 1.2 contribute with a rate of 2% for group 2 (former DC group), 4% for group 3, 10% for group 4, and 20% for group 5 (former LDC group).

22 Countries of group 2 contribute with a rate of 4% for the countries of group 3, 10% for the countries of group 4, and 20% for the countries of group 5. Countries of groups 3 and 4 contribute with a rate of 20% for the countries of group 5 (former LDC group).

23 All the calculations are based on the accepted and signed CN 61/CN 64 forms for the years 2012 and 2013. If the CN 61/CN 64 forms were not validated by the settlor, the creditor can still send them to the International Bureau in order to attempt to recover the amount due for the QSF.

24 For 2012 and 2013, the rates applied for flows of international mail are as follows:

a Flows below 100 tonnes a year:

– 2012: 4.049 SDR/kg.

– 2013: 4.162 SDR/kg.

b Flows above 100 tonnes a year: Same rates as above or the rate agreed between the designated operators through the revision mechanism.

25 The minimum threshold of contributions for creditors in 2012 and 2013 is 12,565 SDR, provided that the particular creditor concerned had exchanges with at least one settlor from group 1.1.

C. Rates applied to 2014 and 2015

26 The International Bureau calculates the amounts due to the QSF and bills them to countries of group 1.1. It applies the following rates: 8% for countries of group 3, 10% for countries of group 4 and 20% for countries of group 5.

27 Countries of group 1.2 contribute with a rate of 8% for countries of group 3, 10% for countries of group 4 and 20% for countries of group 5.

28 Countries of group 2 contribute with a rate of 2% for countries of group 3, 10% for countries of group 4, and 20% for countries of group 5. Countries of groups 3 and 4 contribute with a rate of 20% for countries of group 5.

29 All the calculations are based on the accepted and signed CN 61 and CN 64 forms for 2014 and 2015. If the CN 61 and CN 64 forms were not validated by the settlor, the creditor can still send them to the International Bureau in order to attempt to recover the amount due for the QSF.

30 For 2014 and 2015, the rates applied for flows of international mail are as follows:

a Flows below 75 tonnes a year:

– 2014: 4.162 SDR/kg.

– 2015: 4.192 SDR/kg.

b Flows above 75 tonnes a year: Same rates as above or the rate agreed between the designated operators through the revision mechanism.

31 The minimum threshold of contributions for creditors in 2014 and 2015 is 20,000 SDR, provided that the particular creditor concerned had exchanges with at least one settlor from group 1.1.

D. Rates applied to 2016 and 2017

32 The International Bureau calculates the amounts due to the QSF and bills them to countries of group 1.1. It applies the following rates: 6% for countries of group 3, 10% for countries of group 4 and 20% for countries of group 5.

33 Countries of group 1.2 contribute with a rate of 6% for countries of group 3, 10% for countries of group 4 and 20% for countries of group 5.

34 Countries of group 2 contribute with a rate of 10% for countries of group 4 and 20% for countries of group 5. Countries of groups 3 and 4 contribute with a rate of 20% for countries of group 5.

35 All the calculations are based on the accepted and signed CN 61 and CN 64 forms for 2016 and 2017. If the CN 61 and CN 64 forms were not validated by the settlor, the creditor can still send them to the International Bureau in order to attempt to recover the amount due for the QSF.

36 For 2016 and 2017, the rates applied for flows of international mail are as follows:

a Flows below 75 tonnes a year:

- 2016: 4.311 SDR/kg.

- 2017: 4.432 SDR/kg.

b Flows above 75 tonnes a year: Same rates as above or the rate agreed between the designated operators through the revision mechanism.

37 The minimum threshold of contributions for creditors in 2016 and 2017 is 20,000 SDR, provided that the particular creditor concerned had exchanges with at least one settlor from group 1.1.

E. Billing procedure

38 Based on the above, the International Bureau prepares the CN 64bis forms and sends them to settlers for acceptance. If, within one month of the date of dispatch of the form, the International Bureau has received no objection from the settlor, the form will be considered as fully accepted.

39 In order to facilitate the administrative work of the International Bureau and the settlers, three CN 64bis forms (Annex 18) per year, giving rise to three separate billings, will be sent to the settlers. The last cycle of billing is prepared at 30 September. However, the International Bureau may exceptionally prepare additional billings.

40 The International Bureau prepares the invoices corresponding to the amounts accepted in the CN 64bis forms, and sends them to the settlers, which have six weeks from the date of issue of the invoice (Annex 19) to settle the amount. Any delay in payment is subject to interest on arrears, at an annual rate of 6% (see calculation model – Annex 22 and interest invoice – Annex 23). The bill will be made out in USD by converting the SDR amounts in the CN 64bis form at the official International Monetary Fund exchange rate of the billing date. The original amount in SDR will also be indicated on the bill.

41 On the basis of the information provided in the CN 64 forms, the International Bureau calculates the additional amount owing by each country in the target system prior to 2010 (countries of group 1.1) to countries in the transitional system that have not reached the minimum amount of 12,565 SDR for the period 2010–2013 (countries of groups 2, 3, 4 and 5) and the minimum amount of 20,000 SDR for the period 2014–2017 (countries of groups 3, 4 and 5), as defined in the UPU Convention, in proportion to the volumes of mail sent to the creditor designated operator. A CN 64ter (Annex 20) will be attached to the invoice for the additional amount (Annex 21).

V. Management of payments

42 Payments to the QSF should be made independently of any other payment. In other words, QSF payments should be neither combined with other payments concerning the UPU, nor offset against a negative balance which might be due in respect of terminal dues, for example.

43 All payments in favour of the QSF should be made to one of the following bank accounts:

- USD: IBAN CH21 0483 5039 9479 3200 0
- EUR: IBAN CH91 0483 5039 9479 3200 1
- CHF: IBAN CH55 0483 5039 9479 3100 0

Beneficiary: International Bureau of the UPU – QSF

Bank:

Credit Suisse AG
P.O. Box 5366
3001 BERNE
SWITZERLAND

SWIFT: CRESCHZZ80A

44 It is also possible to pay via the UPU*Clearing system. However, in this case, it is important to observe the UPU*Clearing deadlines for submission and payment in addition to the deadline for payment of QSF invoices.

Creditor designated operator

DETAILED ACCOUNT
Terminal dues

CN 61

Date

Year of account

2010

Method of settlement Direct Via UPU*Clearing Debtor designated operator

A Mail flow with countries in the transitional system

1 Mail received/dispatched (data from CN 56 and CN 19 forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
Mail received	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													
Mail dis-patched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													

2 Terminal dues

	Weight of mail subject to		Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	world average rate	revision mechanism ¹		Number of items	Weight		
Mail received (by category)	kg	kg	kg		kg		
x rate	SDR (art. 31.4) 3.831					SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A						G
Total amount (SDR)	H = A + B + C + D						
Mail dispatched (by category)	kg	kg	kg		kg		
x rate	SDR (art. 31.4) 3.831	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O						

Key amount for QSF 2A + 2B or 2I + 2J, depending on the postal operator preparing the statement

B Mail flow between countries in the target system

CN 61 (back)

1 Mail received/dispatched (data from CN 56 and CN 54bis forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO			Weight of M bags			Bulk mail		Number of registered items	Number of insured items	
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total			Weight
		kg	kg	kg	kg	kg	kg	kg	kg	kg		
Mail received	1st											
	2nd											
	3rd											
	4th											
Annual total												
Mail dispatched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg		
	2nd											
	3rd											
	4th											
Annual total												

2 Terminal dues (IBRS mail data from CN 19 forms)

	LC/AO	Priority	Non-priority	Number of items	Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	Weight	IPK	Weight		Number of items	Weight			
	kg	_____	_____	_____	kg	_____	kg	_____	_____
Mail received (by category)									
Weight of IBRS items (to be deducted)									
Total									
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)	
Totals (SDR)	A	_____	B	C	D	E	F	G	
Total amount (SDR)	H = A + B + C + D + E + F + G								
Mail dispatched (by category)	kg	_____	_____	_____	kg	_____	kg	_____	_____
Weight of IBRS items (to be deducted)									
Total									
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)	
Totals (SDR)	I	_____	J	K	L	M	N	O	
Total amount (SDR)	P = I + J + K + L + M + N + O								

C Summary

	Total amount (SDR)	CN 57 accounts settled (SDR) ¹	Difference (SDR)
Terminal dues for mail received	H (section A or B)	U	V = H – U
Terminal dues for mail dispatched	P (section A or B)	W	X = P – W
		To be received	Y = V – X

¹ To be taken from CN 58 forms

Creditor designated operator
Signature

Seen and accepted by debtor designated operator
Place, date and signature

_____   _____

Don't forget to include the place, date and signatures!

Creditor designated operator

DETAILED ACCOUNT
Terminal dues

CN 61

Date

Year of account

2011

Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via UPU*Clearing	Debtor designated operator
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A Mail flow with countries in the transitional system

1 Mail received/dispatched (data from CN 56 and CN 19 forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail received	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail dis- patched	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													

2 Terminal dues

	Weight of mail subject to world average rate		Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	kg	revision mechanism ¹		Number of items	Weight		
Mail received (by category)	kg	kg	kg		kg		
x rate	SDR (art. 31.4) 3.938	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A					F	G
Total amount (SDR)	H = A + B + C + D						
Mail dispatched (by category)	kg						
x rate	SDR (art. 31.4) 3.938	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O						

Key amount for QSF 2A + 2B or 2I + 2J, depending on the postal operator preparing the statement

B Mail flow between countries in the target system

CN 61 (back)

1 Mail received/dispatched (data from CN 56 and CN 54bis forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail received	1st												
	2nd												
	3rd												
	4th												
Annual total													
Mail dispatched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													

2 Terminal dues (IBRS mail data from CN 19 forms)

	LC/AO	Priority	Non-priority	Number of items	Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	Weight	IPK	Weight		Number of items	Weight			
	kg	_____	_____	_____	kg	_____	kg	_____	_____
Mail received (by category)									
Weight of IBRS items (to be deducted)									
Total									
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)	
Totals (SDR)	A	_____	B	C	D	E	F	G	
Total amount (SDR)	H = A + B + C + D + E + F + G								
Mail dispatched (by category)	kg	_____	_____	_____	kg	_____	kg	_____	_____
Weight of IBRS items (to be deducted)									
Total									
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)	
Totals (SDR)	I	_____	J	K	L	M	N	O	
Total amount (SDR)	P = I + J + K + L + M + N + O								

C Summary

	Total amount (SDR)	CN 57 accounts settled (SDR) ¹	Difference (SDR)
Terminal dues for mail received	H (section A or B)	U	V = H – U
Terminal dues for mail dispatched	P (section A or B)	W	X = P – W
		To be received	Y = V – X

¹ To be taken from CN 58 forms

Creditor designated operator
Signature

Seen and accepted by debtor designated operator
Place, date and signature



Don't forget to include the place, date and signatures!



Creditor designated operator

DETAILED ACCOUNT
Terminal dues

CN 61

Date

Year of account

2012

Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via UPU*Clearing	Debtor designated operator
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A Mail flow with countries in the transitional system

1 Mail received/dispatched (data from CN 56 and CN 19 forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail received	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail dis- patched	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													

2 Terminal dues

	Weight of mail subject to		Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	world average rate	revision mechanism ¹		Number of items	Weight		
	kg	kg	kg		kg		
Mail received (by category)							
x rate	SDR (art. 31.4) 4.049	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A	B	C	D	E	F	G
Total amount (SDR)	H = A + B + C + D + E + F + G						
Mail dispatched (by category)							
x rate	SDR (art. 31.4) 4.049	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O						

Key amount for QSF 2A + 2B or 2I + 2J, depending on the postal operator preparing the statement

B Mail flow between countries in the target system

CN 61 (back)

1 Mail received/dispatched (data from CN 56 and CN 54bis forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
Mail received	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
	Annual total												
Mail dispatched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
	Annual total												

2 Terminal dues (IBRS mail data from CN 19 forms)

	LC/AO	Priority	Non-priority	Number of items	Weight of M bags	Bulk mail	Number of registered items	Number of insured items
	Weight	IPK	Weight		kg	Number of items		
Mail received (by category)	kg	_____	_____	_____	kg			
Weight of IBRS items (to be deducted)		_____	_____	_____	_____		_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A	_____	B	C	D	E	F	G
Total amount (SDR)	H = A + B + C + D + E + F + G							
Mail dispatched (by category)	kg	_____	_____	_____	kg			
Weight of IBRS items (to be deducted)		_____	_____	_____	_____		_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	_____	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O							

C Summary

	Total amount (SDR)	CN 57 accounts settled (SDR) ¹	Difference (SDR)
Terminal dues for mail received	H (section A or B)	U	V = H – U
Terminal dues for mail dispatched	P (section A or B)	W	X = P – W
		To be received	Y = V – X

¹ To be taken from CN 58 forms

Creditor designated operator
Signature

Seen and accepted by debtor designated operator
Place, date and signature



Don't forget to include the place, date and signatures!



Creditor designated operator

**DETAILED ACCOUNT
Terminal dues**

CN 61

Date

Year of account

2013

Method of settlement Direct Via UPU*Clearing Debtor designated operator

A Mail flow with countries in the transitional system

1 Mail received/dispatched (data from CN 56 and CN 19 forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail received	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBPS items (to be deducted)			---	---		---	---	---	---	---	---	---	---
Annual total													
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail dis- patched	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBPS items (to be deducted)			---	---		---	---	---	---	---	---	---	---
Annual total													

2 Terminal dues

Mail received (by category)	Weight of mail subject to world average rate		Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	kg	kg		Number of items	Weight		
x rate	SDR (art. 31.4) 4.162	SDR (art. 31.3) 4.162	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A	B					G
Total amount (SDR)	H = A + B + C + D + E + ...						
Mail dispatched (by category)	kg	kg	kg	kg	kg		
x rate	SDR (art. 31.4) 4.162	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O						

Key amount for QSF 2A + 2B or 2I + 2J, depending on the postal operator preparing the statement

B Mail flow between countries in the target system

CN 61 (back)

1 Mail received/dispatched (data from CN 56 and CN 54bis forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
Mail received	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													
Mail dis- patched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													

2 Terminal dues (IBRS mail data from CN 19 forms)

	LC/AO Priority	Non-priority	Number of items	Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	Weight	IPK		kg	Number of items	Weight		
Mail received (by category)	kg	_____	_____	kg		kg		
Weight of IBRS items (to be deducted)		_____	_____	_____			_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A	_____	B	C	D	E	F	G
Total amount (SDR)	H = A + B + C + D + E + F + G							
Mail dispatched (by category)	kg	_____	_____	kg		kg		
Weight of IBRS items (to be deducted)		_____	_____	_____			_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	_____	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O							

C Summary

	Total amount (SDR)	CN 57 accounts settled (SDR) ¹	Difference (SDR)
Terminal dues for mail received	H (section A or B)	U	V = H – U
Terminal dues for mail dispatched	P (section A or B)	W	X = P – W
		To be received	Y = V – X

¹ To be taken from CN 58 forms

Creditor designated operator
Signature

Seen and accepted by debtor designated operator
Place, date and signature



Don't forget to include the place, date and signatures!



Creditor designated operator

DETAILED ACCOUNT
Terminal dues

CN 61

Date

Year of account

2014

Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via UPU*Clearing	Debtor designated operator
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A Mail flow with countries in the transitional system

1 Mail received/dispatched (data from CN 56 and CN 19 forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail received	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail dis- patched	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													

2 Terminal dues

	Weight of mail subject to		Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	world average rate	revision mechanism ¹		Number of items	Weight		
	kg	kg	kg		kg		
Mail received (by category)	SDR (art. 31.4)	SI				art. 29.8)	SDR (art. 29.8)
x rate	4.162						
Totals (SDR)	A	B					G
Total amount (SDR)	H = A + B + C + D + E + ...						
Mail dispatched (by category)	kg	kg	kg		kg		
	SDR (art. 31.4)	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
x rate	4.162						
Totals (SDR)	I	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O						

Key amount for QSF 2A + 2B or 2I + 2J, depending on the postal operator preparing the statement

B Mail flow between countries in the target system

CN 61 (back)

1 Mail received/dispatched (data from CN 56 and CN 54bis forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
Mail received	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													
Mail dispatched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													

2 Terminal dues (IBRS mail data from CN 19 forms)

	LC/AO Priority	Non-priority	Number of items	Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	Weight	IPK		kg	Number of items	Weight		
Mail received (by category)	kg	_____	_____	kg		kg		
Weight of IBRS items (to be deducted)		_____	_____	_____			_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A	_____	B	C	D	E	F	G
Total amount (SDR)	H = A + B + C + D + E + F + G							
Mail dispatched (by category)	kg	_____	_____	kg		kg		
Weight of IBRS items (to be deducted)		_____	_____	_____			_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	_____	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O							

C Summary

	Total amount (SDR)	CN 57 accounts settled (SDR) ¹	Difference (SDR)
Terminal dues for mail received	H (section A or B)	U	V = H – U
Terminal dues for mail dispatched	P (section A or B)	W	X = P – W
		To be received	Y = V – X

¹ To be taken from CN 58 forms

Creditor designated operator
Signature

Seen and accepted by debtor designated operator
Place, date and signature



Don't forget to include the place, date and signatures!



Creditor designated operator

DETAILED ACCOUNT
Terminal dues

CN 61

Date

Year of account

2015

Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via UPU*Clearing	Debtor designated operator
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A Mail flow with countries in the transitional system

1 Mail received/dispatched (data from CN 56 and CN 19 forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail received	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail dis- patched	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													

2 Terminal dues

	Weight of mail subject to		Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	world average rate	revision mechanism ¹		Number of items	Weight		
	kg	kg	kg		kg		
Mail received (by category)	SDR (art. 31.4)	SI				art. 29.8)	SDR (art. 29.8)
x rate	4.192						
Totals (SDR)	A	B					G
Total amount (SDR)	H = A + B + C + D + E + ...						
Mail dispatched (by category)	kg	kg	kg		kg		
	SDR (art. 31.4)	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
x rate	4.192						
Totals (SDR)	I	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O						

Key amount for QSF 2A + 2B or 2I + 2J, depending on the postal operator preparing the statement

B Mail flow between countries in the target system

CN 61 (back)

1 Mail received/dispatched (data from CN 56 and CN 54bis forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
Mail received	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													
Mail dis- patched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													

2 Terminal dues (IBRS mail data from CN 19 forms)

	LC/AO Priority	Non-priority	Number of items	Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	Weight	IPK		kg	Number of items	Weight		
Mail received (by category)	kg	_____	_____	kg		kg		
Weight of IBRS items (to be deducted)		_____	_____	_____			_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A	_____	B	C	D	E	F	G
Total amount (SDR)	H = A + B + C + D + E + F + G							
Mail dispatched (by category)	kg	_____	_____	kg		kg		
Weight of IBRS items (to be deducted)		_____	_____	_____			_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	_____	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O							

C Summary

	Total amount (SDR)	CN 57 accounts settled (SDR) ¹	Difference (SDR)
Terminal dues for mail received	H (section A or B)	U	V = H – U
Terminal dues for mail dispatched	P (section A or B)	W	X = P – W
		To be received	Y = V – X

¹ To be taken from CN 58 forms

Creditor designated operator
Signature

Seen and accepted by debtor designated operator
Place, date and signature



Don't forget to include the place, date and signatures!



Creditor designated operator

DETAILED ACCOUNT
Terminal dues

CN 61

Date

Year of account

2016

Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via UPU*Clearing	Debtor designated operator
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A Mail flow with countries in the transitional system

1 Mail received/dispatched (data from CN 56 and CN 19 forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
Mail received	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													
Mail dis-patched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													

2 Terminal dues

	Weight of mail subject to		Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	world average rate	revision mechanism ¹		Number of items	Weight		
Mail received (by category)	kg	kg	kg		kg		
x rate	SDR (art. 31.4) 4.311	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A	B					G
Total amount (SDR)	H = A + B + C + D + E + F						
Mail dispatched (by category)	kg	kg					
x rate	SDR (art. 31.4) 4.311	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O						

Key amount for QSF 2A + 2B or 2I + 2J, depending on the postal operator preparing the statement

B Mail flow between countries in the target system

CN 61 (back)

1 Mail received/dispatched (data from CN 56 and CN 54bis forms – give weights in kg only)

	Quarters	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
Mail received	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													
Mail dis-patched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													

2 Terminal dues (IBRS mail data from CN 19 forms)

	LC/AO Priority	Non-priority	Number of items	Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	Weight	IPK		kg	Number of items	Weight		
Mail received (by category)	kg	_____	_____	kg		kg		
Weight of IBRS items (to be deducted)		_____	_____	_____			_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A	_____	B	C	D	E	F	G
Total amount (SDR)	H = A + B + C + D + E + F + G							
Mail dispatched (by category)	kg	_____	_____	kg		kg		
Weight of IBRS items (to be deducted)		_____	_____	_____			_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	_____	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O							

C Summary

	Total amount (SDR)	CN 57 accounts settled (SDR) ¹	Difference (SDR)
Terminal dues for mail received	H (section A or B)	U	V = H – U
Terminal dues for mail dispatched	P (section A or B)	W	X = P – W
		To be received	Y = V – X

¹ To be taken from CN 58 forms

Creditor designated operator
Signature

Seen and accepted by debtor designated operator
Place, date and signature



Don't forget to include the place, date and signatures!



Creditor designated operator

DETAILED ACCOUNT
Terminal dues

CN 61

Date

Year of account

2017

Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via UPU*Clearing	Debtor designated operator
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A Mail flow with countries in the transitional system

1 Mail received/dispatched (data from CN 56 and CN 19 forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
		kg	kg	kg	kg	kg	kg	kg	kg	kg			
Mail received	1st												
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													
Mail dis-patched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Total													
Weight of IBRS items (to be deducted)			—	—		—	—	—	—	—	—	—	—
Annual total													

2 Terminal dues

	Weight of mail subject to world average rate		Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	kg	kg		Number of items	Weight		
Mail received (by category)	kg	kg	kg		kg		
x rate	SDR (art. 31.4) 4.432	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A	B					G
Total amount (SDR)	H = A + B + C + D + E +						
Mail dispatched (by category)	kg	kg	kg		kg		
x rate	SDR (art. 31.4) 4.432	SDR (art. 31.3)	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O						

Key amount for QSF 2A + 2B or 2I + 2J, depending on the postal operator preparing the statement

B Mail flow between countries in the target system

CN 61 (back)

1 Mail received/dispatched (data from CN 56 and CN 54bis forms – give weights in kg only)

	Quarter	Weight Priority/Non-priority – LC/AO				Weight of M bags				Bulk mail		Number of registered items	Number of insured items
		Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Priority – By airmail	Non-priority – Surface	S.A.L.	Total	Weight	Number of items		
Mail received	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													
Mail dis- patched	1st	kg	kg	kg	kg	kg	kg	kg	kg	kg			
	2nd												
	3rd												
	4th												
Annual total													

2 Terminal dues (IBRS mail data from CN 19 forms)

	LC/AO Priority	Non-priority	Number of items	Weight of M bags	Bulk mail		Number of registered items	Number of insured items
	Weight	IPK			Number of items	Weight		
Mail received (by category)	kg	_____	_____	kg		kg		
Weight of IBRS items (to be deducted)		_____	_____	_____			_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	A	_____	B	C	D	E	F	G
Total amount (SDR)	H = A + B + C + D + E + F + G							
Mail dispatched (by category)	kg	_____	_____	kg		kg		
Weight of IBRS items (to be deducted)		_____	_____	_____			_____	_____
Total								
x rate	SDR	_____	SDR	SDR (art. 29.7)	SDR	SDR	SDR (art. 29.8)	SDR (art. 29.8)
Totals (SDR)	I	_____	J	K	L	M	N	O
Total amount (SDR)	P = I + J + K + L + M + N + O							

C Summary

	Total amount (SDR)	CN 57 accounts settled (SDR) ¹	Difference (SDR)
Terminal dues for mail received	H (section A or B)	U	V = H – U
Terminal dues for mail dispatched	P (section A or B)	W	X = P – W
		To be received	Y = V – X

¹ To be taken from CN 58 forms

Creditor designated operator
Signature

Seen and accepted by debtor designated operator
Place, date and signature



Don't forget to include the place, date and signatures!

Designated operator

STATEMENT
Terminal dues
Date

CN 64

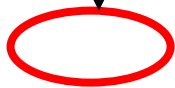
Notes

Statement showing the balance of the CN 61 detailed accounts

Method of settlement	<input type="checkbox"/> Direct	<input type="checkbox"/> Via UPU*Clearing
Sums due	Year for which sums are due 2010	
	<input type="checkbox"/> provisional	<input type="checkbox"/> final

Carried forward from the CN 64 of the previous year		
Carried forward from the CN 61 detailed account	Designated operator preparing the statement	Corresponding designated operator
	SDR	SDR
Provisional payment made		
Paying designated operator	_____	_____
Totals		
Deduction		
Creditor designated operator		
Balance		
Amount subject to QSF payments carried forward from CN 61 (art. 32 of Convention and RL 243 of Letter Post Regulations) ¹	SDR	
Additional information		
<input type="checkbox"/> No observation was received from the debtor designated operator within the regulation period		

Carry forward the amount from cell 2A + 2B or 2I + 2J of CN 61 form to one of these cells, depending on the postal operator preparing the statement



Designated operator preparing the statement
Signature

Seen and accepted by the debtor designated operator
Place, date and signature



Don't forget to include the place, date and signatures!



¹ Beneficiary designated operators in the transition system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2I + 2J, section A, of the CN 61 statements. Beneficiary designated operators in the target system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2G + 2H, section B, of the CN 61 statements.

Designated operator

STATEMENT
Terminal dues
Date

CN 64

Notes


Statement showing the balance of the CN 61 detailed accounts

Method of settlement	<input type="checkbox"/> Direct	<input type="checkbox"/> Via UPU*Clearing	Year for which sums are due
Sums due			2011
	<input type="checkbox"/> provisional	<input type="checkbox"/> final	

Carried forward from the CN 64 of the previous year		
Carried forward from the CN 61 detailed account	Designated operator preparing the statement	Corresponding designated operator
	SDR	SDR
Provisional payment made		
Paying designated operator	_____	_____
Totals	<div style="background-color: #4a7ebb; color: white; padding: 5px; text-align: center;"> Carry forward the amount from cell 2A + 2B or 2I + 2J of CN 61 form to one of these cells, depending on the postal operator preparing the statement </div>	
Deduction		
Creditor designated operator		
Balance		
Amount subject to QSF payments carried forward from CN 61 (art. 32 of Convention and RL 243 of Letter Post Regulations) ¹	SDR	
Additional information		
<input type="checkbox"/> No observation was received from the debtor designated operator within the regulation period		

Designated operator preparing the statement
Signature

Seen and accepted by the debtor designated operator
Place, date and signature



Don't forget to include the place, date and signatures!

¹ Beneficiary designated operators in the transition system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2I + 2J, section A, of the CN 61 statements. Beneficiary designated operators in the target system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2G + 2H, section B, of the CN 61 statements.

Designated operator

STATEMENT
Terminal dues
Date

CN 64

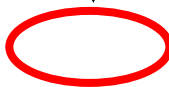
Notes

Statement showing the balance of the CN 61 detailed accounts

Method of settlement	<input type="checkbox"/> Direct	<input type="checkbox"/> Via UPU*Clearing	Year for which sums are due
Sums due			2012
	<input type="checkbox"/> provisional	<input type="checkbox"/> final	

Carried forward from the CN 64 of the previous year		
Carried forward from the CN 61 detailed account	Designated operator preparing the statement	Corresponding designated operator
	SDR	SDR
Provisional payment made		
Paying designated operator		
Totals		
Deduction		
Creditor designated operator		
Balance		
Amount subject to QSF payments carried forward from CN 61 (art. 32 of Convention and RL 243 of Letter Post Regulations) ¹	SDR	
Additional information		
<input type="checkbox"/> No observation was received from the debtor designated operator within the regulation period		

Carry forward the amount from cell 2A + 2B or 2I + 2J of CN 61 form to one of these cells, depending on the postal operator preparing the statement



Designated operator preparing the statement
Signature

Seen and accepted by the debtor designated operator
Place, date and signature



Don't forget to include the place, date and signatures!



¹ Beneficiary designated operators in the transition system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2I + 2J, section A, of the CN 61 statements. Beneficiary designated operators in the target system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2G + 2H, section B, of the CN 61 statements.

Designated operator

STATEMENT
Terminal dues
Date

CN 64

Notes

Statement showing the balance of the CN 61 detailed accounts

Method of settlement	<input type="checkbox"/> Direct	<input type="checkbox"/> Via UPU*Clearing	Year for which sums are due
Sums due			2013
	<input type="checkbox"/> provisional	<input type="checkbox"/> final	

Carried forward from the CN 64 of the previous year		
Carried forward from the CN 61 detailed account	Designated operator preparing the statement	Corresponding designated operator
	SDR	SDR
Provisional payment made		
Paying designated operator		
Totals	<div style="background-color: blue; color: white; padding: 5px; text-align: center;"> Carry forward the amount from cell 2A + 2B or 2I + 2J of CN 61 form to one of these cells, depending on the postal operator preparing the statement </div>	
Deduction		
Creditor designated operator		
Balance		
Amount subject to QSF payments carried forward from CN 61 (art. 32 of Convention and RL 243 of Letter Post Regulations) ¹	SDR	
Additional information		
<input type="checkbox"/> No observation was received from the debtor designated operator within the regulation period		

Designated operator preparing the statement
Signature

Seen and accepted by the debtor designated operator
Place, date and signature

Don't forget to include the place, date and signatures!

¹ Beneficiary designated operators in the transition system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2I + 2J, section A, of the CN 61 statements. Beneficiary designated operators in the target system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2G + 2H, section B, of the CN 61 statements.

Designated operator

STATEMENT
Terminal dues
Date

CN 64

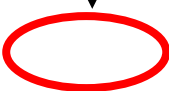
Notes

Statement showing the balance of the CN 61 detailed accounts

Method of settlement	<input type="checkbox"/> Direct	<input type="checkbox"/> Via UPU*Clearing	Year for which sums are due
Sums due	<input type="checkbox"/> provisional <input type="checkbox"/> final		2014

Carried forward from the CN 64 of the previous year		
Carried forward from the CN 61 detailed account	Designated operator preparing the statement	Corresponding designated operator
	SDR	SDR
Provisional payment made		
Paying designated operator		
Totals		
Deduction Creditor designated operator		
Balance		
Amount subject to QSF payments carried forward from CN 61 (art. 32 of Convention and RL 243 of Letter Post Regulations) ¹	SDR	
Additional information		
<input type="checkbox"/> No observation was received from the debtor designated operator within the regulation period		

Carry forward the amount from cell 2A + 2B or 2I + 2J of CN 61 form to one of these cells, depending on the postal operator preparing the statement



Designated operator preparing the statement
Signature

Seen and accepted by the debtor designated operator
Place, date and signature

Don't forget to include the place, date and signatures!

¹ Beneficiary designated operators in the transition system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2I + 2J, section A, of the CN 61 statements. Beneficiary designated operators in the target system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2G + 2H, section B, of the CN 61 statements.

Designated operator

STATEMENT
Terminal dues
Date

CN 64

Notes

Statement showing the balance of the CN 61 detailed accounts

Method of settlement	<input type="checkbox"/> Direct	<input type="checkbox"/> Via UPU*Clearing
Sums due	Year for which sums are due	
	2015	
	<input type="checkbox"/> provisional	<input type="checkbox"/> final

Carried forward from the CN 64 of the previous year		
Carried forward from the CN 61 detailed account	Designated operator preparing the statement	Corresponding designated operator
	SDR	SDR
Provisional payment made		
Paying designated operator	_____	_____
Totals	<div style="background-color: blue; color: white; padding: 5px; text-align: center;"> Carry forward the amount from cell 2A + 2B or 2I + 2J of CN 61 form to one of these cells, depending on the postal operator preparing the statement </div>	
Deduction Creditor designated operator		
Balance		
Amount subject to QSF payments carried forward from CN 61 (art. 32 of Convention and RL 243 of Letter Post Regulations) ¹	SDR	
Additional information		
<input type="checkbox"/> No observation was received from the debtor designated operator within the regulation period		

Designated operator preparing the statement
Signature

Seen and accepted by the debtor designated operator
Place, date and signature

Don't forget to include the place, date and signatures!

¹ Beneficiary designated operators in the transition system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2I + 2J, section A, of the CN 61 statements. Beneficiary designated operators in the target system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2G + 2H, section B, of the CN 61 statements.

Designated operator

STATEMENT
Terminal dues
Date

CN 64

Notes

Statement showing the balance of the CN 61 detailed accounts

Method of settlement	<input type="checkbox"/> Direct	<input type="checkbox"/> Via UPU*Clearing	Year for which sums are due
Sums due	<input type="checkbox"/> provisional	<input type="checkbox"/> final	2016

Carried forward from the CN 64 of the previous year		
Carried forward from the CN 61 detailed account	Designated operator preparing the statement	Corresponding designated operator
	SDR	SDR
Provisional payment made		
Paying designated operator	_____	_____
Totals	<div style="background-color: #4a7ebb; color: white; padding: 5px; text-align: center;"> Carry forward the amount from cell 2A + 2B or 2I + 2J of CN 61 form to one of these cells, depending on the postal operator preparing the statement </div>	
Deduction Creditor designated operator		
Balance		
Amount subject to QSF payments carried forward from CN 61 (art. 32 of Convention and RL 243 of Letter Post Regulations) ¹	SDR	
Additional information		
<input type="checkbox"/> No observation was received from the debtor designated operator within the regulation period		

Designated operator preparing the statement
Signature

Seen and accepted by the debtor designated operator
Place, date and signature

Don't forget to include the place, date and signatures!

¹ Beneficiary designated operators in the transition system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2I + 2J, section A, of the CN 61 statements. Beneficiary designated operators in the target system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2G + 2H, section B, of the CN 61 statements.

Designated operator

STATEMENT
Terminal dues
 Date

CN 64

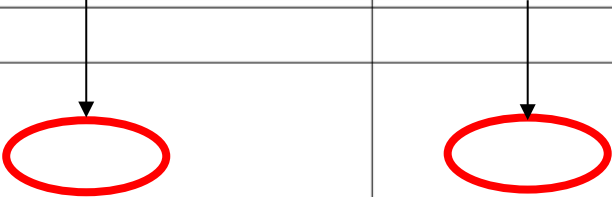
Notes

Statement showing the balance of the CN 61 detailed accounts

Method of settlement	<input type="checkbox"/> Direct	<input type="checkbox"/> Via UPU*Clearing	Year for which sums are due
Sums due			2017
	<input type="checkbox"/> provisional	<input type="checkbox"/> final	

Carried forward from the CN 64 of the previous year		
Carried forward from the CN 61 detailed account	Designated operator preparing the statement	Corresponding designated operator
	SDR	SDR
Provisional payment made		
Paying designated operator	_____	_____
Totals		
Deduction		
Creditor designated operator		
Balance		
Amount subject to QSF payments carried forward from CN 61 (art. 32 of Convention and RL 243 of Letter Post Regulations) ¹	SDR	
Additional information		
<input type="checkbox"/> No observation was received from the debtor designated operator within the regulation period		

Carry forward the amount from cell 2A + 2B or 2I + 2J of CN 61 form to one of these cells, depending on the postal operator preparing the statement



Designated operator preparing the statement
 Signature

Seen and accepted by the debtor designated operator
 Place, date and signature

Don't forget to include the place, date and signatures!

¹ Beneficiary designated operators in the transition system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2I + 2J, section A, of the CN 61 statements. Beneficiary designated operators in the target system shall give the total amount relating to flows from contributing designated operators mentioned in boxes 2A + 2B or 2G + 2H, section B, of the CN 61 statements.



QSF contribution 24th Congress
2010–2011

Paid to: ▶ ▶ ▶

	G2 (form. NCC)	G2 (form. DC)	G3	G4	G5 (form. LDC)
G1.1 (form. IC)	1%	4%	8%	10%	20%
G1.2	1%	4%	4%	10%	20%
G2	–	–	–	–	20%
G3	–	–	–	–	20%
G4	–	–	–	–	20%
G5	–	–	–	–	–

Received
from:



QSF contribution 24th Congress
2012–2013

Paid to: ▶ ▶ ▶

	G2 (form. NCC)	G2 (form. DC)	G3	G4	G5 (form. LDC)
G1.1 (form. IC)	0%	2%	8%	10%	20%
G1.2	0%	2%	4%	10%	20%
G2	–	–	4%	10%	20%
G3	–	–	–	–	20%
G4	–	–	–	–	20%
G5	–	–	–	–	–

Received
from:



QSF contribution 25th Congress
2014–2015

Paid to: ▶ ▶ ▶

	G2 (form. NCC)	G2 (form. DC)	G3	G4	G5 (form. LDC)
G1.1 (form. IC)	0%	0%	8%	10%	20%
G1.2	0%	0%	8%	10%	20%
G2	–	–	2%	10%	20%
G3	–	–	–	–	20%
G4	–	–	–	–	20%
G5	–	–	–	–	–

Received
from:



QSF contribution 25th Congress
2016–2017

Paid to: ▶ ▶ ▶

	G2 (form. NCC)	G2 (form. DC)	G3	G4	G5 (form. LDC)
G1.1 (form. IC)	0%	0%	6%	10%	20%
G1.2	0%	0%	6%	10%	20%
G2	–	–	0%	10%	20%
G3	–	–	–	–	20%
G4	–	–	–	–	20%
G5	–	–	–	–	–

Received
from:





UPU UNIVERSAL
POSTAL
UNION

DETAILED STATEMENT

CN 64bis

Quality of Service Fund

REGULAR BILLING 201X

Date

Debtor designated operator

<i>Beneficiary designated operator</i>	<i>ISO code</i>	<i>Acct No.</i>	<i>Type</i>	<i>Reference of year</i>	<i>Date of acceptance</i>	<i>Amount subject to increase (in SDR)</i>	<i>%</i>	<i>Amount due for regular billing (in SDR)</i>
Group 2								
Antigua and Barbuda	ATG			201x			1/2/4	
Saudi Arabia	SAU			201x			1/2/4	
						Total Group 2		0
Group 3								
South Africa	ZAF			201x			4/8	
Argentina	ARG			201x			4/8	
						Total Group 3		0
Group 4								
Albania	ALB			201x			10	
Algeria	DZA			201x			10	
						Total Group 4		0
Group 5								
Afghanistan	AFG			201x			20	
Angola	AGO			201x			20	
						Total Group 5		0
						Total		0

International Bureau of the Universal Postal Union
Signature

Seen and accepted by the debtor designated
operator
Place, date and signature



Berne, 28.6.2015

Designated operator
3000 BERNE

Administration No. CXXX-X
Invoice No. QSF.VFAC-XXX
Due date: 12.8.2015

<i>Description</i>	<i>Expedited billing SDR</i>	<i>Regular billing SDR</i>	<i>SDR to invoice</i>	<i>Amount USD</i>
Contribution 2009				
Beneficiary	1,140.96	1,788.90	647.94	1,008.66
Beneficiary	5,781.97	10,327.57	4,545.60	7,076.19
Beneficiary	3,757.62	4,131.70	374.08	582.33
Beneficiary	1,834.47	5,891.24	4,056.77	6,315.22
Beneficiary	1,676.37	1,523.00	-153.37	-238.75
Beneficiary	4,116.61	4,299.05	182.44	284.01
Total SDR			9,653.46	
Exchange rate SDR at 28.6.2015			0.64238	
Total to be paid				15,027.66

Address

Universal Postal Union
Weltpoststrasse 4
P.O. Box
3000 BERNE 15

Communication

T+41 31 350 34 72
F+41 31 350 35 98
faqs-finance@upu.int
www.upu.int

Bank account

Bank name
Crédit Suisse USD
Crédit Suisse CHF
Crédit Suisse EUR

Account
207-399479-32
207-399479-31
207-399479-32-1

SWIFT
CRESCHZZ80A
CRESCHZZ80A
CRESCHZZ80A

IBAN
CH21 0483 5039 9479 3200 0
CH55 0483 5039 9479 3100 0
CH91 0483 5039 9479 3200 1

DETAILED STATEMENT
Quality of Service Fund



Date: _____

Designated operator: _____

CN 64ter
Regular billing 2011

<i>Corresponding designated operator</i>	<i>ISO Code</i>	<i>Account Number</i>	<i>Type</i>	<i>QSF amount according to CN 64bis (in SDR)</i>	<i>Received for the reference year (in SDR)</i>	<i>Received for group 1.1 (in SDR)</i>	<i>Difference up to 12,565 (in SDR)</i>	<i>Share of the additional amount (in %)</i>	<i>Additional amount needed (in SDR)</i>
Group 2									
Creditor	XXX	XXX	XXX	60.63	1,476.08	1,476.08	11,088.92	4.11	455.47
Creditor	XXX	XXX	XXX	226.44	3,895.02	3,895.02	8,669.98	5.81	504.04
						<i>Subtotal</i>			959.52
Group 3									
Creditor	XXX	XXX	XXX	556.08	4,619.48	4,427.27	7,945.52	12.56	997.98
Creditor	XXX	XXX	XXX	389.14	7,183.40	7,183.40	5,381.60	5.42	291.53
						<i>Subtotal</i>			1,289.51
Group 4									
Creditor	XXX	XXX	XXX	2,569.98	11,764.03	11,764.03	800.98	21.85	174.98
Creditor	XXX	XXX	XXX	919.92	10,098.68	10,098.68	2,466.32	9.11	224.66
						<i>Subtotal</i>			399.65
Group 5									
Creditor	XXX	XXX	XXX	4,940.54	8,115.47	8,107.03	4,449.53	60.94	2,711.60
						<i>Subtotal</i>			2,711.60
								Total	5,360.27

International Bureau of the Universal Postal Union
Signature

Seen and accepted by the debtor designated operator
Place, date and signature



Berne, 28.6.2015

Designated operator
3000 BERNE

Administration No. CXXX-X
Invoice No. QSF.VFAC-XXX
Due date: 12.8.2015

<i>Description</i>	<i>Expedited billing SDR</i>	<i>Regular billing SDR</i>	<i>SDR to invoice</i>	<i>Amount USD</i>
Contribution 2009				
Beneficiary	0.00	30.35	30.35387	45.54
Beneficiary	0.00	108.99	108.99158	163.50
Beneficiary	0.00	63.75	63.75482	95.64
Beneficiary	0.00	14.08	14.07815	21.12
Beneficiary	0.00	651.48	651.48245	977.32
Beneficiary	0.00	199.83	199.826	299.77
Beneficiary	0.00	94.16	94.16141	141.26
Total SDR			1,162.65	
Exchange rate SDR at 28.6.2015			0.6666	
Total to be paid				1,744.15

Address

Universal Postal Union
Weltpoststrasse 4
P.O. Box
3000 BERNE 15

Communication

T+41 31 350 34 72
F+41 31 350 35 98
faqs-finance@upu.int
www.upu.int

Bank account

Bank name
Crédit Suisse USD
Crédit Suisse CHF
Crédit Suisse EUR

Account
207-399479-32
207-399479-31
207-399479-32-1

SWIFT
CRESCHZZ80A
CRESCHZZ80A
CRESCHZZ80A

IBAN
CH21 0483 5039 9479 3200 0
CH55 0483 5039 9479 3100 0
CH91 0483 5039 9479 3200 1



Calculation of interest penalties

According to article 10 of the QSF Financial Management Manual, "The amounts of bills not received by the International Bureau within six weeks of their dispatch shall be chargeable with interest at the rate of 6% per annum reckoned from the day following the day of expiry of the said period. Interest on overdue payments of under 50 USD shall not be billed. In principle, interest on overdue payments shall be billed separately."

The due date for interest bills is similar to that of other QSF bills, namely six weeks from the date of dispatch.

Variables to be considered for the calculation of interest (*example in italics*):

- 1 Date of dispatch (*1 May 2012*).
- 2 Due date (*16 June 2012*).
- 3 Payment date (*5 July 2012*).
- 4 Starting date for interest liability (*17 June 2012*).
- 5 Number of days from the day of starting interest liability until invoice payment (*17 June to 5 July = 19 days*).
- 6 Amount of the bill (*100,000.00 USD*).
- 7 Interest rate: 6% per annum.

Interest calculation formula:

$$\frac{\text{Amount} \times \text{rate} \times \text{number of days of delay}}{100 \times 360}$$

Example: $\frac{100,000.00 \text{ USD} \times 6 \times 19}{100 \times 360} = 316.67 \text{ USD}$



Berne, 28.6.2015

Designated operator
3000 BERNE

Customer No. CXXX-X
Invoice No. QSF.VFI-XXX
Due date: 12.8.2015

<i>Invoice date</i>	<i>Invoice No.</i>	<i>Due date</i>	<i>Description</i>	<i>Amount</i>
21.2.15	QSF.VFAC-001	7.4.2015	Interest of 6% over 46,959.31	62.61
21.2.15	QSF.VFAC-002	7.4.2015	Interest of 6% over 76,094.29	101.46
Total USD				164.07

Address

Universal Postal Union
Weltpoststrasse 4
P.O. Box
3000 BERNE 15

Communication

T+41 31 350 34 72
F+41 31 350 35 98
faqs-finance@upu.int
www.upu.int

Bank account

Bank name
Crédit Suisse USD
Crédit Suisse CHF
Crédit Suisse EUR

Account
207-399479-32
207-399479-31
207-399479-32-1

SWIFT
CRESCHZZ80A
CRESCHZZ80A
CRESCHZZ80A

IBAN
CH21 0483 5039 9479 3200 0
CH55 0483 5039 9479 3100 0
CH91 0483 5039 9479 3200 1



QSF billing contact data form

General information

Country	
Designated operator	
Title	<input type="checkbox"/> Ms <input type="checkbox"/> Mr
Surname/family name	
First/given name	
Function	
Address	

Date _____

Person in charge of QSF billing

Signature _____

Telephone numbers and e-mail addresses

Office	
Direct line	
Fax	
E-mail	
Language for correspondence	<input type="checkbox"/> English <input type="checkbox"/> French
Remarks	

Date _____

QSF Coordinator

General manager of the post office

Name and signature

Name and signature

QSF – workflow of billing contributions. Who does what

