



Dear Sir/Madam,

At its 2021.1 session, the Postal Operations Council (POC), in accordance with article 113.1.13 of the General Regulations as well as article 17 of the POC Rules of Procedure, examined and approved certain proposed amendments to the Convention Regulations, as set out in Annex 1.

The following table shows the numbers and titles of the relevant articles and forms, as further detailed in Annex 1 (presented in numerical order). The amendments will enter into force on the dates indicated below.

Convention Regulations and Final Protocol

Volume I Rules in Common

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
17-009	Direct transshipment of postal consignments	1 January 2022
17-010	Steps to be taken in the event of interrupted transport route, or of diversion or missending of postal receptacles	1 January 2022
34-007bis	Letter mail: accounting for non-sampled flows received	1 September 2021
34-010	Letter mail: preparation, transmission and acceptance of transit charges and terminal dues detailed accounts	1 September 2021
34-011	Letter mail: provisional payments of terminal dues	1 September 2021
34-013	Parcel mail: preparation of accounts	1 September 2021

Volume II
Letter Post Regulations

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
17-112	Exchange of items	1 January 2022
17-133	Direct transshipment of airmails and of surface airlifted (S.A.L.) mails	1 January 2022
17-142	Steps to be taken in the event of an interrupted flight, or of diversion or missending of airmails or surface airlifted (S.A.L.) mails	1 January 2022
27-101	Transit charges. General provisions	1 January 2022
27-106	Calculation and accounting for charges for items in transit à découvert and missent items	1 January 2022
30-110bis	Quality of service—linked terminal dues remuneration. Reporting and validation	1 January 2022
30-121	Calculation of cost-to-tariff ratio for designated operators applying article 28bis.6ter of the UPU Convention	1 January 2022
33-106 (to be renumbered 27-110)	Amendments to transit charges	1 January 2022
R XXIII	International reply coupons issued before 1 January 2002	1 January 2022
R XXIV	Adjustment of debts arising from the settlement of accounts through the final liquidation account for international reply coupons distributed before 1 January 2002	1 January 2022

Volume III
Parcel Post Regulations

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
17-214	General principles of the exchange of parcels	1 January 2022
17-227	Direct transshipment of air parcels and of surface airlifted (S.A.L.) parcels	1 January 2022

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
17-231	Steps to be taken in the event of an interrupted flight, or of diversion or missending of airmail or surface airtlifted (S.A.L.) mails	1 January 2022
27-202	Application of transit land rates	1 January 2022

CN forms

<i>Form</i>	<i>Subject</i>	<i>Entry into force</i>
CN 01	International reply coupon	1 September 2021
CN 02bis	Detailed statement. Reply coupons	1 January 2022
CN 03	Detailed statement. Reply coupons exchanged	1 January 2022
CN 03bis	Recapitulative statement. Reply coupons	1 January 2022
CN 46	Substitute delivery bill	1 January 2022
CN 71	Quarterly account, non-sampled mail flows received	1 September 2021
CN 71bis	Final account. Non-sampled mail flows received	1 September 2021

Yours faithfully,

Ricardo Guilherme Filho
Director of Legal Affairs

Convention Regulations

Volume I

Rules in common

Create the following new article:

Article 17-009

Direct transhipment of postal consignments

1 The provisions of this article shall apply regardless of the mode of transport used, including, without limitation, carriers such as airlines, land-based transportation companies, railway undertakings and sea services.

2 Direct transhipment of consignments at the transit point shall preferably be performed between transport routes operated by the same carrier (intra-line transhipment) but, where this is not possible, it may be performed between transport routes operated by different carriers (interline transhipment). The designated operator of origin shall make prior arrangements with the carrier(s) involved. The designated operator of origin may request one carrier to make arrangements with the other carrier; in this regard, the designated operator of origin shall have confirmation that such arrangements, including ground handling and accounting, are in place. The use of the additional CN 42 label should also be determined.

3 In case of direct transhipment, the designated operator of origin shall enter information about the transhipment point on the delivery bill (CN 37, CN 38, CN 41, CN 47) or electronic equivalent, and on the receptacle label (CN 34, CN 35, CN 36 for letter post; CP 83, CP 84, CP 85 for parcels).

4 If a consignment documented for direct transhipment fails to connect with the scheduled transportation at the transhipment point, the designated operator of origin shall ensure that the carrier follows the arrangements in its agreement with the other carrier for direct transhipment referred to under 2, or contacts the designated operator of origin for instructions. Such arrangements for direct transhipment shall include provision for later transportation operated by the same carrier.

5 Consignments transhipped directly at the transit point, either between transport routes operated by the same carrier (intra-line transhipment) or between transport routes operated by different carriers (interline transhipment), shall not be subject to transit charges between the designated operator at the transhipment point and the designated operator of origin.

6 In the cases referred to under 2 and where the designated operators of origin and of destination and the carrier concerned agree in advance, the carrier making the

transhipment may prepare, if necessary, a special delivery bill to replace the original CN 37, CN 38, CN 41 or CN 47 delivery bill. The parties concerned shall mutually agree on the relevant procedures and form in conformity with articles 17-136 and 17-137 (for letter post) or 17-228 and 17-229 (for parcels).

7 Where arrangements for direct transhipment are not possible, the designated operator of origin may plan closed transit, in accordance with articles 17-132 (for letter post) or 17-226 (for parcels).

8 When surface mails from a designated operator are forwarded as closed transit by air by another designated operator, the conditions of such closed transit shall be covered by a special agreement between the designated operators concerned.

Create the following new article:

Article 17-010

Steps to be taken in the event of interrupted transport route, or of diversion or mis-sending of postal receptacles

1 The provisions of this article shall apply regardless of the mode of transport used, including, without limitation, carriers such as airlines, land-based transportation companies, railway undertakings and sea services.

2 When a carrier interrupts its journey for a length of time likely to delay postal receptacles or when, for any reason whatsoever, postal receptacles are unloaded at a point other than that given on the CN 37, CN 38, CN 41 or CN 47 delivery bills or electronic equivalent, the designated operator of origin shall ensure that the carrier follows the arrangements in its agreement with the other carrier for direct transhipment, or contacts the designated operator of origin for instructions.

3 The designated operator which receives missent postal receptacles owing to a labelling error shall attach a new label to each receptacle, with an indication of the office of origin, and reforward them to their correct destinations.

4 In every case, the office which did the reforwarding shall inform the office of origin of each receptacle by a CN 43 (for letter post) or CP 78 (for parcels) verification note or electronic equivalent, indicating in particular on the verification note the carrier from which the mail was taken, the services used (air or surface) for onward transmission to its destination, and the cause of missending (such as transportation or labelling error).

Create the following new article:

Article 34-007bis

Letter mail: accounting for non-sampled flows received

1 Non-sampled flows received consist of dispatches received that exclusive comprise mail that does not require any sampling and provision of an item count at dispatch level. These flows include dispatches of registered/insured items (UR dispatches) and dispatches of tracked items (UX dispatches).

2 To avoid delays in payment for mail received, a designated operator may choose to request payment for non-sampled flows from a partner designated operator on a quarterly basis instead of yearly if all the following conditions are met:

2.1 The receiving designated operator that wishes to activate quarterly payment has so informed the partner designated operator in advance, by 30 September for application on 1 January of the following year and subsequent years.

2.2 Either the partner designated operator has agreed to the request in paragraph 2.1 by 30 November of the same year, or the annual volume of non-sampled mail for either registered or tracked items is above the threshold of 100,000 items. For the latter calculation, the annual volume shall be counted from the last two quarters of the previous year and the first two quarters of the current year.

3 The separate accounting for non-sampled flows received may be discontinued:

3.1 Upon request of the receiving designated operator to the sending operator, notified by 30 November, in which case it shall take effect on 1 January of the following year and subsequent years;

3.2 Upon request of the sending designated operator to the receiving operator, notified by 30 November, and provided that the annual volume (calculated as per paragraph 2.2) of non-sampled mail to the receiving operator is below 100,000 items for both registered and tracked items, in which case it shall take effect on 1 January of the following year.

4 When payment for non-sampled flows is requested on a quarterly basis and the conditions in paragraph 2 are met, the following rules shall apply:

4.1 The quarterly account covers terminal dues and additional payments for the non-sampled mail received, but excludes the supplementary remuneration covered in form CN 60;

4.2 The designated operator of destination of the non-sampled mail shall prepare a quarterly CN 71 account based on the particulars of the CN 56 recapitulative statements.

- 4.3 The CN 71 account shall be based on accepted CN 56 statements. It shall be sent rapidly after the CN 56 statement has been accepted, and at the latest within six months after the end of the quarter to which it relates.
- 4.4 A CN 71bis annual account shall be generated to adjust the amounts due, once final rates are agreed, and request payment of the difference. The form shall also be generated even where there is no difference, as confirmation and potentially as a supporting document for Quality of Service Fund payments.
- 4.5 The CN 71bis form shall be sent by the creditor and accepted by the debtor within the same time limits as those applicable for the CN 61.
- 4.6 Where a designated operator has activated the payment of non-sampled mail received through the CN 71 and CN 71bis for a year with a partner designated operator, then such non-sampled mail shall be excluded from the CN 61 between them.
- 4.7 Where the payment of non-sampled mail received through the CN 71 and CN 71bis is activated one way and/or the other between two partners, if either of these partners requests a provisional payment to the other, the corresponding provisional payment request shall not include terminal dues for non-sampled mail.

Article 34-010

Letter mail: preparation, transmission and acceptance of transit charges and terminal dues detailed accounts

Create the following new paragraph 3bis:

3bis The CN 61 detailed accounts shall exclude all figures for mail flows settled quarterly, as defined in article 34-007bis.

Article 34-011

Letter mail: provisional payments of terminal dues

Paragraph 1. Amend as follows:

~~1— Creditor designated operators shall be entitled to provisional payments in respect of terminal dues. The provisional payments for one year shall be calculated on the basis of the weights and statistical results (where applicable) of mail used for the final settlements of the previous year. The debtor designated operator shall not be obligated to accept provisional payment accounts received after 30 June. Should the previous year's account not yet be settled, the provisional payments shall be calculated on the basis of the duly accepted CN 56 recapitulative statements for the last four quarters and the corresponding, duly accepted CN 54 recapitulative statements of items (where applicable). The provisional payments in respect of a year shall be~~

~~made no later than the end of July of that year. The provisional payments shall then be adjusted as soon as the final accounts of the year are accepted or regarded as fully accepted. Creditor designated operators shall be entitled to provisional payments in respect of terminal dues as follows:~~

- 1.1 The provisional payments for one year shall be calculated on the basis of the weights and statistical results (where applicable) of mail used for the final settlements of the previous year.
- 1.2 If the quarterly settlement for non-sampled mail (article 34-007bis) to or from a partner is activated for the current year, then the provisional payment request to that partner must exclude all amounts for non-sampled flows.
- 1.3 The debtor designated operator shall not be obligated to accept provisional payment accounts received after 30 June.
- 1.4 Should the previous year's account not yet be settled, the provisional payments shall be calculated on the basis of the duly accepted CN 56 recapitulative statements for the last four quarters and the corresponding, duly accepted CN 54 recapitulative statements of items (where applicable).
- 1.5 The provisional payments in respect of a year shall be made no later than the end of July of that year. The provisional payments shall then be adjusted as soon as the final accounts of the year are accepted or regarded as fully accepted.

Article 34-013

Parcel mail: preparation of accounts

Create new paragraph 8bis and amend paragraph 9 as follows:

8bis If, within the acceptance period, verification reveals any discrepancies in a CP 75 account received, the corrected CP 94 or CP 94bis shall be attached in support of the duly amended and accepted CP 75 account. If the designated operator of destination of the mails disputes the amendments made to the CP 75 account, the designated operator of origin shall confirm the actual data by giving access to the corresponding PREDES electronic message, or, in cases where dispatch information was sent with a paper form, by sending photocopies of the CP 87 form. All information shall be transmitted within two months of the date of dispatch of the corrected CP 75.

9 Supplementary accounts may be sent to the debtor designated operator only if they refer to accounts already submitted for the period in question. The reason for issuing supplementary accounts is to amend original accounts so as to correct erroneous records or document additional claims/information. The conditions in 7 and ~~8~~ shall apply to the issuing of supplementary accounts; otherwise the debtor designated operator shall not be obliged to accept the supplementary accounts.

Volume II
Letter Post Regulations

Article 17-112
 Exchange of items

Paragraphs 2 to 4. Amend as follows:

2 When exceptional circumstances oblige a designated operator temporarily to suspend its services, either wholly or in part, it shall immediately inform the designated operators concerned.

3 When the conveyance of ~~mail~~ a consignment in transit through a member country takes place without the participation of the designated operator of that member country, regardless of the means of transport, this form of transit (“direct transshipment”) shall not involve the liability of the designated operator of the transit member country.

4 Designated operators may send surface ~~mails~~ consignments by air, with reduced priority. The designated operator of destination shall indicate the office of exchange or the ~~airport~~ point of destination for such ~~mails~~ consignments.

Article 17-133
 Direct transshipment of airmails and of surface airlifted (S.A.L.) mails

Delete the article.

Article 17-142
 Steps to be taken in the event of an interrupted flight, or of diversion or missending of airmails or surface airlifted (S.A.L.) mails

Delete the article.

Article 27-101
 Transit charges. General provisions

Amend as follows:

- 1 Accounting
 - 1.1 Accounting for surface-mail transit charges and for charges for handling transit ~~airmails~~ postal receptacles shall be done as detailed in article 34-010 by the designated operator of transit, for each designated operator of origin. It shall

be based on the weight of the mails received in transit, sent during the period concerned. The rates laid down in article 27-103 shall be applied.

- 1.2 The transit charges and charges for handling transit ~~airmails~~ postal receptacles shall be borne by the designated operator of origin of the mails. They shall be payable, subject to the exception provided for under 1.4, to the designated operators of the countries which are crossed or whose services take part in the land or sea conveyance of the mails.
- 1.3 The charges for the sea conveyance of mails in transit may be settled directly between the designated operators of origin of the mails and the shipping companies or their agents. The designated operator of the port of embarkation concerned shall give its prior agreement.
- 1.4 In the absence of special agreement between the designated operators concerned, the transit charge scales laid down in article 27-103 shall apply to airmail correspondence for any transit by land or by sea. Nevertheless, no land transit charges shall be payable for:
- 1.4.1 the transshipment of ~~airmails~~ postal receptacles between two ~~airports~~ transit points serving the same town;
- 1.4.2 the conveyance of such ~~mails~~ postal receptacles from an ~~airport~~ transit point serving a town to a depot situated in the same town and the return of the same ~~mails~~ postal receptacles for reforwarding.

~~2 — If a dispute between designated operators concerning the annual results has to be settled, the designated operators concerned shall ask their member countries to act in accordance with the procedure provided for in article 153 of the General Regulations. The arbitrators shall be empowered to fix in a fair and reasonable manner the transit charges or terminal dues to be paid.~~

Article 27-106

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

Paragraph 1. Amend as follows:

- 1 to (No change.)
1.2

- 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.)
- 1.3.2.1
- 1.3.3 Terminal dues increments
- 1.3.3.1 Terminal dues increments shall be calculated on the basis of weighted average differences between the terminal dues received by the designated operator of transit and those paid to the designated operator of destination, in accordance with paragraph 1.2.1.
- 1.4 to (No change.)
- 1.7

Create the following new article 30-110bis:

Article 30-110bis

Quality of service–linked terminal dues remuneration. Reporting and validation

1 Reporting

- 1.1 For the purpose of the quality of service performance results referred to in articles 30-109 and 30-110, reports shall be produced and communicated on a monthly basis to the designated operators participating in a UPU-agreed quality of service measurement system, compliant with the UPU GMS Technical Design, no later than 30 days after the end of the month being reported upon.
- 1.2 The full calendar year quality of service results shall be produced and communicated to the designated operators participating in a UPU-agreed quality of service measurement system, compliant with the UPU GMS Technical Design, no later than 15 February of the year following the calendar year in question.
- 1.3 All queries submitted to the International Bureau concerning the measurement and calculation of quality of service results shall be submitted no later than 30 days after the date of notification of monthly or annual results. If no request for review is made within that period, the results shall be regarded as having been accepted.

1.4 The final annual quality of service results shall be notified by International Bureau circular no later than 1 April of the year following the calendar year in question.

2 Queries concerning quality measurement

2.1 Designated operators participating in a UPU-agreed quality of service measurement system may ask the measurement system provider to review inconsistencies with regard to specific test items. If the query cannot be mutually resolved between the designated operator and its measurement system provider, then the designated operator may submit a request to the International Bureau in accordance with the review request procedures in 2.2.

2.2 The Postal Operations Council shall establish relevant request review procedures and, as necessary, decide on such reviews in accordance with these procedures.

Create the following new article 30-121:

Article 30-121

Calculation of cost-to-tariff ratio for designated operators applying article 28bis.6ter of the UPU Convention

1 For the purposes of paragraph 6ter of article 28bis of the Convention, the competent authority's determination as to whether a designated operator's costs for the handling and delivery of bulky (E) and small packet (E) letter-post items are being covered, thereby enabling the designated operator to self-declare a cost-to-tariff ratio that exceeds 70%, shall be informed by the approach described below.

2 The approach considers the cost-to-tariff ratio in paragraph 1 as the relationship between the costs and the revenue at the average weight of an E format item specific to the inbound flow of the designated operator of the destination country. All inbound bulky (E) and small packet (E) letter-post items shall be included in order to determine the average weight.

2.1 The estimated average revenue shall be determined for the year following that in which the notification takes place in accordance with article 28bis.6ter. The average revenue shall be calculated at the average weight determined in paragraph 2 and shall be based on the rates per item and per kilogramme for E format items that are calculated on the basis of a linear regression of 11 points corresponding to 100% of the priority single-piece tariffs of equivalent domestic services for 20-, 35-, 75-, 175-, 250-, 375-, 500-, 750-, 1,000-, 1,500- and 2,000-gramme bulky (E) and small packet (E) letter-post items, exclusive of any tax, in effect on 1 June of the year preceding that in which the self-declared rates would apply. The business rules set out in paragraphs 1.2.2, 1.2.3 and 1.2.4 of article 28bis shall be applied. The item-to-kilo ratio from the

E format terminal dues rates that are self-declared, in accordance with article 28bis.6bis and 6quater and notified on 1 June of the year preceding that in which they would apply, shall be used to calculate the estimated average revenue. The revenue shall be calculated without quality of service adjustment.

2.2 The estimated average cost shall be determined at the average weight determined in paragraph 2, considering the average composition of the items by dimension. The estimated average cost shall be determined using the latest available cost information adjusted for inflation, based on the country's official overall consumer price index, in order to reflect the average cost for the year following that in which the notification is carried out in accordance with article 28bis.6ter. The inflation-linked increase shall be applied to each year following that for which the latest available cost information is provided. Additional costs linked to supplementary services shall not be included. The cost shall be based on reliably identified causal relationships, and shall be calculated consistently with the costing system and methodologies used by the competent authority for other products evaluated by the competent authority.

2.3 The cost-to-tariff ratio shall be calculated by dividing the estimated average cost according to paragraph 2.2 by the estimated average revenue according to paragraph 2.1. The cost-to-tariff ratio shall be displayed as a percentage rounded to one decimal place.

3 The cost-to-tariff ratio may be increased as high as required to cover projected costs, but shall in no event be higher than one percentage point above the highest percentage ever set for the operator in question, subject to the overall cap in Convention article 28bis.

4 In the event that the cost-to-tariff ratio in 2.3 is lower than the ratio currently in effect, the cost-to-tariff ratio used for the self-declared rates shall be reduced to the highest between the ratio in 2.3 and 70%.

5 If no ratio is submitted, or if no supporting information is furnished by the respective notification deadlines referred to in Convention article 28bis.6ter, the cost-to-tariff ratio shall be 70%.

Article 33-106
Amendments to transit charges

Renumber the article, amend paragraph 1 and create new paragraph 2 as follows:

Article ~~33-106~~ 27-110
Amendments to transit charges

- 1 The amendments made to the transit charges mentioned in article 27-106.1 shall:
 - 1.1 come into effect exclusively on 1 January;
 - 1.2 be notified ~~at least three months beforehand~~ by no later than 31 October to the International Bureau, which shall communicate them to all designated operators at least one month before the date laid down under 1.1.

2 For each designated operator, the International Bureau shall check and validate compliance with the provisions of article 27-106.

Prot. Article R XXIII
International reply coupons issued before 1 January 2002

Delete the article and withdraw the associated CN 02bis and CN 03bis forms.

Prot. Article R XXIV
Adjustment of debts arising from the settlement of accounts through the final liquidation account for international reply coupons distributed before 1 January 2002

Delete the article.

Volume III
Parcel Post Regulations

Article 17-214
General principles of the exchange of parcels

Paragraphs 2 to 4. Amend as follows:

- 2 When exceptional circumstances oblige a designated operator temporarily to suspend its services, either wholly or in part, it shall immediately inform the designated operators concerned.

3 When the conveyance of ~~parcels~~ a consignment in transit through a country takes place without the participation of the designated operator of that country, regardless of the means of transport, this form of transit (“direct transshipment”) shall not involve the liability of the member country or the designated operator of the transit country.

4 Designated operators may send surface ~~parcels~~ consignments by air, with reduced priority. The designated operator of destination shall indicate, by providing an appropriate entry in the Parcel Post Compendium of Information, the details of the office of exchange or the ~~airport~~ point of destination that will accept such ~~parcels~~ consignments.

Article 17-227

Direct transshipment of air parcels and of surface airlifted (S.A.L.) parcels

Delete the article.

Article 17-231

Steps to be taken in the event of an interrupted flight, or of diversion or missending of airmail or surface airlifted (S.A.L.) mails

Delete the article.

Article 27-202

Application of transit land rates

Paragraph 1. Amend as follows:

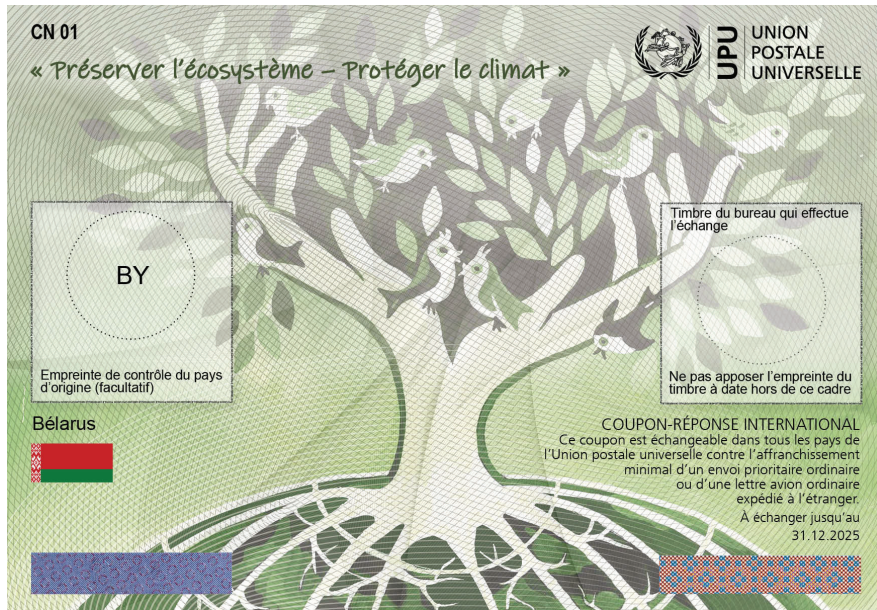
- 1 No transit land rate shall be payable for:
 - 1.1 the transfer of ~~airmails~~ postal receptacles between two ~~airports~~ transit points serving the same town;
 - 1.2 the transport of such ~~mails~~ postal receptacles between ~~an airport~~ a transit point serving a town and a warehouse situated in the same town and the return of the same ~~mails~~ postal receptacles for reforwarding.

CN forms

Form CN 01

International reply coupon

Replace the image of form CN 01 (international reply coupon) with the following:



Form CN 02bis

Detailed statement. Reply coupons

Withdraw the form.

Form CN 03
Detailed statement. Reply coupons exchanged

Amend the form as follows:

Designated operator
and postal address

DETAILED STATEMENT
Reply coupons exchanged
Date

CN 03

Bureau international de l'UPU
Coupons-réponse internationaux
Case postale 312
CH-3000 BERNE 15
SUISSE

	Number	Amount in SDR
Reply coupons at 0.74 SDR exchanged and sent to the International Bureau		

Method of reimbursement

In order to proceed with reimbursement of the sum of _____ SDR, please indicate the preferred method of reimbursement from among the following three options:

OPTION 1: transfer to a bank or postal account

Choice of currency:

USD (United States dollars) EUR (euros) CHF (Swiss francs)

Transfers of 200 SDR or more can only be made to the official accounts indicated by designated operators in an International Bureau circular concerning the settlement of international postal accounts. In the absence of such a circular, or for amounts below 200 SDR, the International Bureau will provisionally and automatically apply option 3 below.

OPTION 2: use UPU Clearing

Choice of currency:

USD (United States dollars) EUR (euros) CHF (Swiss francs)

OPTION 3: enter the sum of _____ SDR (converted to CHF) to our designated operator's credit with the International Bureau.

Designated operator.

Name and title of signatory

Stamp, date and signature

Seen and accepted by the International Bureau of the UPU
Place, date and signature

Berne,

Size 210 x 297 mm

Form CN 03bis
Recapitulative statement. Reply coupons

Withdraw the form.

Form CN 46
Substitute delivery bill

Amend the front and reverse of the form as follows:

Carrier originating substitute bill	SUBSTITUTE DELIVERY BILL	CN 46
Transit point of origin of substitute bill	Date	<input type="checkbox"/> CN 37 <input type="checkbox"/> CN 38 <input type="checkbox"/> CN 41 <input type="checkbox"/> CN 47

Observations concerning mails as found		Designated operator of origin of mails	
If a container is used			
No. of container	No. of seal	No. of container	No. of seal
No. of container	No. of seal	No. of container	No. of seal

Descriptions of mails as found (from CN 34, CN 35, CN 36, CP 83, CP 84 and CP 85)

Mail No.	Office of origin	Office of destination	No. of transport route	Point of transport		Date of dispatch	Number of receptacles			Gross weight
				of trans-shipment	of off-loading		Letter post	CP	EMS/Other items	
										kg ¹
Totals										

¹ Kg to one decimal

Actual conveyance of mails

Transit point of loading	No. of transport route	Date of departure
Point of offloading	Office of destination of mails	

Carrier at the transit point of loading Signature	Carrier at the point of offloading Signature	Designated operator taking delivery of mails Date and signature
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Guidelines for the use of the CN 46 substitute delivery bill

The following guidelines are to be observed by the designated operators and ~~the airlines carriers~~ in cases where a mail consignment for direct transshipment between air carriers arrives at the ~~airport~~ point of transshipment without the original CN 37, CN 38, or CN 41 or CN 47 delivery bill or electronic equivalent:

1 When ~~airmail or S.A.L. mail~~ a consignment is received at ~~an airport~~ a point of transshipment without an accompanying CN 37, CN 38, or CN 41 or CN 47 delivery bill or electronic equivalent, the airline carrier receiving the mail consignment shall prepare, on the basis of the CN 34, CN 35, or CN 36 label(s) (for letter post), or CP 83, CP 84 and/or CP 85 label(s) (for parcels), a CN 46 substitute delivery bill or electronic equivalent conforming to the specimen originally developed jointly by the UPU and IATA.

2 In cases where a paper form is used, the number of copies to be prepared ~~will~~ shall vary with the circumstances of each case. ~~In addition to the number of copies required by the preparing airline for its internal records and accounting,~~ If the form is not sent electronically, the following copies will be required:

- one copy for the designated operator of origin;
- ~~two copies~~ one copy for the designated operator of destination or, if the mail consignment is handed over to an intermediate designated operator, for the intermediate designated operator;
- if the mail consignment is directly transhipped to another airline carrier or ~~airlines carriers~~, ~~three copies~~ one copy for each additional airline carrier involved.

3 It will be the responsibility of the designated operator receiving the mail with a substitute document to provide the necessary copy to the designated operator of origin as an annex to a CN 43 (for letter post) or CP 78 (for parcels) verification note documenting the arrival of the mail without the original bills.

4 It will be the responsibility of the ~~airlines carriers~~ to print the substitute documents in the format of the specimen agreed upon. The original and copies shall be white in colour.

5 The designated postal operator shall accept the substitute delivery bill, properly endorsed by the receiving office of exchange, for the settlement of accounts with the ~~airlines carriers~~.

Form CN 71
Quarterly account, non-sampled mail flows received

Create new form CN 71 as shown below:

Form prepared by: **QUARTERLY ACCOUNT, NON-SAMPLED MAIL FLOWS RECEIVED** CN 71

Date:

Origin operator	Destination operator	Year and quarter
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Non-sampled flow information from CN 56 recapitulative statements

Mail category	Weight	Number of items				Others	Observations
		Total	UR - Registered	UR - Insured	LUX - Tracked		
A - airmail							
B - S.A.L.							
C - surface							
D - prio surface							
Total							
Rate ¹							
Amount (SDR)	A	B	C	D	E		
Total amount (SDR)	Terminal dues (A+B)		Additional payment (C+D+E)			Total to be paid	

¹ Rates for the weight (cell A) and total number of items (cell B) are terminal dues rates. Other rates (for cells C, D and E) concern additional payments.

Designated operator preparing the form
 Signature

Seen and accepted by designated operator receiving the form
 Place, date and signature

Form CN 71bis
Final account. Non-sampled mail flows received

Create new form CN 71bis as shown below:

Form prepared by: **FINAL ACCOUNT** CN 71bis
Date: **Non-sampled mail flows received**

Origin operator	Destination operator	Year
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Adjusted terminal dues rates and amounts

Quarter	Weight	Number of items	Provisional rates used in CN 71		Amount invoiced in CN 71	Final rates		Final amount	Correction
			per kg	per item		per kg	per item		
Q1									
Q2									
Q3									
Q4									

Note: final rates include adjustments linked to quality of service	Total (A)	Total (B)
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To be received by designated operator of destination (negative amount is to be paid by designated operator of destination)

(C)

(C=B-A)

Designated operator preparing the form
Signature

Seen and accepted by designated operator receiving the form
Place, date and signature