

## **Annex A** (normative)

### **IMPC register update request (creation, modification or closure)**

The form on the following page shall be used for requests for update of the IMPC register specified in this standard in the event that online registration is not possible. A separate copy of the form shall be used for each update request.

Completed forms will include a declaration that the organization responsible for operation of the IMPC concerned has obtained all licences or other authorizations required, under the laws of the country in which the IMPC is or will be located, for the operation of the IMPC concerned, and must be signed by one or more representatives of the organization who have been duly empowered to make legally binding declarations on its behalf.

Completed forms should be sent to:

Standards Programme  
Universal Postal Union  
P.O. Box 312  
3000 BERNE 15  
SWITZERLAND

Fax: +41 31 350 31 10  
E-mail: [standards@upu.int](mailto:standards@upu.int)

Notes on completion of the form:

- a The IMPC code is required only for notification of modifications or closure. On applications for registration of new IMPCs, a preferred code may be indicated, but allocation of this code is not guaranteed.
- b The reason for the request should be as informative as possible, particularly in the case of applications for registration of new IMPCs in UN/LOCODE areas in which the postal operator concerned already has one or more existing ones.
- c The name of the organization is required only if this is the first request submitted by your organization.
- d The valid-to date is to be provided only if the IMPC is to be closed.

## IMPC registration form

Type of request: <input type="checkbox"/> New <input type="checkbox"/> Update <input type="checkbox"/> Closure		To: <b>International Bureau of the Universal Postal Union</b> Fax: +41 31 350 31 10    email: <a href="mailto:standards@upu.int">standards@upu.int</a>	
3-character IMPC operator code (S62)		IMPC code (only for modification or closure) <sup>a</sup>	
Reason for request <sup>b</sup>			
12-character IMPC name		35-character IMPC name	
Name of organisation (12-character) <sup>c</sup>		Name of organisation (35-character) <sup>c</sup>	
<b>IMPC address</b>	Address line (Street name and number) .....		
	Postcode ..... City .....		
	Region .....		
	Country ..... Longitude ..... Latitude .....		
<b>IMPC contact</b>	Name .....		
	Function .....		
	Organisation .....		
	Address .....		
	Tel ..... Fax ..... email .....		
<b>Function</b> (tick one box) <input type="checkbox"/> O (office of exchange) <input type="checkbox"/> M (mail unit) <input type="checkbox"/> B (both: O and M) <input type="checkbox"/> N (not known/other)		<b>Special type</b> , if any <input type="checkbox"/> E (ETOE) <input type="checkbox"/> M (military unit)	<b>Mail flows</b> (tick appropriate boxes) <input type="checkbox"/> I (inbound) <input type="checkbox"/> E (outbound) <input type="checkbox"/> T (closed transit)
<b>Restrictions:</b> <input type="checkbox"/> Bilateral agreement requirement			
<b>Usage for inbound</b>		<b>Usage for outbound</b>	
<b>Mail categories</b> (tick appropriate boxes) <input type="checkbox"/> A (airmail) <input type="checkbox"/> B (S.A.L.) <input type="checkbox"/> C (surface) <input type="checkbox"/> D (priority surface)		<b>Mail categories</b> (tick appropriate boxes) <input type="checkbox"/> A (airmail) <input type="checkbox"/> B (S.A.L.) <input type="checkbox"/> C (surface) <input type="checkbox"/> D (priority surface)	
<b>Mail classes</b> (tick appropriate boxes) <input type="checkbox"/> U (letters) <input type="checkbox"/> C (parcels) <input type="checkbox"/> E (EMS) <input type="checkbox"/> T (empty bags)		<b>Mail classes</b> (tick appropriate boxes) <input type="checkbox"/> U (letters) <input type="checkbox"/> C (parcels) <input type="checkbox"/> E (EMS) <input type="checkbox"/> T (empty bags)	
Special restriction(s)			
Valid-from date		Valid-to date <sup>d</sup>	

The undersigned hereby: (i) declares that the operator specified above has obtained all agreements, all licences and all other authorizations required, under the laws of the country in which the above IMPC is or will be located, for the operation of the IMPC concerned for all mail flows, categories and classes covered by the application, and will operate the IMPC in accordance with the terms of such agreements, licences and authorizations; and (ii) acknowledges that the IMPC may be immediately de-registered by the UPU and its IMPC code withdrawn in the event that its right to operate the IMPC is withdrawn or declared invalid by a final ruling of a competent court.

Signed in (place): \_\_\_\_\_ on he (date): \_\_\_\_\_

Signatory name(s): \_\_\_\_\_

Function: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_