



Berne, 8 July 2019

International Bureau Circular

**117**
 Amendments to the Convention Regulations  
 and to the Final Protocol thereto

Dear Sir/Madam,

At its 2019.1 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 and to the Final Protocol thereto; these are set out in Annex 1.

The following table shows the numbers and titles of the articles concerned, as further detailed in Annex 1 (articles presented in numerical order). The amendments 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>
08-002	Implementing provisions for providing electronic advance data	1 January 2021
13-001	International mail processing centres (IMPCs)	1 January 2020
13-002	Forms	1 January 2020
13-003	Forms for the use of the public	1 January 2020
17-006	Forms	1 January 2020
17-007	Forms for the use of the public	1 January 2020
36-001	EMS	1 January 2021

## Volume II Letter Post Regulations

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
15-101	Postage charges for letter-post items	1 January 2020
15-103	Conditions of application of postage charges	1 January 2020
15-104	Calculation of surcharges for airmail items	1 January 2020
17-107	Special provisions applicable to each category of items	1 January 2021
17-114	Mails	1 January 2020
18-102	Tracked items	1 January 2020
30-104	Supplementary remuneration for registered, insured and tracked items	1 January 2020

## Volume III Parcel Post Regulations

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
17-210	Formalities to be complied with by the sender	1 February 2020
17-212	Sender's instructions at the time of posting	1 February 2020
17-214	Generic principles of the exchange of parcels	1 January 2020
17-216	Electronic exchanges to support mail processes	1 January 2021
17-217	Tracking and tracing – Indicative targets for transmission items	1 January 2020
17-218	Tracking and tracing – Indicative performance targets for transmitting data	1 January 2020
17-221	Transmission in closed mails	1 January 2020
18-202	Fragile parcels. Cumbersome parcels	1 January 2020

## Final Protocol to the Regulations to the Convention

<i>Article</i>	<i>Subject</i>	<i>Entry into force</i>
Prot. Article R II	Forms	1 January 2020 <sup>1</sup>
Prot. Article R II	Forms	1 February 2020

### Forms

<i>Form</i>	<i>Subject</i>	<i>Entry into force</i>
CN 23	Customs declaration	1 February 2020
CN 54	Recapitulative statement of sampling	1 January 2020
CN 54bis	Annual recapitulative statement of sampling	1 January 2020
CP 71	Dispatch note	1 February 2020

Yours faithfully,

Ricardo Guilherme Filho  
Director of Legal Affairs

<sup>1</sup> In accordance with article 18 of the Rules of Procedure of the POC, the specific clerical rectifications referred to in this article did not constitute a substantive modification of the Final Protocol to the Convention Regulations, and could have been applied directly by the International Bureau. Nevertheless, since they had already been the subject of a formal amendment proposal by the POC, these rectifications are also being presented in this circular.

## Convention Regulations and Final Protocol thereto

### Volume I

#### Rules in common

##### Article 08-002

Implementing provisions for providing electronic advance data

Paragraph 1 was amended as follows:

1 Items containing goods may be subject to specific import customs- and security-based requirements for providing electronic advance data as referred to in article 8.1 of the Convention and further specified in the respective provisions of the Regulations. Letters, postcards, printed papers (other than books) or letter-post items containing correspondence or items for the blind, which are not subject to customs duties, shall be exempted from these requirements.

Date of entry into force: 1 January 2021.

The following new article 13-001 was created:

##### Article 13-001

##### International mail processing centres (IMPCs)

1 The exchange of international mail shall be carried out by international mail processing centres. When an IMPC is used for the creation, closure and/or receipt of dispatches, it is called an office of exchange.

2 Designated operators shall submit to the International Bureau any requests for the registration, updating or closure of their IMPCs. Such requests shall contain all relevant IMPC characteristics and functions as further defined in UPU Technical Standard S34 (Registration of international mail processing centres), in accordance with the instructions set forth therein.

3 The location of an IMPC as requested by a designated operator shall be selected with a view to optimizing quality of service for international mail dispatches, taking into account the availability of international and/or domestic transport networks and estimated mail traffic volumes in the area covered by the requested IMPC.

4 The International Bureau shall be responsible for managing and processing any IMPC registration requests submitted in accordance with the parameters defined herein. The advice of the Postal Operations Council (and, as necessary, the Council of Administration for matters within its purview) may be sought prior to registration of the relevant IMPC by the International Bureau for special requests having a potential large impact on international mail exchanges.

5 All duly registered IMPCs shall be published by the International Bureau in a UPU IMPC code list containing their codes and characteristics and made available to all Union member countries and their designated operators.

6 For all UPU documentation and in all EDI messages, designated operators shall use only their own IMPC codes and the IMPC codes authorized by their partner designated operators as per the UPU IMPC code list in force at the time of use, and comply strictly with the conditions stated in that list.

7 Designated operators may also request the establishment of IMPCs with restricted use, subject to the conditions below:

7.1 Military units: designated operators may request the registration of IMPCs for military units belonging to their member country but situated outside their national territory;

7.2 Extraterritorial offices of exchange: designated operators may request the registration of IMPCs outside their national territory, subject to the relevant provisions of article 13 of the Convention;

7.3 Other offices of exchange for bilateral/multilateral use: designated operators may request the registration of IMPCs on their own territory for exchanges with selected partner designated operators on the basis of bilateral or multilateral agreements, strictly for international mail exchanges regulated by the Acts of the Union.

8 Wherever an IMPC is displayed on a UPU form, its related IMPC code shall be displayed. If the form so requires, the following associated information shall also be displayed:

8.1 IMPC name;

8.2 code and name of the designated operator responsible for the IMPC.

Date of entry into force: 1 January 2020.

The following new article 13-002 was created:

Article 13-002

Forms

1 The forms shall conform to the annexed specimens.

2 The texts, colours and dimensions of forms as well as other characteristics such as the position reserved for entering the barcode shall be those prescribed in these Regulations.

3 Forms for the use of the public shall bear an interlinear translation in French when they are not printed in that language.

4 Forms for the use of designated operators in their relations with one another shall be drawn up in French with or without interlinear translation, unless the designated operators concerned arrange otherwise by direct agreement.

5 Forms as well as any copies thereof shall be completed in such a way that the entries are fully legible. The original form shall be sent to the appropriate designated operator or to the party most concerned.

Date of entry into force: 1 January 2020.

The following new article 13-003 was created:

Article 13-003

Forms for the use of the public

1 For the purpose of applying article 13-002.3, the following shall be considered as forms for the use of the public:

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*Form Title*

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CN 01 International reply coupon

CN 07 Advice of receipt/of delivery/of payment/of entry

CN 08 Inquiry – letter-post items only

CN 11 Franking note

CN 14 Collective envelope

CN 17 Request for withdrawal from the post, alteration or correction of address, cancellation or alteration of the COD amount

CN 18 Declaration concerning the non-receipt (or receipt) of a postal item

CN 22 Customs declaration label

CN 23 Customs declaration

CN 29 COD label

CP 71 Dispatch note

CP 72 Manifold set. Customs declaration/Dispatch note

CP 95 COD label

Date of entry into force: 1 January 2020.

Article 17-006

Forms

This article was deleted.

Date of entry into force: 1 January 2020.

Article 17-007

Forms for the use of the public

This article was deleted.

Date of entry into force: 1 January 2020.

Article 36-001

EMS

Paragraph 3 was amended as follows:

3 This service shall wherever possible be identified by a logo as shown in the specimen below and comprising the following elements:

- 3.1 an orange wing;
- 3.2 the letters EMS in blue;
- 3.3 three horizontal orange stripes.

The logo may be supplemented by adding the name of the domestic service.



Date of entry into force: 1 January 2021

**Volume II**  
**Letter Post Regulations**

Article 15-101  
Postage charges for letter-post items

This article was deleted.

Date of entry into force: 1 January 2020.

Article 15-103  
Conditions of application of postage charges

Paragraph 2 was amended as follows:

~~2 Member countries or designated operators may modify the weight step structure shown in article 15-101.~~

2-4 For any category of letter-post items, the last weight step shall not exceed the maximum weight shown in article 17-103.

Date of entry into force: 1 January 2020.

Article 15-104  
Calculation of surcharges for airmail items

This article was deleted.

Date of entry into force: 1 January 2020.



#### Article 17-107

Special provisions applicable to each category of items

Paragraphs 6.4 and 6.5 were amended as follows:

- 6.4 Designated operators shall apply a single barcode identifier conforming to UPU Technical Standard S10 to small packets containing goods to enable the provision of cross-border customs electronic advance data in compliance with UPU ~~Technical~~ EDI Messaging Standard M33 (ITMATT V1). However, the presence of such an identifier shall not imply the provision of a delivery confirmation service. The identifier should appear on the front of the item and should not obscure the other service markings, indicia or address information.
- 6.5 In accordance with article 08-002, ~~it is strongly recommended that~~ designated operators shall capture and exchange electronic advance data ~~which replicates~~. ~~The data shall replicate~~ the information documented on the appropriate UPU customs declaration form and ~~is~~ shall be compliant with UPU ~~Technical~~ EDI Messaging Standard M33 (ITMATT V1).

Date of entry into force: 1 January 2021.

#### Article 17-114

Mails

Paragraphs 3, 4, 5 and 6 were deleted.

Date of entry into force: 1 January 2020.

#### Article 18-102

Tracked items

Paragraph 2 was deleted.

Date of entry into force: 1 January 2020.

Article 30-104

Supplementary remuneration for registered, insured and tracked items

Paragraphs 1.1, 1.2, 2.1 and 5.1 were amended as follows:

1 General principles

1.1 For registered and insured items: The remuneration provided for in article 28.8 of the UPU Convention in respect of registered or insured items may be supplemented for designated operators opting to link the remuneration of these items with the offer of additional service features in their relations with other designated operators that also opt to link the remuneration of these items with the offer of additional service features. In order to qualify for the supplementary remuneration, participating designated operators must fulfil the conditions for each category of items defined in paragraphs 2 and 3.

1.2 For tracked items: ~~Similarly,~~ The per item terminal dues remuneration for tracked items, which is calculated in accordance with article 29.5 to 15 of the Convention for the designated operators in the target system, and with ~~article 30.3~~ 30.4 of the Convention for the designated operators in the transition system, shall be supplemented for designated operators in their relations with other designated operators that also offer the service. In order to qualify for the supplementary remuneration, participating designated operators must fulfil the conditions for this category of items defined in paragraphs 2 and 3.

2 Additional service features

2.1 In order for designated operators offering tracked items and/or opting to link the remuneration of registered and/or insured items with the offer of additional service features to qualify for supplementary remuneration, they shall ~~accompany the service for these items with the following service features~~ transmit electronic information for these items, as defined in article 17-131.

~~2.1.1~~ UPU Technical Standard S10 barcode

~~2.1.1.1~~ ~~The outward registered, insured or tracked items shall carry a barcoded identifier compliant with UPU Technical Standard S10.~~

~~2.1.2~~ Electronic transmission of information for outward items

~~2.1.2.1~~ ~~The information from the mandatory tracking events of outward items (EMC) shall be transmitted to the participating designated operators of destination as soon as the dispatch is closed and sent. The required data elements are defined in article 17-131.1.1.~~

~~2.1.3~~ Electronic transmission of information for inward items

~~2.1.3.1~~ ~~The information from the mandatory tracking events for inward items (EMD, EMH and EMI) shall be transmitted to the participating DOs of origin within~~

~~the timeframe and the quality targets defined in paragraph 3. The required data elements are defined in article 17-131.1.1.~~

[...]

- 5 Communication of the offer of tracked or additional service features
- 5.1 The offer of tracked or additional service features associated with supplementary remuneration for registered and insured items shall be notified to the International Bureau. Relevant information will be presented in the Letter Post Compendium. The reporting and payment of the additional remuneration shall be effective the first quarter after the date of notification but not within less than two months after the date of notification.

Date of entry into force: 1 January 2020.

### **Volume III**

#### **Parcel Post Regulations**

Article 17-210

Formalities to be complied with by the sender

Paragraph 1 was deleted, paragraph 2 was amended, paragraph 2bis was created, and paragraph 6 was amended as follows:

2 A CN 23 customs declaration shall ~~be attached to~~ accompany each parcel, either as a single form or as part of a CP 72 manifold set. The contents of the parcel shall be shown in detail on the customs declaration and indications of a general kind shall not be admitted. The CN 23 customs declaration or CP 72 manifold set shall be attached to the outside of the parcel, in such a way as to prevent its loss.

2bis The standard number of CN 23 customs declarations to accompany a parcel (or letter-post item whose contents exceed 300 SDR in value) shall be limited to two. Where designated operators agree in advance, or if the item is accompanied by CN 23 customs declaration data electronically transmitted from the designated operator of origin to a designated operator of destination able to accept this information for its processing, a single CN 23 customs declaration may accompany the parcel (or letter-post item) and can be affixed directly to the outside of the item.

6 The sender may also attach to the ~~dispatch note~~ CN 23 declaration or CP 72 manifold set any document (invoice, export licence, import licence, certificate of origin, certificate of health, etc.) necessary for customs treatment in the dispatching country and in the country of destination.

Date of entry into force: 1 February 2020.

## Article 17-212

## Sender's instructions at the time of posting

This article was amended as follows:

1 At the time of posting of a parcel, the sender shall be required to indicate the treatment to be given in case of non-delivery. For this purpose he shall insert a cross in the appropriate box of the ~~dispatch note~~ CN 23 customs declaration or the CP 72 manifold set.

2 He may give only one of the following instructions:

2.1 return forthwith to the sender by the most economical route or by air;

~~2.2 return to the sender by the most economical route or by air at the end of a period of time, which may not exceed the regulation period of retention in the country of destination;~~

~~2.3 redirection of the parcel by the most economical route or by air, for delivery to the addressee;~~

2.4 abandonment of the parcel by the sender.

3 ~~Designated operators of origin shall have the option of not allowing all the instructions mentioned under 2. The number of boxes on the dispatch note shall be limited accordingly. However, designated operators shall always allow instructions 2.1 and 2.4. The sender may reproduce or have printed only one of the permitted instructions on the dispatch note CN 23 customs declaration or CP 72 manifold set. The instruction marked on the dispatch note CN 23 or CP 72 manifold set shall be reproduced on the parcel itself, either by sticking a copy of the CP 74 or CP 72 "Address label" on the parcel, or by reproducing in some other way the instructions given on that form. It shall be in either French or English or in a language known in the country of destination.~~

4 If the sender wishes to request redirection in case of non-delivery, the parcel must bear the indication "Réexpédition demandée" (Redirection requested) in either French or English or in a language known in the country of destination. If the sender wishes to forbid any redirection, the parcel (or letter-post item whose contents exceed 300 SDR in value) and the dispatch note must bear the indication "Ne pas réexpédier" (Do not redirect) in either French or English or in a language known in the country of destination.

5 (No change.)

Date of entry into force: 1 February 2020

## Article 17-214

General principles of the exchange of parcels

Paragraphs 16, 19, 20 and 21 were deleted.

Date of entry into force: 1 January 2020.

## Article 17-216

Electronic exchanges to support mail processes

Paragraph 2bis.1 was amended as follows:

2bis Capture and exchange of electronic advance data – M33 ITMATT V1 messages:

2bis.1 In accordance with the provisions of article 08-002, ~~it is strongly recommended that~~ designated operators shall capture and exchange electronic advance data ~~that replicates~~. The data shall replicate the information documented on the appropriate UPU customs declaration form and ~~that is~~ shall be compliant with UPU ~~Technical~~ EDI Messaging Standard M33 (ITMATT V1).

Date of entry into force: 1 January 2021.

## Article 17-217

Tracking and tracing – Indicative targets for transmission times

Paragraphs 1.11, 1.12 and 1.13. were amended as follows:

1 Designated operators shall endeavour to observe the following targets associated with the transmission of item event information from the time of the actual event in the transmission of such information to partner designated operators:

1.1	EMC	Departure from outward office of exchange	Within 24 elapsed hours
1.2	EMA	Posting/Collection	Within 24 elapsed hours
1.3	EMB	Arrival at outward office of exchange	Within 24 elapsed hours
1.4	EMJ	Arrival at transit office of exchange	Within 24 elapsed hours
1.5	EMK	Departure from transit office of exchange	Within 24 elapsed hours
1.6	EMD	Arrival at inward office of exchange	Within 24 elapsed hours
1.7	EDB	Item presented to import Customs	Within 24 elapsed hours

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1.8	EME	Item held by import Customs	Within 24 elapsed hours
1.9	EDC	Item returned from import Customs	Within 24 elapsed hours
1.10	EMF	Departure from inward office of exchange	Within 24 elapsed hours
1.11	EDH	Item arrival at collection point for pick-up by recipient	Within <del>48</del> <u>24</u> elapsed hours
1.12	EMH	Attempted/Unsuccessful (physical) delivery	Within <del>48</del> <u>24</u> elapsed hours
1.13	EMI	Final delivery	Within <del>48</del> <u>24</u> elapsed hours

Date of entry into force: 1 January 2020.

#### Article 17-218

Tracking and tracing – Indicative performance targets for transmitting data

Paragraph 1 was amended as follows:

1 Designated operators are encouraged to observe the following indicative targets associated with the transmission of item event information in the exchange of such information with partner designated operators:

- 1.1 Ninety percent of parcels that receive an EMC (~~Departure from office of exchange~~) event should have an EMD event transmitted within 24 hours of the event time and date.
- 1.2 Ninety percent of parcels that receive an EMD event should have an EDH or EMH and/or an EMI event transmitted within ~~48~~ 24 hours of the event time and date.

Date of entry into force: 1 January 2020.

#### Article 17-221

Transmission in closed mails

Paragraph 7 was deleted and paragraph 10 was amended as follows:

10 Cumbersome parcels, ~~fragile parcels~~, or those whose nature necessitates it may be sent unenclosed: in order to determine the mail of which they are part, such parcels shall be provided with a CP 83 or CP 84 label. Labels of unenclosed insured parcels shall be endorsed with the letter V. However, parcels going by sea, with the exception of cumbersome parcels, shall be sent in receptacles.

Date of entry into force: 1 January 2020.

Article 18-202  
Fragile parcels. Cumbersome parcels

This article was amended as follows:

Article 18-202  
~~Fragile parcels.~~ Cumbersome parcels

~~1 Any parcel containing articles which are liable to break easily and which are to be handled with special care shall be called a "fragile parcel".~~

2 to (No change.)  
2.2

3 ~~Fragile parcels and C~~umbersome parcels shall be subject to a supplementary charge, the guideline maximum amount of which is laid down in 6.1. ~~If the parcel is both fragile and cumbersome the supplementary charge shall be collected once only.~~ However, the air surcharges in respect of these parcels shall not be increased.

4 The exchange of ~~fragile parcels and~~ cumbersome parcels shall be restricted to those designated operators which admit such items.

5 Marking of ~~fragile parcels and of~~ cumbersome parcels

~~5.1 Without prejudice to compliance with the general rules regarding make-up and packing, every fragile parcel shall be provided, either by the sender or by the office of origin, with a label featuring a picture of a glass printed in red on a white background.~~

~~5.2 The relative dispatch note shall bear very conspicuously on the front the indication "Colis fragile" (Fragile parcel) either in manuscript or printed on a label.~~

~~5.3 Every parcel, the fragile nature of whose contents is indicated by any external sign whatever affixed by the sender, shall be provided by the office of origin with the label prescribed in 5.1. The corresponding supplementary charge shall be collected. If the sender does not wish the parcel to be treated as fragile, the office of origin shall cross out the marking made by the sender.~~

5.4 Every cumbersome parcel and the front of its dispatch note shall bear a label showing in bold letters the word "Encombrant" (Cumbersome).

5.5 Designated operators which admit the limits of sizes set out in article 17-204.1 may charge as cumbersome any parcel whose dimensions exceed the limits set out in article 17-204.2 but which weighs less than 10 kilogrammes. In such a case, the word "Encombrant" shall be supplemented on the dispatch note only by the words "en vertu de l'article" (pursuant to article 18-202.5.5).

6 and (No change.)  
6.1

Date of entry into force: 1 January 2020.

## Final Protocol to the Convention Regulations

### Article R II Forms

Paragraphs 1 to 4 were amended as follows:

1 Notwithstanding article ~~17-006~~ 13-002, the designated operators of Austria, Brazil, Germany, Hungary (Rep.), Luxembourg, Poland and the United States of America may modify the dimensions and format of the CN 07 form.

2 Notwithstanding article ~~17-006.2~~ 13-002.2, France may make the following changes to the CN 07 form:

2.1 to (No change.)

2.4

3 Notwithstanding article ~~17-006.2~~ 13-002.2, Austria and Italy may make the following changes to the CN 07 form:

3.1 to (No change.)

3.4

4 Notwithstanding article ~~17-006.2~~ 13-002.2, Austria may also modify the position and layout of the indications on the CN 07 form for internal machine-readability purposes.

Date of entry into force: 1 January 2020.

### Article R II Forms

New paragraphs 6 and 7 were added:

6 Notwithstanding article 13-002 and with a view to appropriately providing electronic advance data to designated operators of destination, Japan may change the text of the instructions concerning the languages to be used in completing the CN 22, CN 23 and CP 72 forms as follows: "To accelerate customs clearance, complete this declaration in English, French or in a language accepted in the destination country by using very legible roman letters and arabic numerals. If available, add the importer's/addressee's telephone number and electronic mail address, as well as the sender's telephone number. If other character sets and numerals are used in the destination country, this declaration may also be completed in those character sets and numerals, subject to prior provision of the relevant electronic data by the sender."



7 Notwithstanding article 13-002, Japan may delete from the CN 23 form any fields and descriptions applicable only to parcels whenever such a form is used for postal items other than parcels.

Date of entry into force: 1 February 2020.


## Forms

Form CN 23

Customs declaration

This form was amended (inclusion of the CN 23 component of the CP 72 manifold set) as follows:

CP 72 manifold set, first part – "Receipt"

(Designated operator)		The item/parcel may be opened officially		<b>RECEIPT</b>	<b>CP007 075 992 NO</b>			
<b>BEFORE COMPLETING THIS FORM, READ INSTRUCTIONS ON BACK CAREFULLY!</b> Your goods may be subject to restrictions	From	Name	Sender's customs reference (if any)	No(s), of parcel(s) (barcode, if any)				
	Business	Street	Tel. No.					
	Postcode	City	Insured value – Words		figures			
	Country	Cash-on-delivery amount – Words		figures				
	To	Name	Giro account No. and Giro centre					
	Business	Street	Tel. No.	Importer/addressee reference (if any) (tax code/VAT No./importer code) (optional)				
	Postcode	City	Importer/addressee fax/e-mail (if known)					
	Country	Detailed description of contents (1)		Quantity (2)	Net weight (in kg) (3)	Value (5)	<i>For commercial items only</i>	
							HS tariff number (7)	Country of origin of goods (8)
Please indicate service required (tick one box)				Total gross weight (4)	Total value (5)	Postal charges/Fees (9)		
<input type="checkbox"/> International Priority		<input type="checkbox"/> International Economy						
Category of item (10)	<input type="checkbox"/> Commercial sample	<input type="checkbox"/> Other (please specify):		Office of origin/Date of posting		Number of parcels		
<input type="checkbox"/> Gift	<input type="checkbox"/> Returned goods	Explanation:				certificates and invoices		
<input type="checkbox"/> Documents	<input type="checkbox"/> Sale of goods						Insured value SDR	
Comments (11): (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)						Total gross weight of the parcel(s)		
						Charges		
<input type="checkbox"/> Licence (12)		<input type="checkbox"/> Certificate (13)		<input type="checkbox"/> Invoice (14)		Sender's instructions in case of non-delivery		
Licence number(s)		Certificate number(s)		Invoice number		Treat as abandoned <input type="checkbox"/>		
						Return to sender <input type="checkbox"/>		
						Priority <input type="checkbox"/>		
						Non-priority <input type="checkbox"/>		
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations			Date and sender's signature (15)		Declaration by addressee		I have received the parcel described on this note Date and addressee's signature	

Size 210 x 148 mm (basic format A5) with a tolerance of 5 mm

**Note:**

- To take account of the needs of their service and/or the methods of production of this manifold set, designated operators may alter slightly the sizes of the boxes, the font for the titles and indications, provide the appropriate number of copies for each part, without however deviating too much from the directives contained in the model.
- It is strongly recommended that instructions helping the customer to complete this manifold set should be given on the back of the cover page or on the back (of the last page) of the manifold set itself.

Date of entry into force: 1 February 2020.



# Form CN 54bis

## Annual recapitulative statement of sampling

This form was amended as follows:

Form prepared by:

### ANNUAL RECAPITULATIVE STATEMENT OF SAMPLING

CN 54bis

Revision mechanism

Date:

Format separated  
 Mixed

Origin operator	Destination operator	Mail received	Mail dispatched	Year
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**1. Estimated number of items (data from CN 54 and CN 56)**

Format	Quarter	Mail category A				Mail category D				Mail category B				Mail category C				Total	
		Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Weight proportion (CN 54)	IPK from sampling (CN 54)	Estimated number of items	Actual weight (CN 56)	Estimated number of items
P or S	Q1																		
	Q2																		
	Q3																		
	Q4																		
	Total																		
G	Q1																		
	Q2																		
	Q3																		
	Q4																		
	Total																		
E	Q1																		
	Q2																		
	Q3																		
	Q4																		
	Total																		
Mixed mail	Q1																		
	Q2																		
	Q3																		
	Q4																		
	Total																		

Size 297 x 210 mm

**2. Grand totals and overall IPK calculation, to be reported in CN 61**

Format	Total weight*	Weight proportion	Total calculated number of items	Average IPK**
P or S				
G				
E				

\* to be forwarded to CN 61 in the case of mixed mail

\*\* to be forwarded to CN 61

**3. Non-sampled flows (data from CN 56), to be reported in CN 61**

Quarter	Category A: priority/air		Category D: priority/surface		Grand total
	Actual weight	Number of items	Actual weight	Number of items	
Q1					
Q2					
Q3					
Q4					
Total					Actual weight      Number of items

Observations

Designated operator preparing the form  
SignatureSeen and accepted by the designated operator receiving the form  
Date, place and signature

Date of entry into force: 1 January 2020.

Form CP 71  
Dispatch note

This form was deleted.

Date of entry into force: 1 February 2020.