



**UPU** | UNIVERSAL  
POSTAL  
UNION

# **CN 62 – Detailed account Transit charges – surface mail**

## **Completion instructions**

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UPU form template valid from:	1.1.2017

## 1 General rules

A CN 62 account is generated annually to request payment of transit charges for surface mail.

CN 62s are generated for two different purposes:

- closed transit, where the debtor is the origin Post;
- return of empty receptacles, where the debtor is the destination Post.

In both cases, volume information comes from a CN 69 statement of closed transit mail.

### 1.1 Display rules

The following general display rules apply to the form:

- For visual clarity, it is strongly recommended that dynamic content be displayed in a different font from that used for static text (headings, tags, etc.). It is also recommended that dynamic content be displayed in bold.
- Unless specified otherwise, numbers displayed in the form are right aligned in the cells.
- The decimal separator is a dot (.).
- Unless specified otherwise, numbers are displayed without leading zeros.
- Where no value is available or the value is zero for a cell, then the cell is left blank.
- For all numbers with four digits or more, a space is used as the thousand separator (example: 12 345).
- All weights reported in the form are in kilogrammes. Unless specified otherwise, weights are reported to one decimal place.
- When the representation of a numeric value includes x decimals, the x decimals are always displayed. For example, since weights are reported to one decimal place, a weight of 3 kg is displayed as 3.0.

### 1.2 Handling of multiple pages

The CN 62 template has two pages and the totals per page are fully reported.

If two pages are not enough, the following can be done to avoid generating multiple CN 62s, provided the form is generated by an IT system:

- Additional pages are generated using the same template as page 2 with the following adjustments:
  - The header should read "CN 62 (additional page)" instead of "CN 62 (back)".
  - The total zone should display "Page total" instead of "To be entered overleaf".
  - In the bottom-left corner, the following should be displayed: "Additional page xx" where xx is the page number, starting with 1.
- The cumulative total of all additional pages is reported on the first page of the CN 62 below the amount from overleaf. On this line, the total number of additional pages is also indicated.

A sample form at the end of this document illustrates how to use an additional page.

## 2 Template with zones

The figure below shows the CN 62 template with numbered tags showing each zone to be completed, as well as some sections for which completion instructions are provided in this document.

Creditor designated operator

**DETAILED ACCOUNT**  
**Transit charges – Surface mail**

**CN 62**

1

Date

2

Year of account

3

4

Closed mail

Empty bags

Method of settlement

5

Direct

Via UPU\*Clearing

Debtor designated operator

6

**Summary of CN 69 statements**

Designated operator of destination of mails	Quarterly weight of mails or empty bag mails	Forwarding route	Transit charges per kg <sup>1</sup>	Amount in SDR
1	2	3	4	5 = 2*4
7	kg	9	SDR	12
	1st		8	
	2nd			
	3rd			
4th				
Annual total	10		11	
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				
Total				13
+ amount from overleaf				14
				15
<b>Total amount receivable</b>				<b>16</b>

<sup>1</sup> Art. RL 208 – Closed mails; art. RL 214 – Empty bags

Creditor designated operator  
Signature

17

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

18

Summary of CN 69 statements

CN 62 (back)

Designated operator of destination of mails	Quarterly weight of mails or empty bag mails	Forwarding route	Transit charges per kg <sup>1</sup>	Amount in SDR
1	2	3	4	5 = 2*4
	kg		SDR	SDR
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				

<sup>1</sup> Art. RL 208 – Closed mails; art. RL 214 – Empty bags

To be entered overleaf

### 3 Completion instructions for zones shown in the form

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

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
1	Creditor designated operator	Code and name of the operator preparing the form, normally the operator handling the mail in closed transit.  The code is the three-character IMPC operator code from UPU code list 206. The name is the 35-character operator name, or, if it does not fit, the 12-character operator name (see UPU code list 206).  The code and name are separated by space, hyphen, space.
2	Date	Date when the form was generated, in format YYYY-MM-DD.
3	Year of account	Year for which amounts are reported, in format YYYY.
4	Closed mail/empty bags	One and only one box is checked. CN 69 statements in which the "Return of empty receptacles" box is checked are reported in a CN 62 in which the "Empty bags" box is checked.  The CN 69 statements in which the "Return of empty receptacles" box is not checked are reported in a CN 62 in which the "Closed transit" box is checked.
5	Method of settlement	Two boxes are provided: – Direct – Via UPU*Clearing  If both parties are members of UPU*Clearing, then the corresponding box is checked. Otherwise, the "Direct" box is checked.
6	Debtor designated operator	Code and name of the final destination operator. The instructions provided for zone 1 also apply here.
	<b>Summary of CN 69 statements</b>	Information in the table comes from quarterly CN 69 forms. A CN 69 form is from a single origin to a single destination.  The CN 62 combines all closed transit or empty bag CN 69 forms for a single debtor.  The table is organized into groups. One group corresponds to a postal operator, with five lines: one line per quarter plus a line for the yearly total.  Information is ordered by postal operator code (the three-character operator code from UPU code list 206).
7	Designated operator of destination of mails	If the form is used for empty bags (see zone 4), then the column heading must be replaced with "Designated operator of <u>origin</u> of mails".  The information is displayed on several lines: – First line: three-character operator code (from UPU code list 206) – From the second line: 35-character operator name (from UPU code list 206)  It is recommended that the operator code be displayed in bold and in a larger font than the following lines.
8	Quarterly weight of mails or empty bag mails	Total weight from CN 69 for each quarter.

<i>Zone</i>	<i>Label</i>	<i>Completion instructions</i>
9	Forwarding route	If mail is sent directly to the final destination, then this column is left empty. If mail is sent in closed transit, then the next closed transit operator is displayed as follows: <operator 3-char code> - <operator 35-char name> (from UPU code list 206)
10	Annual total	Sum of zone 8 for the four quarters.
11	Transit charges per kg	Fees charged per kg for handling closed transit to destination.
12	Amount in SDR	= zone 9 x zone 11
	<b>Totals</b>	
13	Total for the page	Total of zone 12 for the first page.
14	Amount from overleaf	Equivalent total of the figures overleaf.
15	Amount from additional pages	Where additional pages are used, the total amount corresponding to these pages can be displayed here (see 1.2 Handling of multiple pages).
16	Total amount receivable	Sum of all total amounts above.
17	Creditor designated operator Signature	Signature of the person preparing the form; if the form is generated by an IT system, the signature may be replaced by a printed name or any identifier that allows the person who generated the form to be traced.
18	Debtor designated operator Place, date and signature	Information to be manually entered by the debtor.
19	Total to be entered overleaf	Similar to zone 12 for the information overleaf.

#### 4 Sample completed forms

Two forms completed with fictitious data are provided below to illustrate different completion options based on the instructions:

- a form with closed mail;
- a form with empty bags.

**N.B.** – In these samples, the completion information appears in blue in order to better differentiate static and dynamic information. In reality, all information is normally printed in black.

Sample 1 – CN 62 for surface closed transit (3 pages):

Creditor designated operator  
**NLA – Royal PostNL**

**DETAILED ACCOUNT**  
**Transit charges – Surface mail**

**CN 62**

Date  
**2018-04-28**

Year of account  
**2017**

Closed mail  Empty bags

Method of settlement  Direct  Via UPU\*Clearing Debtor designated operator  
**CNA – CHINA POST**

**Summary of CN 69 statements**

Designated operator of destination of mails	Quarterly weight of mails or empty bag mails	Forwarding route	Transit charges per kg <sup>1</sup>	Amount in SDR	
1	2	3	4	5 = 2*4	
<b>BEA</b> bpost - BELGIUM	kg		SDR	SDR	
	1st				642.3
	2nd				706.5
	3rd				777.2
	4th				1 040.5
Annual total	<b>3 166.5</b>	<b>1.15</b>	<b>3 641.48</b>		
<b>CZA</b> CHECK POST	1st	DEA - Deutsche Post AG			
	2nd				1 053.0
	3rd				1 158.3
	4th				1 274.1
	Annual total				<b>5 191.3</b>
<b>DEA</b> Deutsche Post AG	1st				
	2nd				2 292.4
	3rd				2 521.6
	4th				2 773.8
	Annual total				<b>11 301.5</b>

<sup>1</sup> Art. RL 208 – Closed mails; art. RL 214 – Empty bags

Total	<b>24 257.48</b>
+ amount from overleaf	<b>11 740.28</b>
+ amount from additional pages (1 page)	<b>20 679.12</b>
<b>Total amount receivable</b>	<b>56 676.88</b>

Creditor designated operator  
 Signature

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

Test#12345

## Summary of CN 69 statements

CN 62 (back)

Designated operator of destination of mails	Quarterly weight of mails or empty bag mails	Forwarding route	Transit charges per kg <sup>1</sup>	Amount in SDR
1	2	3	4	5 = 2*4
<b>DKA</b> Post Danmark A/S	kg		SDR	SDR
	1st 881.7			
	2nd 969.9			
	3rd 1 066.9			
	4th 1 428.4			
Annual total	<b>4 346.9</b>		<b>1.95</b>	<b>8 476.46</b>
<b>EEA</b> Estonian Post	1st 435.1	DEA - Deutsche Post AG		
	2nd 395.9			
	3rd 478.6			
	4th 574.3			
	Annual total		<b>1 883.9</b>	<b>1.25</b>
<b>LUA</b> POSTES AND TELECOM Luxembourg	1st 184.6			
	2nd 203.1			
	3rd 223.4			
	4th 299.1			
	Annual total	<b>910.2</b>	<b>2.05</b>	<b>1 865.91</b>
<b>LTA</b> LIETUVOS PASTAS	1st 501.0	DEA - Deutsche Post AG		
	2nd 455.9			
	3rd 551.1			
	4th 661.3			
	Annual total		<b>2 169.3</b>	<b>2.25</b>
<b>LVA</b> Latvia Post	1st 318.3	DEA - Deutsche Post AG		
	2nd 289.7			
	3rd 350.1			
	4th 420.1			
	Annual total		<b>1 378.2</b>	<b>2.25</b>
<sup>1</sup> Art. RL 208 – Closed mails; art. RL 214 – Empty bags				
			To be entered overleaf	<b>20 679.12</b>



Summary of CN 69 statements

CN 62 (additional page)

Designated operator of destination of mails	Quarterly weight of mails or empty bag mails	Forwarding route	Transit charges per kg <sup>1</sup>	Amount in SDR
1	2	3	4	5 = 2*4
<b>PLA</b> The Polish Post	kg		SDR	SDR
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	<b>1 060.6</b>			
	<b>1 184.2</b>			
	<b>1 348.0</b>			
	<b>1 625.1</b>			
	<b>5 217.9</b>		<b>2.25</b>	<b>11 740.28</b>
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				
<sup>1</sup> Art. RL 208 – Closed mails; art. RL 214 – Empty bags				
Additional page: 1	Page total			<b>11 740.28</b>

Sample 2 - CN 62 for empty bags (2 pages):

Creditor designated operator  
**NLA – Royal PostNL**

**DETAILED ACCOUNT**  
**Transit charges – Surface mail**

**CN 62**

Date  
**2018-04-28**

Year of account  
**2017**

Closed mail  Empty bags

Method of settlement  Direct  Via UPU\*Clearing Debtor designated operator  
**PLA – The Polish Post**

**Summary of CN 69 statements**

Designated operator of destination of mails <b>origin</b>	Quarterly weight of mails or empty bag mails	Forwarding route	Transit charges per kg <sup>1</sup>	Amount in SDR
1	2	3	4	5 = 2*4
<b>CNA</b> CHINA POST	kg		SDR	SDR
	1st	166.8		
	2nd	183.5		
	3rd	201.8		
	4th	270.2		
Annual total	<b>822.3</b>		<b>2.25</b>	<b>1 850.18</b>
<b>JPA</b> Japan Post	1st	202.1		
	2nd	222.3		
	3rd	244.5		
	4th	327.4		
	Annual total	<b>996.3</b>		<b>2.25</b>
<b>NLA</b> Royal PostNL	1st	29.5		
	2nd	32.5		
	3rd	35.7		
	4th	47.8		
	Annual total	<b>145.5</b>		<b>2.25</b>
<sup>1</sup> Art. RL 208 – Closed mails; art. RL 214 – Empty bags			Total	<b>4 419.23</b>
			+ amount from overleaf	<b>1 307.70</b>
			<b>Total amount receivable</b>	<b>5 726.93</b>

Creditor designated operator  
 Signature

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

Test#12345

Summary of CN 69 statements

CN 62 (back)

Designated operator of destination of mails <b>origin</b>	Quarterly weight of mails or empty bag mails	Forwarding route	Transit charges per kg <sup>1</sup>	Amount in SDR
1	2	3	4	5 = 2*4
<b>ZAA</b> SOUTH AFRICA POST OFFICE LIMITED	kg		SDR	SDR
	1st <b>123.9</b>			
	2nd <b>135.1</b>			
	3rd <b>143.2</b>			
	4th <b>179.0</b>			
Annual total	<b>581.2</b>		<b>2.25</b>	<b>1 307.70</b>
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				
	1st			
	2nd			
	3rd			
	4th			
Annual total				
<sup>1</sup> Art. RL 208 – Closed mails; art. RL 214 – Empty bags				<b>1 307.70</b>
To be entered overleaf				