

S34

Registration of international mail processing centres

Data definition and encoding standards

UPU status: **1**
Date of adoption at this status: **13 February 2020**
Date of approval of this version: **13 February 2020**

Registration of international mail processing centres

UPU standards are updated in their entirety. Each update results in a new version, indicated by the version number following the number of the standard. Before using this document, please check in the Catalogue of UPU Standards that it is still valid. The Catalogue is freely available on the UPU website at www.upu.int.

Disclaimer

This document contains the latest information available at the time of publication. The Universal Postal Union offers no warrants, express or implied, regarding the accuracy, sufficiency, merchantability or fitness for any purpose of the information contained herein. Any use made thereof is entirely at the risk and for the account of the user.

Warning – intellectual property

The Universal Postal Union draws attention to the possibility that the implementation of this standard might involve the use of a claimed intellectual property right. Recipients of this document are invited to submit, with their comments, notification of any relevant rights of which they are aware and to provide supporting documentation.

As of the date of approval of this standard, the Universal Postal Union had not received such notice of any intellectual property which might be required to implement this standard, other than what is indicated in this publication. Nevertheless, the Universal Postal Union disowns any responsibility concerning the existence of intellectual property rights of third parties, embodied fully or partly, in this Universal Postal Union standard.

Copyright notice

© UPU 2020. All rights reserved.

This document is copyright-protected by the UPU. While its reproduction for use by participants in the UPU standards development process is permitted without prior permission from the UPU, neither this document nor any extract from it may be reproduced, stored or transmitted in any form for any other purpose without prior written permission from the UPU.

Requests for permission to reproduce this document for other purposes should be addressed to:

Universal Postal Union
Standards Programme
P.O. Box 312
3000 BERNE 15
SWITZERLAND
Tel: +41 31 350 3111
Fax: +41 31 350 3110
E-mail: standards@upu.int

Reproduction for sales purposes may be subject to royalty payments or a licensing agreement.

Contents

Foreword	iv
Introduction	v
1 Scope	1
2 Normative references	1
3 Terms and definitions	2
4 Symbols and abbreviations	2
5 International mail processing centres	2
6 Identification and attributes of IMPCs	3
6.1 IMPC code	3
6.2 12- and 35-character IMPC names	4
6.3 3-character IMPC operator code	5
6.4 IMPC function	5
6.5 Mail flows	5
6.6 Mail categories outbound	5
6.7 Mail categories inbound	5
6.8 Mail classes outbound	6
6.9 Mail classes inbound	6
6.10 Special type	6
6.11 Bilateral agreement requirement	6
6.12 Valid from	6
6.13 Valid to	6
6.14 Special restrictions	6
6.15 IMPC address	7
7 Registration of new IMPCs	7
7.1 Application procedure	7
7.2 Processing of applications	9
7.3 Allocation of IMPC codes	9
8 Modification of IMPC registrations	10
8.1 Notification procedure	10
8.2 Processing of updates	11
9 Closure (de-registration) of IMPCs	11
9.1 Notification procedure	11
9.2 Processing of closure notifications	12
9.3 De-registration by the UPU	12
10 Publication of IMPC registration data	12
10.1 Publication as code list 108	12
10.2 E-mail publication	13
11 Use of IMPC registration data	14
12 Contacts	14
Annex A (normative) IMPC register update request (creation, modification or closure)	15
Bibliography	17

Foreword

Postal services form part of the daily life of people all over the world. The Universal Postal Union (UPU) is the specialised agency of the United Nations that regulates the universal postal service. The postal services of its 192 member countries form the largest physical distribution network in the world. More than 5 million postal employees working in over 660 000 post offices all over the world handle an annual total of 434 billion letter-post items in the domestic service and 5,5 billion in the international service. More than 6 billion parcels are sent by post annually. Keeping pace with the changing communications market, postal operators are increasingly using new communication and information technologies to move beyond what is traditionally regarded as their core postal business. They are meeting higher customer expectations with an expanded range of products and value-added services.

Standards are important prerequisites for effective postal operations and for interconnecting the global network. The UPU's Standards Board develops and maintains a growing number of standards to improve the exchange of postal-related information between postal operators and promotes the compatibility of UPU and international postal initiatives. It works closely with postal handling organisations, customers, suppliers and other partners, including various international organisations. The Standards Board ensures that coherent standards are developed in areas such as electronic data interchange (EDI), mail encoding, postal forms and meters.

UPU standards are drafted in accordance with the rules set out in the "General information on UPU standards" and are published by the UPU International Bureau in accordance with that publication.

This is the eleventh version of the document. Changes relative to the previous version are marked by means of vertical bars in the margin and consist of the following:

- inclusion of naming convention for extraterritorial offices of exchange (ETOE);
- addition of the requirement to include an indication if an IMPC will be operated directly by the registering designated operator or by a third party under the responsibility of the registering designated operator and the obligation to provide the details of the third party contracted to operate the facility.

Introduction

For the purposes of transfer of responsibility between different organisations, inter-operator mail is organized into despatches that are exchanged in accordance with despatch agreements between designated mail processing centres referred to as international mail processing centres (IMPCs).

For accounting and operational purposes, it is essential that IMPCs be unambiguously identified in all communications between postal handling organisations and that all parties involved are aware of the categories and classes of mail that can be handled in any given IMPC.

To fulfil this need, the UPU IB has developed a mechanism for uniquely identifying IMPCs, and a process for the registration and publication of their processing capabilities. This standard defines the structure of the identification code used and specifies the procedures for the allocation of codes and for the registration, update and publication of IMPC data.

The complete list of registered IMPCs is published in UPU [code list 108](#), accessible via the UPU website (www.upu.int); extracts may be made available as paper printouts on an exceptional basis.

Data definition and encoding standards – Registration of international mail processing centres

1 Scope

This standard provides for the maintenance, by the UPU, of a register of international mail processing centres (IMPCs), with each IMPC being identified by a UPU-allocated six-character IMPC code, and for the publication of extracts from this register as a UPU code list, code list 108. It defines the details to be maintained, for each IMPC, in this register and specifies restrictions on the use made of these details.

The standard further defines the requirements, on IMPC operators, for the registration of IMPCs and for the communication, to the UPU, of any changes in the details of them which are maintained on the register. Procedures for dealing with registration applications and modifications are also specified. Although these procedures include provision for limited consistency checking on the part of the UPU, it is stressed that the information in the register and published in UPU [code list 108](#) is provided by individual postal handling organisations, and as such is the responsibility of those organisations. The UPU International Bureau (IB) cannot be held responsible for any inaccuracy in the information provided to it.

Finally, the standard deals with de-registration and the circumstances in which it may occur.

The standard is primarily intended to apply to mail processing facilities that are involved in the creation, transit routing and/or receipt of despatches exchanged under UPU regulations, and application of the standard to these facilities is mandatory. Its application to mail processing centres that are involved in the bilateral interchange of mail (i.e. interchange in accordance with bilateral or multilateral agreements that fall outside the scope of UPU regulations) is strongly recommended, but not required.

The standard applies in all cases in which coded representation is required for IMPCs, for use in information exchange between postal handling organisations.

The standard was put in place strictly to facilitate international postal operations, not to regulate them. The allocation of an IMPC code to a processing centre occurs on receipt by the UPU IB of a valid request from a postal handling organisation, and in no way implies UPU authorization or agreement that the designated processing centre may be used for the sending or receiving of mail under the rules of the UPU Convention, or at all.¹

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, or references to a version number, only the edition cited applies. For undated references and cases where there is no reference to a version number, the latest edition of the referenced document (including any amendments) applies.

ISO 3166-1, Codes for the representation of names of countries and their subdivisions – Part 1: Country codes

UNECE Recommendation No 16: UN/LOCODE – Code for Trade and Transport Locations

¹ Users of the standard are reminded that the operation of postal processing facilities is regulated under the laws of the UPU member state in which the facilities are situated. Whilst the registration forms defined herein include a requirement for the registrant to declare compliance with such laws, it is not the role of the UPU IB to police such compliance.

S34-11

S35, UPU issuing agency – assignment and use of party identifiers

S62, International mail processing centres: assignment and use of operator codes

S41, Identification and publication of UPU-maintained code lists

3 Terms and definitions

The terms used in this standard are defined in the UPU standards glossary, in documents referred to in normative references and in the bibliography.

3.1 entry

collection of information, registered for an IMPC, which is published in UPU [code list 108](#)

4 Symbols and abbreviations

For the purposes of this specification, the symbols and abbreviations given in the UPU Standards glossary apply.

5 International mail processing centres

IMPCs are mail processing facilities that have significance for the processing of inter-operator mail, either because they generate or receive despatches or because they act as transit centres for mail exchanged between other IMPCs.

Each IMPC has a well-defined physical location, is operated by or under the responsibility of a single organisation, and handles a specific set of mail flows.

NOTE 1 This does not prevent a single physical mail processing facility from housing multiple IMPCs. Though a single facility will normally contain only one IMPC, it is permitted, where operationally appropriate, to register multiple IMPCs at the same location. This may, for example, be the case where letters and parcels are processed in the same plant, but fall under the responsibility of different legal organisations. An IMPC should thus be seen as a functional location. However it is not intended that multiple IMPC codes be allocated to a single physical location in order to support segregation of mail flows to or from that location if this can be accomplished by using distinct mail category and subclass codes.

Prior to their being involved in inter-operator mail exchanges that take place under UPU regulations, it is required that IMPCs be registered with the UPU. The UPU IB shall maintain a database of IMPC registration data and shall publish extracts from this database in accordance with this standard.

NOTE 2 Registration does not imply that all operations of an IMPC fall under UPU regulations. It may well be the case that some despatches are interchanged under UPU regulations, with other interchange falling under bilateral arrangements. For mail processing facilities that are involved only in non-UPU interchange, registration is recommended, but not required. Registration ensures that identifiers used remain compatible with those used within the UPU system and permits use to be made of UPU standards for the exchange of information.

Except as otherwise determined by the UPU IB, entries shall remain in the register for five years following their **valid-to date** (see 7.1 and 10.1).

6 Identification and attributes of IMPCs

6.1 IMPC code

Each IMPC registered with the UPU IB is identified by a globally unique six-character identification code, referred to as the IMPC code. This code is structured as follows:

- Positions 1–5 are the UN/LOCODE (UNECE Recommendation No 16) for the location in or close to which the IMPC is situated;

NOTE 1 UN/LOCODES identify locations which are of interest in international trade and transport. They comprise five characters, of which the first two correspond to the ISO 3166-1 two-character alphabetic code for the country concerned, and the last three identify the location within that country. A location can be a city, airport, port, etc.

NOTE 2 It is important to note that the UN/LOCODE used identifies the location of the IMPC and not the country or place of registration of the organisation responsible for that IMPC. For example, USPS's military mail processing facility in Frankfurt, Germany has IMPC code DEFRAT, DEFRA being the UN/LOCODE for Frankfurt. This provides no indication of the fact that the IMPC is operated by USPS: this fact can be established only by reference to UPU [code list 108](#), which specifies the operator of each registered IMPC.

- The sixth character of the IMPC code identifies a subsidiary location within the same area – for example different offices of exchange in the same airport, port, town, etc. This subsidiary code – the qualifier – is maintained by the UPU.

The sixth character of the IMPC code allocated to an IMPCs operating as an extraterritorial office of exchange² (ETOE) shall be in the range U–Z and working backward through the alphabet where allocation from this range is not possible.

NOTE 3 Though IMPC codes are allocated by the UPU IB, individual operators can influence the allocation process by registering their preference for a particular value, subject to this being based on an appropriate UN/LOCODE and being currently unallocated. However, the allocation of this preferred value cannot be guaranteed, and the final decision as to the allocated code value rests with the UPU IB.

EXAMPLE FRPARA identifies an IMPC located in, or close to, Paris, France. A second IMPC in Paris could be coded FRPARB, whilst an IMPC situated at the airport Charles de Gaulle might have code FRCDGA.

IMPC codes are allocated by the UPU IB in accordance with the procedures defined in 7.2 and 7.3 below. Allocated codes are registered in the IMPC registration database defined in this standard and cease to be available for assignment.

Once allocated to a given IMPC, an IMPC code remains assigned to that IMPC until closure or de-registration of the IMPC in accordance with procedures defined in clause 9 below. Following such closure or de-registration, the IMPC code concerned may be re-assigned:

- to the same IMPC, if this is re-opened by the original operating organisation;
- subject to confirmation by the operator concerned that this will not have a negative impact on operational and accounting procedures, to another IMPC in the same UN/LOCODE area which is operated by the same operator;
- to another IMPC, whether or not operated by the same operator as the original one, provided that five years have elapsed since the closure or de-registration of the IMPC to which it was last assigned.

² An extraterritorial office of exchange (ETOE) is a facility operated by or in connection with a postal operator outside its national territory, on the territory of another country. These offices are established by postal operators for commercial purposes to draw business in markets outside their own national territory (see Resolution C 44/2004).

6.2 12- and 35-character IMPC names

Because identification codes are not necessarily convenient for human interpretation, each registered IMPC is required to have both a short (maximum 12 characters) and long (maximum 35 characters) name that together provide a unique human-interpretable identification of the IMPC.

NOTE 1 These names are used on human readable forms and labels. The long (35-character) versions are used where space allows; the short (12-character) versions where, as in the "From" box on S47 [2] receptacle labels, space limitations prevent use of the long form.

NOTE 2 IMPC names should (see 11) be used only in combination with the operator name, and thus need to be unique only to the operator concerned. They can thus be allocated by individual operators, rather than having to be allocated centrally by the UPU.

The **35-character IMPC name** for an IMPC shall be a human interpretable name for the IMPC that:

- is composed of a maximum of 35 printable characters and spaces;
NOTE 3 35 characters is an upper limit; there is no absolute lower limit on the length of a 35-character IMPC name provided that it is clear and unambiguous. It is thus permissible for the 35-character name to be equal to the 12-character name provided for below.
- is clearly distinct from the names allocated to any other IMPCs operated by the organisation concerned;
- starts with or otherwise includes a clear specification of the location of the IMPC;
- may optionally include other information considered useful by the responsible operator.

EXAMPLE Geneva 5; Athens air mail unit (AMU); Antigua (U.S. Military)

The **12-character IMPC name** shall be an abbreviated (maximum 12 characters) name for the IMPC that:

NOTE 4 12 characters is an upper limit; there is no absolute lower limit on the length of a 12-character IMPC name provided that it is clear and unambiguous. It is thus permissible, though not recommended, for the 12-character name to be equal to the (6 character) IMPC code.

- is composed only from printable characters and spaces;
- is clearly distinct from the names allocated to any other IMPCs operated by same organisation;
- starts with or otherwise includes a clear specification of the location of the IMPC;
- may optionally include other information considered useful by the responsible operator.

The following 35- and 12-character naming convention shall be applied for facilities operating as ETOEs:

- 35-character name:
 - is composed of a maximum of 35 printable characters and spaces;
 - is clearly distinct from the names allocated to any other IMPCs operated by the organisation concerned;
 - starts with or otherwise includes a clear specification of the location of the ETOE;
 - the sixth character of the IMPC code identifying the subsidiary location;
 - the word "ETOE"; and
 - the 12-character operator name or the 3-character S62 IMPC operator code.
- 12-character name:
 - is composed of a maximum of 12 printable characters and spaces;
 - is clearly distinct from the names allocated to any other IMPCs operated by the organisation concerned;
 - starts with characters 3–5 of the UN/LOCODE;

- followed by the sixth character of the IMPC code identifying the subsidiary location;
- the word “ETOE” or shorter version if necessary; and
- the 3-character S62 IMPC operator code.

6.3 3-character IMPC operator code

Refers to the operator responsible for the IMPC. The 3-character operator code is published in UPU [code list 206](#) and follows UPU standard S62.

NOTE The IMPC operator short and long names are maintained in [code list 206](#). The names are published together with each IMPC in [code list 108](#).

6.4 IMPC function

Specifies the function of the IMPC. This shall be one of the following values:

- O Office of exchange (the origin and/or destination of international mail dispatches);
NOTE A dispatch is generally defined by a Letter or Parcel Bill (forms CN 31, CN 32 or CP 87).
- M Mail unit (the origin and/or destination of international mail consignments);
NOTE A consignment is generally defined by a Delivery Bill (forms CN 37, CN 38, and CN 41).
- B Both (both office of exchange and mail unit);
- N Not known/other.

6.5 Mail flows

Specifies the mail flows supported by the IMPC. This shall be one of the following values:

- I Inbound (import);
- E Outbound (export);
- T Closed transit: the IMPC handles mail received in closed transit and forwards it to its next or final destination abroad;
- Any combination of the values above (i.e. I E, E T, I E T, etc.).

6.6 Mail categories outbound

Indicates the mail categories that are supported by the IMPC for outbound mail – see UPU [code list 115](#):

- A Airmail or Priority mail;
- B S.A.L. mail / Non-priority mail;
- C Surface mail / Non-priority mail;
- D Priority mail sent by surface transportation (optional code).

NOTE More than one mail category may be supported by an IMPC. For example, AB would indicate support for both airmail or priority mail (A) and S.A.L. mail/non-priority mail (B).

6.7 Mail categories inbound

Similar to the above, for inbound mail – see UPU [code list 115](#).

6.8 Mail classes outbound

Indicates the mail classes that are supported by the IMPC for outbound mail – see UPU [code list 116](#):

- U Letters (LC/AO)
- C Parcels (CP)
- E EMS
- T Empty receptacles

NOTE More than one mail class may be supported by an IMPC. For example EU would indicate support for EMS (E) and letters (U); CE would indicate support for parcels (C) and EMS (E), whilst UCET would indicate support for all four of the listed mail classes.

6.9 Mail classes inbound

Similar to the above, for inbound mail – see UPU [code list 116](#).

6.10 Special type

The following values are allowed but cannot be combined:

- E ETOE;
- M Military unit.

This attribute is left empty if the IMPC is not an ETOE or a military unit.

6.11 Bilateral agreement requirement

When filled with value Y, indicates that a bilateral agreement is required with the IMPC owner in order to exchange mail with this IMPC.

The only allowed value is Y. The attribute is left empty when no bilateral agreement is required to exchange mail with an IMPC.

6.12 Valid from

Date (day, month and year) of commencement of operation of the IMPC.

6.13 Valid to

Last day when the IMPC operates. This is only filled when the IMPC is about to close or is already closed.

6.14 Special restrictions

A free text specification of any special restrictions that apply to the IMPC.

NOTE Inter alia, this may be used to indicate cases in which the IMPC only accepts inbound mail with specific characteristics, or explicit information concerning the bilateral arrangements.

EXAMPLE Canada only; London mail only.

6.15 IMPC address

The complete (physical) address and geographical coordinates for the IMPC, composed of the following fields:

- address line (street name and number);
- postcode (if any);
- city,
- region³,
- country,
- longitude,
- latitude.

NOTE 1 The longitude and latitude provide together the geographical coordinates of the IMPC. They are represented each as values between -180 and +180, with a precision of up to 6 decimals, following the World Geodetic System (WGS 84), the reference coordinate system used by the Global Positioning System (GPS).

NOTE 2 Where a single facility houses multiple IMPC's, the address should include sufficient organisation identification or mail recipient despatching information to distinguish between them.

7 Registration of new IMPCs

7.1 Application procedure

Applications for the registration of new IMPCs shall be made not more than six months and preferably not less than two months prior to the planned date of first operation of the IMPC.

NOTE 1 A minimum of two months is required to allow time for the registration details to be confirmed and published by the UPU IB. Late applications could result in rejection or delayed processing of despatches from the IMPC concerned.

NOTE 2 The reservation of IMPC codes by premature submission of registration requests is not permitted.

Registration applications shall be made online via a solution maintained by the UPU IB.

NOTE 3 Applications can only be performed by registered users. A register user can only complete an application for IMPCs belonging to the postal operator he/she works for.

In the event that online application is not possible, applications can be made in writing to the UPU IB, at the contact address given in clause 12, using the form provided in Annex A. In the case of applications made in writing, a separate application form shall be completed for each IMPC.

Applications shall include the following information:

Responsible operator: the organisation responsible for operation of the IMPC shall be specified using the 3-character IMPC operator code as defined in S62 and published in [code list 206](#)).

If the IMPC will be operated by a third party that is not the registering operator but under the responsibility of the registering operator, the name and address of the third party physically operating the facility on behalf of the registering operator under the latter's responsibility shall be provided.

NOTE An indication that the facility is operated by a third party will be published. The name and address of the third party operating the facility will not. Responsibility for the operation lies with the operator registering the IMPC code; the contact information shall be from within the registering operator.

Preferred IMPC code (optional): where the operator has a preference for the IMPC code (see 6.1) allocated to the IMPC concerned, this may be indicated in the application. Care should be taken to ensure that suggested codes

³ The region is the geographic or administrative area of the country in which the city is situated.

S34-11

are apt (i.e. are based on the UN/LOCODE for the locality in or close to which the IMPC is situated) and are available for assignment to the IMPC concerned (see 7.3 step 6 and footnote 2)

NOTE 4 To ensure consistency and to avoid the allocation of duplicate code values, IMPC codes are allocated by the UPU IB, not by individual postal operators. The supply of a preferred value can therefore be considered only as an expression of preference. Whilst the UPU IB will take account of expressed preferences, the code actually allocated could differ from the requested one. To avoid possible confusion, confirmation of the code actually allocated should be awaited before information about the IMPC is communicated to any third party.

Reason for request: a justification of the operator's need to register a new IMPC. This justification should be as informative as possible, particularly in the case of applications for the registration of an additional IMPC in a UN/LOCODE area in which the operator concerned has already registered, or applied for registration, of one or more others.

12-character IMPC name: see 6.2.

35-character IMPC name: see 6.2.

New applicants (i.e. applicants that have not previously submitted an IMPC registration application) shall additionally provide proposed **12-character** and **35-character operator names** (see 6.2) that may be used, on forms and labels, to identify them.

IMPC address: see 6.15.

IMPC contact: the name, address and other contact details of the contact person for the IMPC. This should include:

- full name;
- function;
- organisation;
- address;
- telephone number;
- fax number;
- e-mail address.

Valid-from date: planned date (day, month and year) of commencement of operation of the IMPC.

In the case of temporary IMPCs, a **valid-to date** may also be specified. If given, this indicates the planned date (day, month and year) of cessation of operation of the IMPC.

NOTE 5 The actual dates might differ from the planned ones. In this case, updated details should be provided to the UPU IB in accordance with 8.1 and/or 9.1.

Declaration of operating authority: applicants are required to declare that they have obtained all agreements, all licences and all other authorizations required, under the laws of the country or territory in which the IMPC is situated, to operate the IMPC 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. The declaration includes an acknowledgment that the IMPC may be immediately de-registered by the UPU IB 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.

Signature: applications shall be signed by an authorized representative of the applicant.

7.2 Processing of applications

On receipt of an application for the registration of a new IMPC, the UPU IB shall:

- i verify the contents of the application for consistency with the requirements specified in this standard. In case of non-compliance, the applicant shall be advised and invited to submit a revised application. The original application shall not be further processed;
- ii seek Standards Board approval of the application in a request which would result in the allocation of more than six codes with the same UN/LOCODE value, to the same organisation;
- iii verify that the applicant's proposed 12- and 35-character IMPC names are unique (i.e. differ from the names registered for other IMPCs of the same operator) and are sufficiently descriptive of the IMPC to avoid the possibility of confusion. If not, agree alternative names with the applicant;
- iv subject to any approval required in accordance with (2), allocate an IMPC code in accordance with the code-allocation rules specified in 7.3;
- v in case of applications from organisations that have not previously registered an IMPC verify whether the applicant has a registered S62 IMPC operator code. If not, issue an IMPC operator code in accordance with the provisions of S62;
- vi update the registration database;
- vii inform the applicant of the success or, in case of non-approval under (1) or (2), failure of the application.

Requests which are referred to the Standards Board shall be considered on a case-by-case basis. The Standards Board may request any additional information which it considers necessary. Its decision on whether to accept or reject a request and, in case of acceptance, on the code value to be assigned, shall be final.

7.3 Allocation of IMPC codes

IMPC codes shall be allocated by the UPU IB in accordance with the following technical procedures:

- i Select the country code, from the ISO 3166-1 two-character country code list, that corresponds with the country in which the IMPC is located;
- ii From within the UN/LOCODEs for locations in that country, select the location code(s) appropriate to the location of the IMPC;

NOTE This may result in several codes, since some cities have separate codes for different areas (e.g. Paris has code FRPAR for the city as a whole and codes for each of the airports: FRCDG, FRLBG, FRORY).
- iii If no appropriate codes are found, ask the Economic Commission for Europe (ECE) to create a new UN/LOCODE for the location;
- iv If only one appropriate code is found, use this as the basis for the IMPC code (step 6 below);
- v If more than one code is identified in step (ii), select the most appropriate one, taking into account:
 - proximity of the IMPC to the locality covered by the code,
 - code values already allocated,
 - any preference expressed by the applicant.

- vi Subject to availability, and taking into account any preference expressed by the applicant, allocate one of the available⁴ IMPC codes which commence with the selected UN/LOCODE. If no unallocated codes are available, select another UN/LOCODE value in accordance with (ii) to (v), or request the assignment of a new one in accordance with (iii).

8 Modification of IMPC registrations

8.1 Notification procedure

The operator responsible for an IMPC shall communicate any changes in the IMPC registration details to the UPU IB not more than six months and preferably not less than six weeks before the changes are due to come into effect.

NOTE 1 A minimum of six weeks is required to allow time for the updated registration details to be published by the UPU IB. Late provision of update information could result in rejection or delayed processing of despatches from the IMPC concerned and could result in reception, by the IMPC, of incoming mail that it is unable to process.

The requirement to notify the UPU IB of changes applies also in cases in which the change concerned affects only the validity dates (**valid-from date** and/or **valid-to date**) of entries in the register, for example if the planned opening, closing or introduction of a previously reported change is brought forward or postponed.

NOTE 2 If changes to planned dates are not advised, and incorporated in the register, IMPC operators run the risk of rejection or delayed processing of despatches from the IMPC concerned and of reception, by the IMPC, of incoming mail that it is unable to process.

Changes which involve relocation of the IMPC to an address that is not in or close to the same UN/LOCODE area shall be considered as equivalent to closure of the IMPC concerned (see 9.1) and the opening of a new one (see 7.1). The advice of the IB should be sought in case of doubt as to the appropriateness of continued use of the same UN/LOCODE to describe the locality of the relocated IMPC.

Changed registration details shall be communicated in writing, using the form provided in Annex A. All information required for registration shall be provided, with the exception that:

- the reason for request shall summarize the changes being made;
EXAMPLE move to new address; change of contact person; change in supported flows.
- the IMPC code shall be the code allocated by the UPU IB at the time of registration of the IMPC;
- the valid-from date shall be the date from which the changes specified are to take effect;
- the valid-to date, if provided, shall indicate the date of planned closure of the IMPC.

NOTE 3 Supply of a valid-to date can thus be used to combine notification of an update with notification of planned closure of the IMPC (see 9.1).

⁴ For the purpose of this step, the following codes shall be considered as available:

- any code that has not previously been allocated to another IMPC;
- any code whose previous allocation to another IMPC is no longer held in the registration database (see clause 5);
- subject to the operator's confirmation that its allocation would not cause risk of confusion, any code previously allocated to an IMPC, operated by the same organization, which has been closed or will be closed prior to the valid-from date for the new IMPC.

8.2 Processing of updates

On receipt of an update notification, the UPU IB shall:

- i verify the contents of the notification for consistency with the requirements specified in this standard;
- ii verify the contents of the notification for consistency with previously registered information about the IMPC concerned;
- iii verify the contents of the notification for consistency with registered information about other IMPCs operated by the same organisation;

NOTE Inconsistency might, for example, arise if the change resulted in there no longer being any IMPC capable of processing a particular category or class of mail.
- iv in cases where inconsistencies are identified, the submitter shall be advised and invited to correct the notification and/or to submit other notifications which together ensure consistency of the information held in the IMPC register;
- v create a new entry, in the IMPC register, containing the updated details or, if all details except the valid-from and valid-to dates are the same as those in the previous entry and the valid-from date of the previous entry has not yet been reached, update the dates in the previous entry;
- vi if there is an entry, for the IMPC code concerned, which precedes the new or just modified entry, modify it by changing or assigning the valid-to date to be equal to the date preceding the valid-from date given in the notification;
- vii inform the submitter of the success or rejection of the update request.

9 Closure (de-registration) of IMPCs

9.1 Notification procedure

Closure of an IMPC shall be communicated to the UPU IB not more than six months and preferably at least six weeks before the IMPC is actually closed.

NOTE 1 A minimum of six weeks is required to allow time for the updated registration details to be published by the UPU IB. Late provision of update information could result in despatches being sent to the IMPC concerned after it has closed.

Advice of closure shall be communicated online via a solution maintained by the UPU IB. In the event that advice of closure cannot be communicated online, communication can be made in writing, using the form provided in Annex A. The following needs to be provided:

- the reason for request: this should specify "closure" of the IMPC and provide any other relevant information, such as the IMPC code of the IMPC to which operations are to be transferred;
- the IMPC code: the code allocated by the UPU IB at the time of registration of the IMPC;
- the IMPC contact: this should provide contact details of the person who is to deal with any queries about the IMPC after it has been closed;
- the valid-to date: the date on which the IMPC is planned to cease operations.

NOTE 2 If closure is subsequently delayed, this fact should be advised to the UPU IB as soon as possible .

9.2 Processing of closure notifications

When an IMPC is closed the UPU IB will carry out the following procedures:

- i verify the contents of the notification for consistency with the requirements specified in this standard, seeking clarification from the submitter if not;
- ii update the valid-to date in the last register entry for the IMPC concerned;
- iii inform the submitter of the success or rejection of the closure request.

9.3 De-registration by the UPU

The UPU IB shall be entitled to mark as closed and de-register, any IMPC for which it is established that:

- operation has not commenced within a reasonable period after the date, specified in the registration application, for commencement of operations; or
- operation has practically ceased for a period in excess of six months; or
- the right of the operator to operate the IMPC has been withdrawn or declared invalid by a final ruling of a competent court.

Proposals for the de-registration of an IMPC under the terms of this clause shall be considered by the UPU IB which, before taking a decision, shall invite the operator concerned to submit its observations on the proposal.

10 Publication of IMPC registration data

10.1 Publication as code list 108

The following extracts from the registration database shall be published, as UPU [code list 108](#), in accordance with UPU standard S41:

- valid IMPC codes: this shall contain all register entries for which the valid-to date (see 7.1 and below) is either empty or on or later than the date of publication;
- closed IMPC codes: this shall all register entries for which the valid-to date is before the date of publication;
- full IMPC code list: this shall contain all register entries.

NOTE 1 As specified in clause 5, entries are removed from the register five years after their valid-to date, or otherwise as decided by the UPU IB.

Updates to the IMPC register shall be reflected in an update to the code list within five weeks⁵ of their acceptance by the UPU IB. Each version of the code list shall, in accordance with UPU standard S41, bear the date of its generation.

Any changes or irregularities in the list should be reported to the UPU IB as soon as possible. The most up to date list can always be found on the UPU website at <http://www.upu.int/en/activities/standards/code-lists.html>.

⁵ The published extracts of the register are normally updated on a monthly basis. In exceptional cases, the UPU IB may publish an intermediary update.

The above extracts of IMPC-related information shall be published in the form of a UPU code list with the following content:

IMPC code: see 6.1 and 7.3;

IMPC 12-character name: see 6.2 and 7.2, step 3;

Responsible operator 12-character name: see 6.3;

IMPC 35-character name: see 6.2 and 7.2, step 3;

Responsible operator 35-character name: see 6.3;

3-character IMPC operator code: see 6.3;

Party identifier: (one of) the S35 party identifier(s) of the organisation responsible for operation of the IMPC;

Function: see 6.4;

Valid-from date: see 6.12;

Valid-to date: if non-blank, this specifies the last date of validity of the information in the current line of the code list. See 6.13;

NOTE 2 In certain extracts, a single IMPC may have multiple entries in the code list. In this case, the entries are organized in order of valid-from date. In each case except the last, the valid-to date should be set.

Mail flows: see 6.5;

Mail categories outbound: see 6.6;

Mail categories inbound: see 6.7;

Mail classes outbound: see 6.8;

Mail classes inbound: see 6.9;

Special type: see 6.10;

Third party operated: see 7.1;

Bilateral agreement requirement: see 6.11;

Special restrictions: see 6.14;

NOTE 3 The reason for request, the postal address of the IMPC, the contact details, the applicant's declaration and signatory are not published in the code list.

IMPC addresses and geographical coordinates shall be published as a separate list, with restricted access. It shall contain the following:

IMPC code: see 6.1 and 7.3;

IMPC address: see 6.15.

10.2 E-mail publication

The UPU IB shall maintain an e-mail subscription list containing the e-mail addresses of persons who have requested e-mail notification of changes to the IMPC register.

E-mail subscribers shall receive a notification of each:

- new IMPC that is registered;
- update to the details of already registered IMPCs;
- IMPC closure or de-registration;
- update to the published extract from the IMPC register ([code list 108](#)).

11 Use of IMPC registration data

The presence of a particular entry in UPU [code list 108](#) does not imply that mail may be despatched to the IMPC concerned without prior consultation with the operator of that IMPC.

NOTE 1 Specific IMPCs might be used only for specific partners or purposes (e.g.: air only, surface only, outbound only, EMS only, etc.). Therefore, despatches should be sent only between IMPCs for which a bilateral agreement has been reached between the operators concerned.

Organisations responsible for the creation of despatches that are exchanged under UPU regulations shall take steps to ensure that despatches are made up in compliance with the capabilities and restrictions specified in [code list 108](#) as being applicable to the IMPC to which such despatches are directed.

IMPC codes shall be used in accordance with UPU standards. Invalid codes (i.e. codes not in the current version of [code list 108](#)) shall not be used.

Users of IMPC codes shall, for the purposes of identifying the operator concerned, consult the content of UPU [code list 108](#). It shall not be assumed that any direct relationship exists between any part of an IMPC code and the identity of the operator of that IMPC.

For human-readable representation of IMPC names on forms and labels, use shall be made of both the IMPC name and the operator name; 12- and 35-character IMPC names shall not be used alone: they may only be used in combination with the corresponding operator name. IMPC and operator names shall not be truncated, but may, if space limitations require this, be spread across two lines of printing.

NOTE 2 Unless otherwise specified for the particular form or label concerned, the 35-character IMPC and 35-character operator name should be used where the space available on the form or label permits these to be printed in a font size which is sufficient to ensure easy readability. The 12-character forms should be used where space limitations prevent use of the 35-character forms. Names should be used exactly as specified in [code list 108](#): no truncation or other abbreviation is permitted, though it is permissible to spread an IMPC name and /or an operator name over two lines of text. Where necessary, usage of different lengths (i.e. 12-character IMPC name with 35-character operator name, or 35-character IMPC name with 12-character operator name) is also permissible.

12 Contacts

For further information, requests or comments, please contact the UPU International Bureau:

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

Tel: +41 31 350 31 11
Fax: +41 31 350 31 10
E-mail: standards@upu.int

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 organisation 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 shall be signed by one or more representatives of the organisation 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

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 organisation is required only if this is the first request submitted by your organisation.
- 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: International Bureau of the Universal Postal Union Fax: +41 31 350 31 10 email: standards@upu.int	
3-character IMPC operator code (S62)		IMPC code (only for modification or closure) ^a	
Reason for request ^b			
12-character IMPC name		35-character IMPC name	
Name of organisation (12-character) ^c		Name of organisation (35-character) ^c	
If applicable, name of third party operating the facility under the responsibility of the registering operator			
IMPC address	Address line (Street name and number)		
	Postcode City		
	Region		
	Country Longitude Latitude.....		
IMPC contact	Name (from the registering operator)		
	Function Organisation		
	Address		
	Tel Fax email		
Function (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)		Special type , if any <input type="checkbox"/> E (ETOE) <input type="checkbox"/> M (military unit)	
Mail flows (tick appropriate boxes) <input type="checkbox"/> I (inbound) <input type="checkbox"/> E (outbound) <input type="checkbox"/> T (closed transit)			
Restrictions: <input type="checkbox"/> Bilateral agreement requirement			
Usage for inbound		Usage for outbound	
Mail categories (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)		Mail categories (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)	
Mail classes (tick appropriate boxes) <input type="checkbox"/> U (letters) <input type="checkbox"/> C (parcels) <input type="checkbox"/> E (EMS) <input type="checkbox"/> T (empty bags)		Mail classes (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 ^d	

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 IB 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 (date): _____

Signatory name(s): _____

Function: _____ Organisation: _____

Signature: _____

Bibliography

This bibliography provides full reference and sourcing information for all standards and other reference sources quoted in the above text. For references that mention specific version numbers or dates, subsequent amendments to, or revisions of, any of these publications may not be relevant. However, users of this document are encouraged to investigate the existence and applicability of more recent editions. For references without a date or version number, the latest edition of the document referred to applies. It is stressed that only referenced documents are listed here.

UPU standards

NOTE The UPU standards listed below are available by subscription from the UPU International Bureau:

*P.O. Box 312, 3000 BERNE 15, SWITZERLAND
Tel: +41 31 350 3111; Fax: +41 31 350 3110; www.upu.int*

- [1] General information on UPU standards, freely accessible at www.upu.int
- [2] S47, Postal receptacle labels