

Dear Sir/Madam,

The 2011.1 Postal Operations Council, in accordance with article 104.9.2 of the UPU General Regulations and article 12 of the POC Rules of Procedure, examined and approved certain proposed amendments to the Letter Post Regulations. These amendments figure in Annexes 1 and 2. The new article RL 131bis (Conditions of acceptance of letter-post items containing lithium cells and batteries installed in equipment); which figures in Annex 1, will enter into force on 1 October 2011.¹ The other amendments approved by the POC, which figure in Annex 2, will enter into force on 1 January 2012.

It is also recalled that the amendments to article RL 214 (Calculation of the rates of terminal dues for countries applying article 28.3 to 7 of the Convention) were previously published in IB circular 112 of 6 June 2011 and will enter into force on 1 September 2011.

Please note carefully the amendments contained in Annexes 1 and 2.

All amendments will be incorporated into a future update of the Letter Post Manual.

Yours faithfully,

Murray Buchanan
Director of Economic and Regulatory Affairs

¹ This Letter Post Regulations article was created to enable the amendments to articles 15 and 16 of the UPU Convention concerning the transport of lithium batteries in letter-post items. Please see IB circular 115 of 14 June 2011.

Letter Post Regulations**New article to enter into force on 1 October 2011**

The following new article RL 131bis has been created:

Article RL 131bis

Conditions of acceptance of letter-post items containing lithium cells and batteries installed in equipment

1 Letter-post items containing lithium metal or lithium ion cells and batteries installed in equipment shall be packed according to Packing Instruction 967, Section II (lithium ion cells and batteries), or Packing Instruction 970, Section II (lithium metal cells and batteries), as applicable, of the current edition of the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Technical Instructions) published by the International Civil Aviation Organization (ICAO). Senders must consult the most recent edition of the ICAO Technical Instructions.

2 Cells and batteries installed in equipment that have been identified by the manufacturer as being defective for safety reasons, or that have been damaged, or that have the potential of producing a dangerous evolution of heat, fire or short circuit are forbidden for transport.

Letter Post Regulations**New and amended articles to enter into force on 1 January 2012**

<i>Article No.</i>	<i>Title</i>
Article RL 132	Registered items
Article RL 134	Insured items
Article RL 135	Cash-on-delivery items
Article RL 142	International reply coupons
Article RL 147	Undeliverable items. Return to country of origin or to sender and period of retention
Article RL 148	Treatment of requests for withdrawal of items from the post or for alteration or correction of address
Article RL 150	Inquiries
Article RL 152	Items subject to customs control
Article RL 171	Transit à découvert
Article RL 174	Letter bills
Article RL 175	Transmission of registered items
Article RL 180	Transmission of IBRS items
Article RL 184	Labelling of mails
Article RL 186	Routeing of mails
Article RL 187	Transshipment of airmails and of surface airlifted (S.A.L.) mails
Article RL 190	Transfer of mails
Article RL 194	Verification notes
Article RL 197	Steps to be taken in the event of an interrupted flight, or of diversion or missending of airmails
Article RL 198	Steps to be taken in the event of an interrupted flight, or of diversion or missending of surface airlifted (S.A.L.) mails
Article RL 204	Application of transit charges
Article RL 213bis	Supplementary remuneration for additional service features for registered, insured and express items
Article RL 230	Preparation, transmission and approval of transit charges and terminal dues accounts

Article RL 231	Special address for the transmission of forms concerning transit charges and terminal dues
Article RL 246	Electronic transfer of statements and accounts
Article RL 247	Preparation and settlement of accounts
Article RL 256bis	Postal registered electronic mail
Article RL 256ter	Postal electronic mailbox
Article RL 263	Telegraphic addresses
Article RL XV	Special transit charges
Form CN 04	"R" label for registered items
Form CN 05bis	Label for express items
Form CN 06	"V" label for insured items
Form CN 15	"Return" label
Form CN 13	Report. Information about a seized postal item
Form CN 16	Dispatch list. Insured items
Form CN 30	"R" label combined with name of office of origin
Form CN 31	Letter bill. Exchange of mails
Form CN 32	Letter bill. Bulk mails
Form CN 33	Special list. Registered items
Form CN 51	Detailed Account. Airmail
Form CN 62	Detailed Account. Transit charges – surface mail
Form CN 62bis	Detailed Account. Additional sea transit charges

*Text of amendments to enter into force on **1 January 2012***

Article RL 132
Registered items

Paragraph 5 has been amended as follows:

5 Marking and treatment of items

5.1 (No change.)

5.2 All designated operators shall, ~~from 1 January 2008~~, apply a barcode on all outward registered items (i.e. air, S.A.L., surface). The specifications shall be as follows:

5.2.1 Each registered item must be identified by a single CN 04 label with a unique item identifier conforming to the specification of 13-character identifiers in Standard S10, as published in the UPU Technical Standards. The item identifier shall be encoded in both human-readable and barcoded form, as prescribed in the standard.

Article RL 134
Insured items

Paragraph 6.1 has been amended as follows:

6.1 Insured items shall bear a CN 06 label bearing in roman letters the letter V, ~~the name of the office of origin~~ and the serial number of the item.

Article RL 135
Cash-on-delivery items

Paragraph 4.2 has been amended as follows:

4.2 The CN 04 label provided for in article RL 132.5.2 (or impression of the special stamp instead) shall be applied wherever possible in the top corner of the CN 29 label; ~~alternatively, instead of the CN 04 and CN 29 labels, designated operators may use a single CN 30 label bearing in roman letters the name of the office of origin, the letter R, the serial number of the item and an orange triangle containing the word "Remboursement" (COD).~~

Article RL 142
International reply coupons

Paragraphs 5, 6, 7, 8 and 10 have been amended as follows:

5 International reply coupons shall conform to the annexed specimen CN 01. They shall be printed, on paper bearing as a watermark the initials UPU in large letters, under arrangements made by the International Bureau. The name of the country of origin shall be printed on the coupons. They shall also have printed on them, inter alia, a standardized UPU barcode containing the ISO code of the country, the date of printing and the International Bureau selling price expressed in SDR. They shall be delivered once the designated operators have paid the amount of the invoice previously sent to them by the International Bureau, made up of the value of the coupons and associated production, management, transport and insurance costs.

6 Designated operators shall order international reply coupons from the International Bureau. The minimum order quantity shall be 1,000 IRCs. Additional IRCs may be ordered in bundles of 1,000. The International Bureau shall prepare a delivery bill within ten working days of receipt of the order and send it to the designated operator concerned. The payment period shall be six weeks from the date on which the bill is sent. In the event of non-payment within this period, the bill and the related order shall be cancelled. However a designated operator with a credit at the International Bureau arising from an international reply coupon account may use it for the partial or full settlement of the delivery bill.

7 Each designated operator shall have the option of indicating the selling price on the reply coupons ~~by means of a printing process or of~~ by asking the International Bureau for this price to be indicated at the time of printing.

8 The validity period of the coupon shall be indicated on it. Post offices shall satisfy themselves as to the genuineness of the documents when they exchange them and check particularly the presence of the watermark and other security features, details of which will be communicated in advance by the International Bureau. Reply coupons on which the printed text does not agree with the official text or whose security features are non-compliant shall be refused as invalid. Exchanged reply coupons shall be marked with an impression of the date-stamp of the office exchanging them.

10 After verification by the International Bureau, the CN 03 shall be duly dated and signed and returned to the designated operator. ~~At the end of every quarter~~ †The International Bureau will, on the basis of the CN 03s received and a physical inspection thereof, prepare a consolidated final statement of coupons exchanged. ~~by each designated operator~~ It shall make payment on the basis of these statements. Payment shall be made within a period of six weeks after the end of each quarter. Designated operators shall have the option of receiving payments direct, or having them credited entered to their ~~IRC account at credit with~~ the International Bureau. The minimum amount that can be transferred to a bank or postal account shall be 200 SDR. Amounts lower than this shall automatically be paid to the operator's credit with the International Bureau. No credit shall be given for forged or counterfeit coupons exchanged.

Article RL 147

Undeliverable items. Return to country of origin or to sender and period of retention

Paragraph 8 has been amended as follows:

8 Treatment of items

8.1 Before returning to the designated operator of origin items which for any reason have not been delivered, the office of destination shall show, in

French, the reason for non-delivery. The reason shall be given, clearly and concisely, if possible on the front of the item, in the following form: "inconnu" (unknown), "refusé" (refused), "déménagé" (moved), "non réclamé" (unclaimed), "adresse insuffisante/inexistante" (insufficient/non-existent address), "refusé par douanes" (refused by Customs), etc. As regards postcards and printed papers in the form of cards, the reason for non-delivery shall be shown on the right-hand half of the front.

Article RL 148

Treatment of requests for withdrawal of items from the post or for alteration or correction of address

Paragraph 6.4 has been deleted.

Article RL 150

Inquiries

Paragraph 6 has been deleted.

Article RL 152

Items subject to customs control

Paragraph 2 has been amended and new paragraphs 3bis to 3quater have been created as follows:

2 Where designated operators so agree in advance, customs data provided in accordance with the instructions on the CN 22 or CN 23 customs declarations, including the names and addresses of the sender and addressee, may be transmitted electronically to the designated operator of the country of destination. The designated operator of origin may share all or part of these data with the customs administration in the country of origin for export purposes, and the designated operator of destination may share all or part of these data with the customs administration in the country of destination for customs import purposes. Designated operators shall not share the personal data contained in customs documentation with any other entity other than those governmental entities authorized by national legislation to have access to such personal data.

...

3bis Personal data confidentiality and security shall be ensured by designated operators by means of technical and organizational measures and in accordance with international security standards.

3ter Designated operators shall encourage Customs to respect the same requirements as those applying to designated operators provided for in paragraphs 2, 3 and 3bis above with regard to the personal data contained in customs documentation transmitted to Customs by designated operators.

3quater Designated operators shall inform their customers of the use that is made of their personal data.

Article RL 171
Transit à découvert

Paragraph 3 has been amended and paragraph 4 has been deleted as follows:

3 A découvert items ~~forwarded by surface~~ shall be subject to the payment of transit charges calculated in accordance with article RL 208.

4 (Deleted.)

Article RL 174
Letter bills

Paragraph 7.1 has been amended and new paragraph 7.1bis has been created as follows:

7.1 Where letter bills are completed without an automated system, in the absence of special agreement, dispatching offices shall number the letter bills according to an annual series for each office of destination separately for surface mail, S.A.L. mail and airmail (or priority and non-priority mail). Each mail dispatch shall thus bear a separate number. In the case of the first dispatch of each year the letter bill shall bear, in addition to the serial number of the mail dispatch, that of the last mail dispatch of the preceding year. If a dispatch series mail is ~~cancelled suppressed~~, the dispatching office shall enter beside the number of the last mail dispatch the indication "Last mail dispatch".

7.1bis Where letter bills are completed with an automated system and in conformity with UPU standards, dispatching offices of exchange shall sequentially number the letter bills within a mail dispatch series, with the numbering re-initialized annually at the beginning of the calendar year. Each mail dispatch shall thus bear a separate mail dispatch number where each successive mail dispatch number is incremented by 1 in a rising sequence and is consistent with the incrementing dispatch date. In the case of the first mail dispatch of each calendar year, the letter bill shall bear, in addition to the

serial number of the dispatch, that of the last dispatch of the preceding year.
If a dispatch series is cancelled, the dispatching office shall notify the
destination office of exchange by means of a verification note.

Article RL 175

Transmission of registered items

Paragraph 1 has been amended as follows:

1 Registered items shall be transmitted entered individually on ~~the back of the letter bill. One or more CN 33 special lists may be used, either in place of the back of the letter bill or as a supplement to that the letter bill. The use of special lists shall be compulsory if the designated operator of destination so requests.~~ The lists in question shall show the same mail number as that shown on the letter bill of the corresponding mail. When several special lists are used they shall also be numbered in their own series for each mail. The number of registered items which can be entered on a single special list ~~or on the back of the letter bill~~ shall be restricted to the number for which the layout of the respective form provides. The total number of registered items included in the mail shall be entered in table 3 of the letter bill.

Article RL 180

Transmission of IBRS items

Paragraph 2 has been amended as follows:

2 IBRS items shall be made up in separate bundles. The CN 25 bundle label shall bear the indication "IBRS" and the number of items. The bundles of IBRS items shall be placed in the bag containing the letter bill. However, they must not be placed in the inner packet or bag of registered items.

2.1 If the mail contains more than 2 kilogrammes of IBRS items, these items shall be placed in a separate bag. The bag label shall bear ~~the indication "IBRS" and, on the back, the number of items.~~ "IBRS" an indicator denoting IBRS and, on the back, the number of items.

Article RL 184

Labelling of mails

Paragraph 1 has been amended as follows:

1 The labels of the bags shall be made of sufficiently rigid canvas, of plastic, of strong cardboard, of parchment, or of paper glued to wood. They shall be provided

with an eyelet. Their layout and text shall comply with UPU standard S47 or conform to the specimens annexed hereto and mentioned below:

- 1.1 CN 34 in the case of surface bags;
- 1.2 CN 35 in the case of airmail bags;
- 1.3 CN 36 in the case of surface airlifted (S.A.L.) bags.

Article RL 186
Routeing of mails

Paragraphs 1 to 5 have been amended and paragraph 6 has been deleted as follows:

1 Closed mails including closed transit mails shall be forwarded by the most direct route possible.

2 When a mail consists of several receptacles bags, these shall as far as possible remain together and be forwarded by the same ~~post~~ transportation.

~~3 The designated operator of the country of origin may prescribe the route to be followed by the closed mails which it dispatches, provided that the use of that route does not entail special costs for an intermediate designated operator. Information about the routeing shall be entered on the CN 37, CN 38 or CN 41 bills and on the CN 34, CN 35 or CN 36 labels. The designated operator of the country of origin may consult with the designated operator providing the closed transit service regarding the route to be followed by the closed mails which it regularly dispatches. The designated operator of the country of origin shall not enter information about the routeing to be followed by the designated operator providing the closed transit on the CN 37, CN 38 or CN 41 bills, nor on the CN 34, CN 35 or CN 36 labels. The route information appearing on the CN 37, CN 38 or CN 41 bills, and on the CN 34, CN 35 or CN 36 labels shall be limited to the route intended to transport the mails from the designated operator of origin to the designated operator providing the closed transit.~~

4 ~~Closed airmails shall be forwarded by the flight requested by the designated operator of the country of origin, provided that it is used by the designated operator of the country of transit for the transmission of its own mails. If that is not the case or if there is insufficient time for the transshipment, the designated operator of the country of origin shall be so informed. Mail in closed transit shall, in principle, be forwarded by the same transportation used by the designated operator of the country of transit for the transport of its own mails. If, on a regular basis, there is insufficient time between arrival of the mail in closed transit and transport departure,~~

or the volumes regularly exceed the capacity of a flight, the designated operator of the country of origin shall be so informed.

5 In the event of a change in a route service for the exchange of closed mails established between two designated operators via one or more designated operators providing closed transit, third-party countries, the designated operator of origin of the mail shall inform ~~the~~ those designated operators providing closed transit of these countries of the fact change of route.

6 (Deleted.)

Article RL 187

Transhipment of airmails and of surface airlifted (S.A.L.) mails

Title and article have been amended as follows:

Direct transhipment of airmails and of surface airlifted (S.A.L.) mails

1 In principle, the designated operator of the country of origin shall, in accordance with its preferences, route the mails to be transhipped directly at the transit airport on flights operated by aircraft of the same airline or, if this is not possible, on flights operated by different airlines. For direct transhipment between flights operated by different airlines, the designated operator of the country of origin must make prior arrangements involving both airlines. The designated operator of the country of origin may request one airline to make the arrangements with the other airline but must have confirmation that such arrangements, including ground handling and accounting, are in place. The use of the additional CN 42 label should also be determined.

1bis If mails documented for direct transhipment fail to connect with the scheduled flight at the transhipment airport, the designated operator of the country of origin shall ensure that the airline shall follow the arrangements in its agreement with the airline for direct transhipment referred to under 1 or shall contact the origin designated operator for instructions. Such arrangements for direct transhipment must include provision for later flights operated by the same airlines

2 ~~Where aircraft transfer is not possible, transhipment shall be performed by the designated operator of the country where the transit airport is situated, and shall be subject to transit handling charges. Where arrangements for direct transhipment are not possible, the designated operator of the country of origin may plan closed transit, in accordance with article RL 186.~~

3 Mails transhipped directly at the transit airport either between flights operated by aircraft of the same airline, or between flights operated by the different airlines shall not be subject to transit charges.

4 In the cases referred to under 1, and where the designated operators of origin and of destination and the airline concerned agree in advance, the airline making the transhipment may prepare, if necessary, a special delivery bill to replace the original CN 38 or CN 41 bill. The parties concerned shall mutually agree on the relevant procedures and form in conformity with article RL 191. ~~The bags of mails should preferably be provided with a CN 42 label, in addition to the labels provided for the conveyance of airmail.~~

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

Article RL 190 Transfer of mails

The article has been amended as follows:

2.5.2 (Deleted.)

2.6 ~~Designated operators may agree among themselves to make systematic use of electronic mail or any other appropriate means of telecommunication for transmitting CN 38 or CN 41 bills between the office preparing the document and the office receiving it. Alternatively, where designated operators and airlines so agree in advance, electronic CN 38 and CN 41 bills may be provided by exchange of the equivalent EDI standardized messages conforming to the procedure set out in 2.6.1 to 2.6.6, in lieu of handing over and signing paper delivery bills as described in 2.1.~~

2.6.1 A CARDIT standardized message equivalent to the CN 38 or CN 41 bill shall be sent by the origin designated operator. The origin designated operator shall require the airline or the entity responsible for the ground services to capture electronically the receipt of the mail, and to send the data in a RESDIT "received" standardized event message to confirm receipt of each receptacle of the consignment.

2.6.2 The origin designated operator shall require the airline or the entity responsible for the ground services to capture electronically the handover of the mail, and to send a RESDIT "delivered" standardized message.

2.6.3 A PRECON standardized message shall be sent by the origin designated operator to the designated operator to which the consignment is addressed.

2.6.4 The designated operator taking receipt of the mail shall send a RESCON standardized message to the origin designated operator.

2.6.5 The origin designated operator shall require the airline to store the CARDIT data and the RESDIT receipt and delivery events data in its system and to share the data with the entity responsible for ground services at the airports of origin, transit and destination. The origin and destination designated operators shall store the corresponding data in their systems.

2.6.6 In the event of an inquiry, the designated operators shall share the available information, including that received from the airline.

Article RL 194

Verification notes

Paragraph 4 has been amended as follows:

4 When the mails are transmitted through the intermediary of a carrier, the CN 37, CN 38 or CN 41 delivery bill mentioning the irregularities established by the intermediate designated operator or designated operator of destination on taking over the mails shall where possible be countersigned by the carrier or his representative as well as by the designated operator of transit or of destination taking over the mails, which shall confirm that there are no irregularities. Should there be any reservations with respect to the carrier service, the copies of the CN 37, CN 38 or CN 41 bill must indicate such reservations. Where the mails are transported in containers, these reservations shall relate solely to the condition of the container and of its fastening and seals. By analogy, designated operators exchanging information by electronic means may apply the procedures described in article RL 190.2.5 ~~6~~.

Article RL 197

Steps to be taken in the event of an interrupted flight, or of diversion or missending of airmails

Title and paragraphs 1 and 2 have been amended as follows:

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

1 When an aircraft interrupts its flight for a length of time likely to delay the mails or when, for any reason whatsoever, the mails are unloaded at an airport other than that given on the CN 38 or CN 41 delivery bills, ~~the airline shall hand over such mails immediately to the officials of the designated operator of the country where the stop has been made. The latter shall reforward them by the~~

~~quickest route (air or surface). the designated operator of the country of origin shall ensure that the airline follows the arrangements in its agreement with the airline for direct transshipment or shall contact the origin designated operator for instructions.~~

2 The designated operator which receives missent airmail or surface airlifted (S.A.L.) mail dispatches or bags owing to a labelling error shall attach a new label to the dispatch or bag, with an indication of the office of origin, and reforward it to its correct destination.

RL 198

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

This article has been deleted.

Article RL 204

Application of transit charges

Paragraph 2 has been amended and paragraph 2.1bis has been created as follows:

2 Sea transit shall begin when the mails are handed over to the shipping company appointed by the sending designated operator and shall end when the mails are handed over to the designated operator of destination, or when the designated operator of destination has been given the delivery order or any other relevant document, whichever is the earlier. Sea transit charges, payable by the sending designated operator, include all costs incurred by the shipping line at the port of arrival. If the designated operator of destination has to pay additional charges for services incurred prior to notification, such as port charges, canal tolls, terminal or pier charges for related service and any other similar charges for handling containerized or bulk dispatches, the designated operator of destination ~~may~~ shall obtain reimbursement of these additional charges from the dispatching designated operator. However, any storage costs incurred after notification by the shipping line that the mails are available and physically accessible for collection, shall be borne by the designated operator of destination.

2.1 (No change.)

2.1bis Reimbursement of additional sea transit charges shall be claimed by means of a CN 62bis detailed account as in RL 230.2.1bis.

Article RL 213bis

Supplementary remuneration for additional service features for registered, insured and express items

Paragraph 4.1. Amend as follows:

- 4 Amount of the supplementary remuneration
- 4.1 For the total number of inward registered, insured or express items in each category exchanged on a given relation between designated operators for which the conditions defined in paragraph ~~2~~ 2.1.3.1 and the quality targets defined in paragraph 3 are met, a supplementary remuneration of 0.5 SDR per item will be paid by the designated operator of origin to the designated operator of destination.

Article RL 230

Preparation, transmission and approval of transit charges and terminal dues accounts

New paragraphs 2.1bis and 3bis have been created and paragraph 3 has been amended as follows:

2.1bis Additional sea transit charges, as provided for in article RL 204.2. On a CN 62bis form sent in duplicate together with supporting documentation such as the invoices sent by the port service provider.

3 The ~~CN 62~~ and CN 61 detailed accounts shall be sent in duplicate to the debtor designated operator as soon as possible after the end of the year to which they refer.

3bis The CN 62 and CN 62bis detailed accounts shall be prepared by the creditor designated operator on a monthly, quarterly, half-yearly or annual basis, as agreed between the designated operators concerned.

Article RL 231

Special address for the transmission of forms concerning transit charges and terminal dues

Paragraph 1 has been amended as follows:

1 Each designated operator shall notify other designated operators, through the International Bureau, of the special address, which may also include an e-mail address, to which all the forms entering into consideration for the settlement of transit charges and terminal dues (CN 43, CN 54, CN 54bis, CN 56, CN 57, CN 58, CN 61, CN 62, CN 62bis, CN 63 and CN 64) must be sent.

Article RL 246

Electronic transfer of statements and accounts

Paragraph 2 has been amended as follows:

2 In case of electronic transfer, the following deadlines shall be applied for the acceptance of the statements and accounts, unless otherwise agreed:

<i>Title or nature</i>	<i>Form</i>	<i>Deadline</i>
Indemnities	CN 48	2 months
Airmail	CN 51	1 month
General account	CN 52	1 month
Annual recapitulative statement	CN 54bis	
– Revision mechanism	1 month	
– Exchange of mail between industrialized countries	2 months	
Recapitulative statement of mails	CN 56	2 months
Detailed account. Terminal dues	CN 61	1 month
Detailed account. Transit charges	CN 62	2 months
<u>Detailed account. Additional transit charges</u>	<u>CN 62bis</u>	<u>2 months</u>
Statement. Transit charges	CN 63	1 month
Statement. Terminal dues	CN 64	1 month
Parcels	CP 75	1 month

Article RL 247

Preparation and settlement of accounts

Paragraph 3 has been amended as follows:

3 In the total of each account made out in SDRs on CN 02bis, CN 03, CN 03bis, CN 48, CN 51, CN 52, CN 57, CN 61, CN 62, CN 62bis, CN 63, CN 64 and CN 64bis forms, decimals shall be ignored in the total or the balance. Discrepancies in the accounts made out on the forms listed above shall not be taken into consideration unless they exceed a total of 9.80 SDR per account.

The following new article RL 256bis has been created:

Article RL 256bisPostal registered electronic mail

1 Postal registered electronic mail provides a secure and trusted exchange of electronic messages, enabling the sending of electronic messages by an authenticated mailer for delivery to an authenticated addressee or addressees with proof of sending and proof of delivery.

2 Postal registered electronic mail:

2.1 ensures the confidentiality and integrity of the message:

2.2 ensures the authenticity and non-repudiation of the users and designated operators;

2.3 generates evidence of operations and all significant events within a complete operational cycle;

2.4 generates notifications that a particular event or operation has occurred and sends them to the corresponding parties; and

2.5 stores the generated evidence for future attestation.

3 Designated operators providing postal registered electronic mail shall be registered in a designated operator trust list which is managed and published by the UPU, acting as the designated operator trust list distribution point.

4 Customer charges for the provision of the postal registered electronic mail service shall be set by the designated operator of origin, taking into consideration the costs and market needs.

5 For the provision of postal registered electronic mail between participating designated operators, bilateral or multilateral agreements shall be established. The postal registered electronic mail operational arrangements, defined in the bilateral or multilateral agreements, shall specify the provisions required to provide the postal registered electronic mail service across borders, including any remuneration conditions between participating designated operators.

6 The interoperability aspects related to the provision of the postal registered electronic mail service shall be based on the relevant UPU standards.

7 Designated operators may decide to identify the postal registered electronic mail by means of a collective brand.

The following new article RL 256ter has been created:

Article RL 256ter

Postal electronic mailbox

1 The postal electronic mailbox enables the sending of electronic messages by an authenticated mailer, delivery to the authenticated addressee, and access, management and storage of electronic messages and information by the authenticated addressee.

2 The postal electronic mailbox:

2.1 ensures the authenticity of the mailers and addressees; and

2.2 allows for the storage of electronic messages and information.

Article RL 263
Telegraphic addresses

This article has been deleted.

Article RL XV
Special transit charges

The following new paragraph 10.2bis has been created:

10.2bis For airmails, priority mails, surface mails, non-priority mails and S.A.L. mails in transit à découvert to the Faroe Islands or Greenland, Denmark shall be authorized to collect transit charges (conveyance and handling costs and terminal dues increments) as calculated in article RL 208.1.1.

Form CN 04. "R" label for registered items



Size 74 x 26 mm, with capital R and line under serial number in red or black, if the regulations of the designated operator of origin allow

Form CN 05bis. Label for express items

The form has been amended as shown:



Size 74 x 26 mm, colour red on white

Form CN 06. "V" label for insured items

The form has been amended as shown:



Size 74 x 26 mm, colour pink.

Note. – Designated operators using bar codes in their service may use CN 04, CN 05 and CN 06 labels in accordance with the above models bearing these codes in addition to the information already provided for

indications déjà prévues

Form CN 15. "Return" label

The form has been amended as shown:

RETURN	CN 15
<input type="checkbox"/> Unknown	<input type="checkbox"/> Refused
<input type="checkbox"/> Moved	<input type="checkbox"/> Unclaimed
<input type="checkbox"/> Insufficient/ Non-existent address	<input type="checkbox"/> Refused by Customs
<input type="checkbox"/>	
Return date:	

Maximum size 52 x 52 mm, colour pink

Form CN 13. Report. Information about a seized postal item

The form has been amended as shown:

Designated operator of
Office preparing the report

REPORT
Information about a seized postal item
Date Reference

CN 13

To the designated operator of

Notes

One form is sufficient for several items posted at the same time by the same sender to the same addressee

Description of seized item	Nature of item	
	<input type="checkbox"/> Priority <input type="checkbox"/> Non-priority <input type="checkbox"/> Parcel <input type="checkbox"/> Ordinary <input type="checkbox"/> Registered <input type="checkbox"/> Letter <input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet <input type="checkbox"/> Insured <input type="checkbox"/> Recorded delivery	
	No. of item	Weight of item
Posting of item	Information concerning forwarding	
	<input type="checkbox"/> Airmail <input type="checkbox"/> S.A.L. <input type="checkbox"/> Surface	
	Office of origin	Date of posting
	Dispatching office of exchange	Date
Sender	Name and full address	
	Name and full address	
Addressee	Name and full address	
	Name and full address	

Information about the seizure	Reason for seizure	
	<input type="checkbox"/> Dangerous goods <input type="checkbox"/> Violates import regulations <input type="checkbox"/> Narcotics <input type="checkbox"/> Violates public/moral/religious precepts <input type="checkbox"/> Counterfeit or pirated articles <input type="checkbox"/>	
	Applicable regulation	
	<input type="checkbox"/> UPU Convention Article <input type="checkbox"/> National legislation (specify)	
	Consequently, we have seized	
<input type="checkbox"/> the entire contents of the item <input type="checkbox"/> the part of the item specified below which violates current regulations:		

In witness whereof we have prepared this report in duplicate in order that effect may be given to it in accordance with the Convention	Customs official Place and signature	Head of office at which seizure took place Place and signature
	_____	_____

Reserved for the office of origin of the item	Comments, if any	
	Signature of the sender or of his attorney (if applicable)	Office of origin of the item Date and signature

Form CN 16. Dispatch list. Insured items

The form has been amended as shown:

Dispatching designated operator

DISPATCH LIST
Insured items

CN 16

Dispatching office of exchange

Date

Mail No.

Office of exchange of destination	No. of dispatch list
-----------------------------------	----------------------

By airmail
 By S.A.L.
 By surface

Priority
 Non-priority

Entry

Serial No.	No. of the item	Origin	Place of destination	Amount of insured value	Observations
1	2	3	4	5	6
1				SDR	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Dispatching office of exchange
Signature

Office of exchange of destination
Signature

Form CN 30. "R" label combined with name of office of origin, number of item and triangle bearing the indication "COD"

This form has been deleted.

Form CN 31. Letter bill. Exchange of mails

The reverse side of this form has been deleted.

Form CN 32. Letter bill. Bulk mails

The reverse side of this form has been deleted.

Form CN 33. Special list. Registered items

The form has been amended as shown:

Dispatching designated operator	SPECIAL LIST	CN 33
Dispatching office of exchange	Registered items	
	Date	Mail No. Special list No.
	<input type="checkbox"/> Priority <input type="checkbox"/> Non-priority	<input type="checkbox"/> By airmail <input type="checkbox"/> By S.A.L. <input type="checkbox"/> By surface
Office of exchange of destination	Flight No./Train No./Name of ship	

Bulk entry

Number (in letters)	Number (in figures)
---------------------	---------------------

Individual entry

Serial No.	No. of the item	Origin	Observations	Serial No.	No. of the item	Origin	Observations
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

Dispatching office of exchange Signature	Office of exchange of destination Signature
---	--

Form CN 51. Detailed account. Airmail

The form has been amended as shown:

Creditor designated operator

DETAILED ACCOUNT
Airmail
Date

CN 51

Debtor designated operator	Month	Quarter	Year
	Closed transit airmails Transit à découvert priority airmail items		Missent items IAC
Method of settlement <input type="checkbox"/> Direct <input type="checkbox"/> Via UPU ¹ Clearing			

Route Country of destination or groups of countries	Categories of items	Weight carried during the month						Transit/ conveyance charge per kg	Total transit/ conveyance dues payable		
		3		4		5				6	7
1	2	kg	g	kg	g	kg	g	kg	g	SDR	SDR
	Priority ¹										
	CP										
	Priority ¹										
	CP										
	Priority ¹										
	CP										
	Priority ¹										
	CP										
Increase of 5% on the total amount for transit à découvert and missent items											
Additional charges for missent items											
Final total											

¹ If applicable LC/AO

Creditor designated operator
Signature

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

Form CN 62. Detailed Account. Transit charges – surface mail

The form has been amended as shown:

Creditor designated operator

DETAILED ACCOUNT
Transit charges – Surface mail

CN 62

Date _____ Year of account _____

- Surface mail Closed mail
 Empty bags A découvert
 Missent items

Method of settlement Direct Via UPU* Clearing Debtor designated operator _____

Summary of CN 56 statements

Designated operator of destination of mails	Quarterly weight of mails or empty bag mails	Forwarding route	Land and/or sea transit charges per kg ¹	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				

¹ Art. 205 – Closed mails; art. 208 – Mail à découvert; art. 211 – Empty bags

Total _____
 + amount from overleaf _____
 Increase of 10% on the total amount for transit à découvert and missent items _____
 Additional charges for missent items _____
Total amount receivable _____

Creditor designated operator
 Signature _____

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

Berne, 14 June 2011

International Bureau Circular

115International Bureau – Amendment of the
Universal Postal Convention between
Congresses

Dear Sir/Madam,

According to the result of the vote on the proposals presented by the Postal Operations Council (POC) to amend articles 15 and 16 of the Universal Postal Convention, the proposals have been adopted by the Union.

In total, 111 Union member countries participated in the vote:

- 106 voted for the proposals;
- three voted against the proposals; and
- two abstained.

New articles 15 and 16 of the Universal Postal Convention are reproduced in the annex to this circular.

Entry into force of amendments to the Letter Post and Parcel Post Regulations

At its 2011 session, the POC approved all of the related provisions of the Letter Post and Parcel Post Regulations in the light of the changes to articles 15 and 16 of the Convention. The new articles are RL 131bis and RC 120bis (see International Bureau circulars 114 of 14 June 2011 and 90 of 23 May 2011). Furthermore, the date of entry into force of these new articles was set at **1 October 2011**. Consequently, the amendments to articles 15 and 16 of the Convention will enter into force on the same date.

Declaration from a member country

According to the provisions of article 35.4 of the Universal Postal Convention, any member country whose national legislation is as yet incompatible with the proposed amendment may, within ninety days from the date of notification of the latter, make a written declaration to the Director General of the International Bureau stating that it is unable to accept the amendment.

Since notification (see circular letter 0115(DER.OTAR)1008 of 27 January 2011), the following declaration has been sent by France to the Director General of the International Bureau:

"France reserves the right not to accept items containing the dangerous goods mentioned in articles 15.3.3.2bis and 16.2bis of the Universal Postal Convention in cases where these items do not comply with its national regulations on the carriage of dangerous goods, international regulations, or the technical and packing instructions for the transport of dangerous goods by air."

Yours faithfully,

Edouard Dayan
Director General

Article 15

Items not admitted. Prohibitions

- | 1 General
 - 1.1 Items not fulfilling the conditions laid down in the Convention and the Regulations shall not be admitted. Items sent in furtherance of a fraudulent act or with the intention of avoiding full payment of the appropriate charges shall not be admitted.
 - 1.2 Exceptions to the prohibitions contained in this article are set out in the Regulations.
 - 1.3 All member countries or their designated operators shall have the option of extending the prohibitions contained in this article, which may be applied immediately upon their inclusion in the relevant compendium.
- 2 Prohibitions in all categories of items
 - 2.1 The insertion of the articles referred to below shall be prohibited in all categories of items:
 - 2.1.1 narcotics and psychotropic substances, as defined by the International Narcotics Control Board, or other illicit drugs which are prohibited in the country of destination;
 - 2.1.2 obscene or immoral articles;
 - 2.1.3 counterfeit and pirated articles;
 - 2.1.4 other articles the importation or circulation of which is prohibited in the country of destination;
 - 2.1.5 articles which, by their nature or their packing, may expose officials or the general public to danger, or soil or damage other items, postal equipment or third-party property;
 - 2.1.6 documents having the character of current and personal correspondence exchanged between persons other than the sender and the addressee or persons living with them;
- | 3 Explosive, flammable or radioactive materials and dangerous goods
 - | 3.1 The insertion of explosive, flammable or other dangerous goods as well as radioactive materials shall be prohibited in all categories of items.
 - | 3.2 The insertion of replica and inert explosive devices and military ordnance, including replica and inert grenades, inert shells and the like, shall be prohibited in all categories of items.

4

3.3 Exceptionally, the following dangerous goods shall be admitted:

3.3.1 the radioactive materials sent in letter-post items and postal parcels mentioned in article 16.1;

3.3.2 the infectious substances sent in letter-post items and postal parcels mentioned in article 16.2;

3.3.2bis the lithium cells and lithium batteries sent in letter-post items and postal parcels mentioned in article 16.2bis.

4 Live animals

4.1 Live animals shall be prohibited in all categories of items.

4.2 Exceptionally, the following shall be admitted in letter-post items other than insured items:

4.2.1 bees, leeches and silk-worms;

4.2.2 parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognized institutions;

4.2.3 flies of the family Drosophilidae for biomedical research exchanged between officially recognized institutions.

4.3 Exceptionally, the following shall be admitted in parcels:

4.3.1 live animals whose conveyance by post is authorized by the postal regulations of the countries concerned.

5 Insertion of correspondence in parcels

5.1 The insertion of the articles mentioned below shall be prohibited in postal parcels:

5.1.1 correspondence, with the exception of archived materials, exchanged between persons other than the sender and the addressee or persons living with them.

6 Coins, bank notes and other valuable articles

6.1 It shall be prohibited to insert coins, bank notes, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones, jewels or other valuable articles:

6.1.1 in uninsured letter-post items;

6.1.1.1 however, if the national legislation of the countries of origin and destination permits this, such articles may be sent in a closed envelope as registered items;

5

- 6.1.2 in uninsured parcels; except where permitted by the national legislation of the countries of origin and destination;
- 6.1.3 in uninsured parcels exchanged between two countries which admit insured parcels;
- 6.1.3.1 in addition, any member country or designated operator may prohibit the enclosure of gold bullion in insured or uninsured parcels originating from or addressed to its territory or sent in transit à découvert across its territory; it may limit the actual value of these items.

7 Printed papers and literature for the blind

7.1 Printed papers and literature for the blind:

- 7.1.1 shall not bear any inscription or contain any item of correspondence;
- 7.1.2 shall not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value, except in cases where the item contains as an enclosure a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in the country of posting or destination of the original item, which is prepaid for return.

8 Treatment of items wrongly admitted

- 8.1 The treatment of items wrongly admitted is set out in the Regulations. However, items containing articles mentioned in 2.1.1, 2.1.2, 3.1 and 3.2 shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to origin. In the case of articles mentioned in 2.1.1, 3.1 and 3.2 discovered while in transit, such items shall be handled in accordance with the national legislation of the country of transit.

Article 16

Admissible radioactive materials, infectious substances, **and lithium cells and lithium batteries**

1 Radioactive materials shall be admitted in letter-post items and parcels in relations between member countries which have declared their willingness to admit them either reciprocally or in one direction only under the following conditions:

- 1.1 radioactive materials shall be made up and packed in accordance with the respective provisions of the Regulations;
- 1.2 when they are sent in letter-post items, they shall be subject to the tariff for priority items or the tariff for letters and registration;
- 1.3 radioactive materials contained in letter-post items or postal parcels shall be forwarded by the quickest route, normally by air, subject to payment of the corresponding surcharges;
- 1.4 radioactive materials may be posted only by duly authorized senders.

2 Infectious substances, with the exception of category A infectious substances affecting humans (UN 2814) and affecting animals (UN 2900) shall be admitted in letter-post items and postal parcels, under the following conditions:

- 2.1 Category B infectious substances (UN 3373) may be exchanged by mail only between officially recognized senders, as determined by their competent authority. These dangerous goods may be acceptable in mail, subject to the national and international legislation in force and the current edition of the United Nations Recommendations on the Transport of Dangerous Goods, as promulgated by the International Civil Aviation Organization (ICAO).
- 2.2 Category B infectious substances (UN 3373) must be handled, packed and labelled in accordance with the provisions listed in the Letter Post Regulations and Parcel Post Regulations. These items shall be subject to the tariff for priority items or to the tariff for registered letters. An additional charge for the handling of these items shall be allowed.
- 2.3 Exempt patient specimens (human or animal) may be exchanged by mail only between officially recognized senders determined by their competent authority. These materials may be acceptable in mail, subject to the national and international legislation in force and the current edition of the United Nations Recommendations on the Transport of Dangerous Goods, as promulgated by the ICAO.
- 2.4 Exempt patient specimens (human or animal) must be handled, packed and labelled in accordance with the provisions listed in the Letter Post Regulations. These items shall be subject to the tariff for priority items or to

the tariff for registered letters. An additional charge for the handling of these items is allowed.

- 2.5 Admission of infectious substances and exempt patient specimens (human or animal) shall be restricted to member countries that have declared their willingness to admit such items, whether reciprocally or in one direction only.
- 2.6 Permissible infectious substances and exempt patient specimens (human or animal) shall be forwarded by the quickest route, normally by air, subject to the payment of the corresponding air surcharges, and shall be given priority in delivery.
- 2bis A maximum of four lithium cells or two lithium batteries, installed in equipment, shall be admitted in letter-post items and parcels under the following conditions:**
- 2bis.1 for a lithium metal or lithium alloy cell, the lithium content shall not be more than 1 g, and for a lithium ion cell, the Watt-hour rating shall not be more than 20 Wh;**
- 2bis.2 for a lithium metal or lithium alloy battery, the aggregate lithium content shall not be more than 2 g, and for a lithium ion battery, the Watt-hour rating shall not be more than 100 Wh; lithium ion batteries subject to this provision shall be marked with the Watt-hour rating on the outside case;**
- 2bis.3 cells and batteries when installed in equipment shall be protected from damage and short circuit, and the equipment shall be equipped with an effective means of preventing accidental activation; when lithium batteries are installed in equipment, they shall be packed in strong outer packagings constructed of suitable material of adequate strength and design in relation to the packaging's capacity and its intended use unless the batteries are afforded equivalent protection by the equipment in which they are contained;**
- 2bis.4 each cell or battery shall be of the type proved to meet the requirements of each test in the United Nations Manual of Tests and Criteria, Part III, sub-section 38.3.**