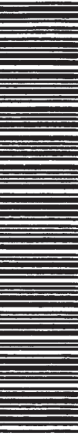


Annexes: Forms

CP 007 075 992 NO



The item/parcel may be opened officially

From		(Designated operator)		No(s) of parcel(s) (barcode, if any)	
Name	Sender's customs reference (if any)		figures		
Business					
Street					
Postcode	City				
Country					
To		Giro account No. and Giro centre		figures	
Name					
Business					
Street	Importer's reference (if any) (tax code/VAT No./importer code) (optional)				
Postcode	City	Importer's telephone/fax/e-mail (if known)			
Country					

Office of exchange	Customs stamp	(Please affix official labels here, when required)			
Please indicate service required (tick one box)		Number of parcels			
<input type="checkbox"/> International Priority	<input type="checkbox"/> International Economy	Insured value SDR			
Customs duty		Office of origin/Date of posting		certificates and invoices	

Declaration by addressee		I have received the parcel described on this note		Sender's instructions in case of non-delivery	
Date and addressee's signature		Date and addressee's signature		Return immediately to sender <input type="checkbox"/>	
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations		Date and sender's signature		Return/Redirect to sender after <input type="checkbox"/>	
				Return/Redirect to address below Address <input type="checkbox"/>	
				Return immediately to sender <input type="checkbox"/>	
				Treat as abandoned by surface/ S.A.L. <input type="checkbox"/>	
				Return/Redirect by surface/ S.A.L. <input type="checkbox"/>	
				Return/Redirect by air <input type="checkbox"/>	

Total gross weight of the parcel(s)		Charges	

CP 71 DISPATCH NOTE

Size 210 x 148 mm

Note. – To take account of the needs of their service, designated operators may use this form on its own or as part of the CP 72 manifold set.

CP 72 (Spot carbon in front of "Address label")



The item/parcel may be opened officially

CP 007 075 992 NO



No(s) of parcel(s)
(barcode, if any)

From		Sender's customs reference (if any)	
Name			
Business			
Street			
Postcode	City		
Country			
To			
Name			
Business			
Street			
Postcode	City		
Country			

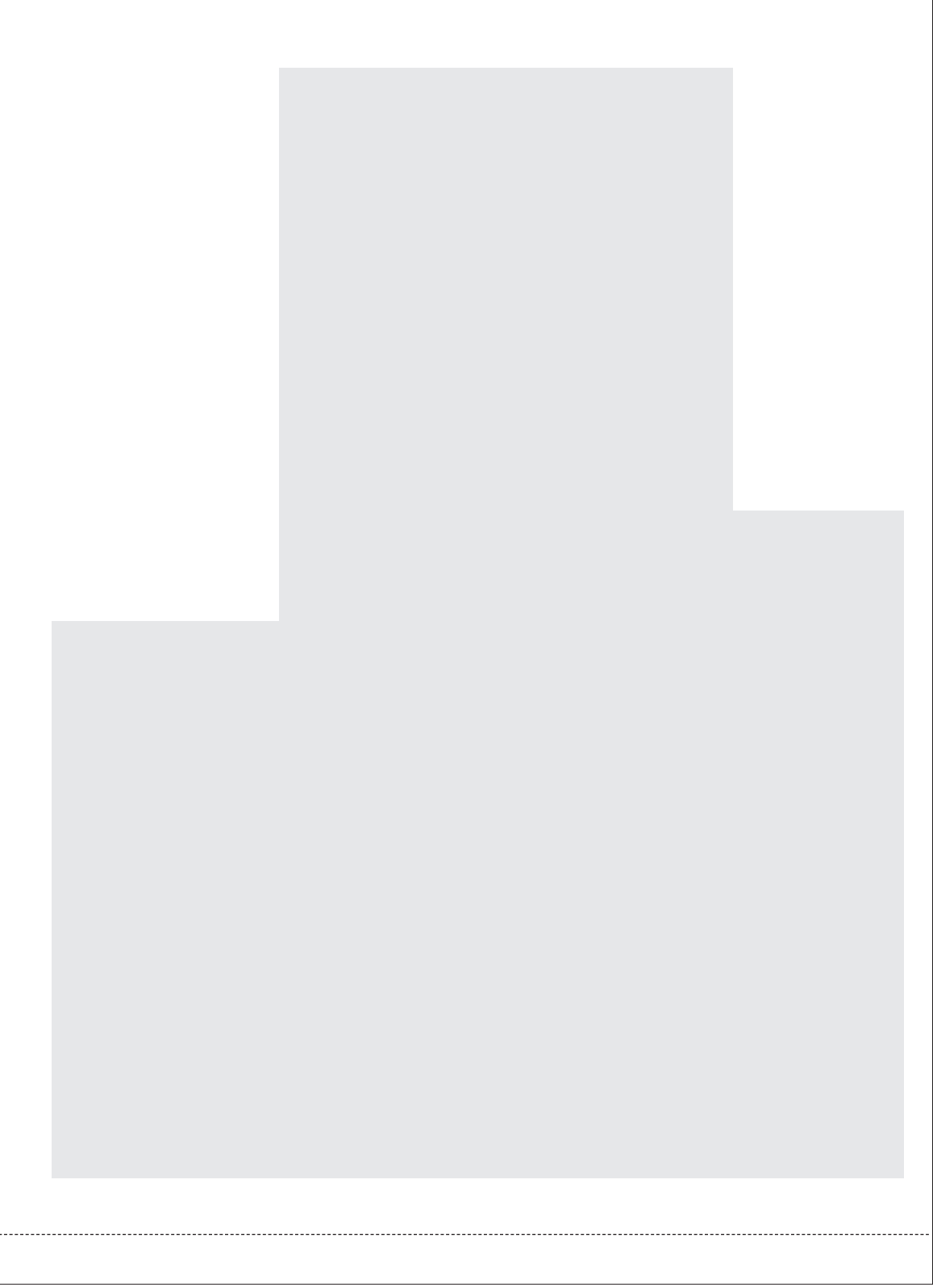
Insured value – Words	figures
Cash-on-delivery amount – Words	figures
Giro account No. and Giro centre	

ADDRESS LABEL

SENDER'S INSTRUCTIONS IN CASE OF NON-DELIVERY

<input type="checkbox"/> Return to sender after	<input type="checkbox"/> Days	<input type="checkbox"/> Return immediately to sender
<input type="checkbox"/> Redirect to address below	<input type="checkbox"/> Return/Redirect	<input type="checkbox"/> Treat as abandoned
Address		<input type="checkbox"/> by surface/ S.A.L.
		<input type="checkbox"/> by air

CP 72 (Spot carbon in front of the "Customs declaration")



CP 007 075 992 NO



(Designated operator)		Sender's customs reference (if any)		No(s) of parcel(s) (barcode, if any)	
From		Name			
		Business			
		Street			
		Postcode		City	
		Country			
To		Name			
		Business			
		Street		Importer's reference (if any) (tax code/VAT No./importer code) (optional)	
		Postcode		City	
		Country		Importer's telephone/fax/e-mail (if known)	
Detailed description of contents (1)		Quantity (2)	Net weight (in kg) (3)	Value (5)	Country of origin of goods (8)
Please indicate service required (tick one box)		Total gross weight (4)	Total value (6)	Postal charges/Fees (9)	
<input type="checkbox"/> International Priority		<input type="checkbox"/> International Economy			
Category of item (10)		Commercial sample	Explanation:	Office of origin/Date of posting	Number of parcels
<input type="checkbox"/> Gift		<input type="checkbox"/> Returned goods	<input type="checkbox"/> Other		certificates and invoices
<input type="checkbox"/> Documents					Insured value SDR
Comments (11): (eg: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)					Total gross weight of the parcel(s)
					Charges
<input type="checkbox"/> Licence (12)		<input type="checkbox"/> Certificate (13)	<input type="checkbox"/> Invoice (14)		
Licence number(s)		Certificate number(s)	Invoice number		
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations			Date and sender's signature (15)		

CN 23 CUSTOMS DECLARATION

CP 72 (Spot carbon in front of "Dispatch note")



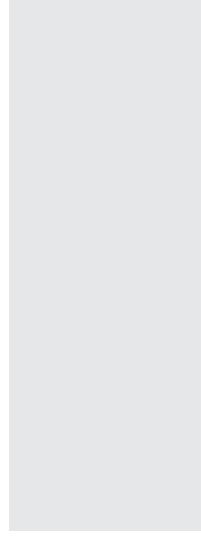
CP 007 075 992 NO



CP 71 DISPATCH NOTE

(Designated operator)		The item/parcel may be opened officially		No(s) of parcel(s) (barcode, if any)	Insured value – Words	figures
From	Name	Sender's customs reference (if any)		Insured value – Words		
	Business			Cash-on-delivery amount – Words		
	Street			Giro account No. and Giro centre		
	Postcode	City	Importer's reference (if any) (tax code/VAT No./importer code) (optional)			
Country				Importer's telephone/fax/e-mail (if known)		
To	Name			(Please affix official labels here, when required)		
	Business					
	Street	City				
	Postcode	City				
Country						
Office of exchange		Customs stamp				
Please indicate service required (tick one box)		Customs duty				
<input type="checkbox"/> International Priority		<input type="checkbox"/> International Economy				
Office of origin/Date of posting		Number of parcels		certificates and invoices		
		Insured value SDR				
Total gross weight of the parcel(s)		Charges				
Declaration by addressee		I have received the parcel described on this note		Sender's instructions in case of non-delivery		
Date and addressee's signature		Date and sender's signature		Return immediately <input type="checkbox"/>		
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations		Date and sender's signature		Return to sender <input type="checkbox"/>		
				Days <input type="checkbox"/>		
				Return/Redirect <input type="checkbox"/>		
				Treat as abandoned <input type="checkbox"/>		
				Return/Redirect by surface/ S.A.L. <input type="checkbox"/>		
				by air <input type="checkbox"/>		

CP 72 (Spot carbon in front of "Copy of Address label")



(Designated operator) **The item/parcel may be opened officially**

From	Name	Sender's customs reference (if any)
	Business	
	Street	
	Postcode	City
	Country	
To	Name	
	Business	
	Street	
	Postcode	City
	Country	

CP 007 075 992 NO



No(s). of parcel(s) (barcode, if any)

Insured value – Words

figures

Cash-on-delivery amount – Words

figures

Giro account No. and Giro centre

COPY OF ADDRESS LABEL

SENDER'S INSTRUCTIONS IN CASE OF NON-DELIVERY

<input type="checkbox"/> Return to sender after	<input type="checkbox"/> Return immediately to sender
<input type="checkbox"/> Redirect to address below	<input type="checkbox"/> Treat as abandoned
Address	by surface/ <input type="checkbox"/>
	S.A.L. <input type="checkbox"/> by air <input type="checkbox"/>
	Days <input type="checkbox"/>
	Return/Redirect <input type="checkbox"/>

Adhesive surface on back



Self-adhesive area

Instructions

To clear your item, the Customs in the country of destination need to know exactly what the contents are. You must therefore complete your declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or to seizure of the item.

Your goods may be subject to restrictions. It is your responsibility to enquire into import and export regulations (prohibitions, restrictions such as quarantine, pharmaceutical restrictions, etc.) and to find out what documents, if any (commercial invoice, certificate of origin, health certificate, licence, authorization for goods subject to quarantine (plant, animal, food products, etc.) are required in the destination country.

Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.

- (1) Give a detailed description of each article in the item, e.g. "men's cotton shirts". General descriptions, e.g. "spare parts", "samples" or "food products" are not permitted.
- (2) Give the quantity of each article and the unit of measurement used.
- (3) and (4) Give the net weight of each article (in kg). Give the total weight of the item (in kg), including packaging, which corresponds to the weight used to calculate the postage.
- (5) and (6) Give the value of each article and the total, indicating the currency used (e.g. CHF for Swiss francs).
- (7) and (8) The HS tariff number (6-digit) must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. "Country of origin" means the country where the goods originated, e.g. were produced/manufactured or assembled. Senders of commercial items are advised to supply this information as it will assist Customs in processing the items.
- (9) Give the amount of postage paid to the Post for the item. Specify separately any other charges, e.g. insurance.
- (10) Tick the box or boxes specifying the category of item.
- (11) Provide details if the contents are subject to quarantine (plant, animal, food products, etc.) or other restrictions.
- (12), (13) and (14) If your item is accompanied by a licence or a certificate, tick the appropriate box and state the number. You should attach an invoice for all commercial items.
- (15) Your signature and the date confirm your liability for the item.

CP 73



Size 74 x 26 mm

CP 74



Size 74 x 26 mm, colour pink

Note. – Designated operators using barcodes in their service may use CP 73 and CP 74 labels bearing such codes in addition to the indications already provided for

STATEMENT OF CHARGES

CP 77

Designated operator of

Date

Office of exchange of

Parcel No.		
Reason for return		
<input type="checkbox"/> Unknown	<input type="checkbox"/> Refused	<input type="checkbox"/> Importation prohibited
<input type="checkbox"/> Gone away	<input type="checkbox"/> Unclaimed	<input type="checkbox"/>
Presentation-to-Customs charge	SDR	
Storage charge		
Return charge		
Redirection charge		
Non-postal fees		
Miscellaneous		
Total		

Size 105 x 148 mm

Date

No.

Mail No.

Office of origin of note	Date of dispatch
	Ship
Office of destination of note	Flight No.
	Dispatching office of exchange
	Office of exchange of destination

Event codes

- | | | |
|---|---|---|
| <input type="checkbox"/> 20 – Received here in good condition | <input type="checkbox"/> 24 – Serious weight or item loss, but no external tampering detected | <input type="checkbox"/> 29 – Carrier misdelivered to this location |
| <input type="checkbox"/> 21 – Damaged by weather or improper handling (no theft evident) | <input type="checkbox"/> 25 – Received here with unreadable barcode | <input type="checkbox"/> 30 – Received here unlabelled |
| <input type="checkbox"/> 22 – Received cut, torn, or broken, and enclosed mail not intact | <input type="checkbox"/> 26 – Pilfered here (evidence of local theft) | <input type="checkbox"/> 31 – Did not arrive here |
| <input type="checkbox"/> 23 – Seal tampered or missing and enclosed mail not intact | <input type="checkbox"/> 27 – Found unprotected or abandoned here | <input type="checkbox"/> 32 – Origin mislabelled to this location |
| | <input type="checkbox"/> 28 – Carrier failed to load or make transfer here | |

- | | | |
|--|--|--|
| <input type="checkbox"/> Missing document
(Please send a copy) | <input type="checkbox"/> CN 38 Delivery bill | <input type="checkbox"/> CP 88 Special parcel bill |
| <input type="checkbox"/> Irregular document | <input type="checkbox"/> CP 87 Parcel bill | |

Parcel entered	Total number of parcels	Gross weight	Insured value	Number of receptacles				Rates due
		kg	SDR	Bags	Trays	Other	Total	SDR
Parcel received								

1 Irregularities

Parcel No.	Office of origin	Addressee's full address or office of destination	Weight		Observations
			kg	g	

2 Errors

Parcel No.	Office of origin	Country of destination	Weight				Col. No.	Entry by dispatching office of exchange	Correction by office of exchange of destination
			entered		observed				
			kg	g	kg	g			
							SDR	SDR	
Totals									

3 Other observations

CP 78 (back)

Carrier or carrier's representative

Name and capacity	Signature
-------------------	-----------

Office preparing the note
Signature of officials

Seen and accepted

Seen and noted

Office of destination of the note
Place, date and signature of the official in charge

Countries for which the above-mentioned designated operator accepts postal parcels in transit on the conditions given below

Country of destination	Routes	Rates to be allocated to the designated operator of		Breakdown of the amounts in columns 3 and 4		Countries and sea services to which they are due	Limit of insured value	Number of customs declarations	Observations
		Rate per parcel	Rate per kg	Rate per parcel	Rate per kg				
1	2	3	4	5	6	7	8	9	10
		SDR	SDR	SDR	SDR		SDR		

Serial No.

Note

The above-mentioned designated operator accepts, on the terms shown below, air parcels addressed to its own territory and in transit to countries for which it is in a position to serve as an intermediary

1 Conditions for the internal service

- A. Does the designated operator preparing this table undertake to reforward air parcels by air in the interior of its country, on all or part of the journey?
 Yes No
- If so, to which places?
 (in alphabetical order)
- B. Can air parcels addressed elsewhere be sent to these places at the request of the sender?
 Yes No

Inward rates payable to the designated operator of destination	per parcel, SDR
per gross kg, SDR	

2 Services to other countries

Col 3 The dues shown in this column cover the inward rates with which the designated operator of destination is to be credited.

Col 4 The single rate per parcel payable to the intermediate designated operator for air parcels in transit à découvert must be entered in column 4a. When transit land rates, and/or sea rates are to be allocated, if land or sea transit is used, the total must be shown with an

appropriate note, in columns 4a and 4b, the rate per parcel (column 4a) being increased by the above-mentioned single rate.

Col 5 The total inward and transit rates to be allocated to the intermediate designated operator for receipt and transit shall be shown in this column.

Country of destination	Routes Air sectors used	Rates payable to the designated operator of				Air conveyance dues by weight payable to the designated operator of	Observations (including limit of insured value in SDR)		
		Inward rates		Transit rates				Total columns	as far as the country of destination
1	2	per parcel	per gross kg	per parcel	per gross kg	5a = 3a + 4a per parcel	5b = 3b + 4b per gross kg	6	7
		a	b	a	b	a	b	SDR	
		SDR	SDR	SDR	SDR	SDR	SDR		

Posts	POSTAL PARCELS		CP 83
	from		
	Le Havre	to	
	Mail No.	MONTREAL	(Canada)
	Date of dispatch		
	Receptacle No.	Via	
Number of parcels	Ship		
Weight of bag (kg)	Port of disembarkation		

Size 148 x 74 mm, colour yellow ochre

Posts	POSTAL PARCELS		CP 83
	from		
	Le Havre	to	
	Mail No.	MONTREAL	(Canada)
	Date of dispatch		
	Receptacle No.	Via	
Number of parcels	Ship		
Weight of bag (kg)	Port of disembarkation		
			 FRLEHA CAYMQA ACN5 0003 00510 0250


Size 148 x 90 mm, colour yellow ochre

Note:

- To take account of the needs of their service, designated operators may alter the text and the sizes of this form slightly, without however deviating too much from the directives contained in the model
- Designated operators using barcodes in their service may use CP 83 labels similar to the above model bearing such codes in addition to the indications already provided for. This model is given only by way of example. Designated operators may use barcodes that comply with UPU technical standard S9

Posts	POSTAL PARCELS	By airmail	CP 84
	from Stockholm Utrikes	to	RIO DE JANEIRO
	Mail No.		
	Date of dispatch	Flight No.	
	Receptacle No.	Airport of transhipment	Offloading airport
	Number of parcels	GIG	
Weight of bag (kg)			

Size 148 x 74 mm, colour yellow ochre

Posts	POSTAL PARCELS	By airmail	CP 84
	from Stockholm Utrikes	to	RIO DE JANEIRO
	Mail No.		
	Date of dispatch	Flight No.	
	Receptacle No.	Airport of transhipment	Offloading airport
	Number of parcels	GIG	
Weight of bag (kg)			
			 SEST0A BRR10A ACV5 0010 00301 0173


Size 148 x 90 mm, colour yellow ochre

Note:

- To take account of the needs of their service, designated operators may alter the text and the sizes of this form slightly, without however deviating too much from the directives contained in the model
- Designated operators using barcodes in their service may use CP 84 labels similar to the above model bearing such codes in addition to the indications already provided for. This model is given only by way of example. Designated operators may use barcodes that comply with UPU technical standard S9

Posts	POSTAL PARCELS from Lisboa	S.A.L. surface airlifted		CP 85
	Mail No.	to		
	Date of dispatch	RIO DE JANEIRO		
	Receptacle No.	(Brazil)		
	Number of parcels	Flight No.		
	Weight of bag (kg)	Airport of transhipment	Offloading airport	
		GIG		

Size 148 x 74 mm, colour yellow ochre

Posts	POSTAL PARCELS from Lisboa	S.A.L. surface airlifted		CP 85
	Mail No.	to		
	Date of dispatch	RIO DE JANEIRO		
	Receptacle No.	(Brazil)		
	Number of parcels	Flight No.		
	Weight of bag (kg)	Airport of transhipment	Offloading airport	
		GIG		
		 PTLISA BRRIOA BCN5 0018 00210 0237		

Size 148 x 90 mm, colour yellow ochre

Note:

- To take account of the needs of their service, designated operators may alter the text and the sizes of this form slightly, without however deviating too much from the directives contained in the model
- Designated operators using barcodes in their service may use CP 85 labels similar to the above model bearing such codes in addition to the indications already provided for. This specimen is given only by way of example. Designated operators may use barcodes that comply with UPU technical standard S9

Dispatching designated operator

PARCEL BILL

CP 87

Dispatching office of exchange

Surface
 S.A.L.
 Air

Mail No.

Date of departure

		Bags	Trays	Other	Total		
Office of exchange of destination	Gross weight of the mail					Number of parcels comprising the mail	
	kg					Number of unenclosed parcels	
Flight/Vessel						No. of the parcel bill (if several)	
<input type="checkbox"/> A CN 44 note is attached to the mail						Number of empty receptacles	

Detailed entry

Serial No.	No. of parcel	Origin	Country of destination	Weight		Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
				kg	g		by dispatching designated operator to receiving designated operator	by receiving designated operator to dispatching designated operator	by dispatching designated operator to receiving designated operator	by receiving designated operator to dispatching designated operator	
	1	2	3	4	5	6	7	8	9	10	
				kg	g	SDR	SDR	SDR	SDR	SDR	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
Total on front											
Carried over from back											
Totals											

Bulk entry (summary of parcels for the countries of destination)

Total number of parcels	Total weight of parcels ¹	Observations
	kg	
<input type="checkbox"/> Includes COD parcels		

¹ This weight may include the weight of mailbags or similar receptacles used for the dispatch of the parcels

Dispatching office of exchange
Date and signature

Office of exchange of destination
Date and signature

Detailed entry

Serial No.	No. of parcel	Origin	Country of destination	Weight		Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
	1	2	3	4	g	5	6	7	8	9	
14				kg		SDR	SDR	SDR	SDR	SDR	
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
To be carried over the front											

SPECIAL PARCEL BILL
Payment of rates due
for the transit of parcels

CP 88

Dispatching office of exchange

Date _____ No. _____

Intermediate office of exchange		Date of departure	Mail No.
Transit designated operator		Train No./Name of ship	
<input type="checkbox"/> Land transit <input type="checkbox"/> Sea transit		Route followed by the mail	
Total number of parcels		Office of destination of the mail	
Gross weight ¹		Observations	
kg			
Nature of parcels	Number of receptacles	Number of parcels in receptacles	Number of unenclosed parcels
Uninsured parcels			
Insured parcels			
Totals			

Dispatching office of exchange
 Signature of the official _____

Intermediate office of exchange
 Signature of the official _____

¹ This may include the weight of mailbags or similar receptacles but should exclude that of airline or shipping containers

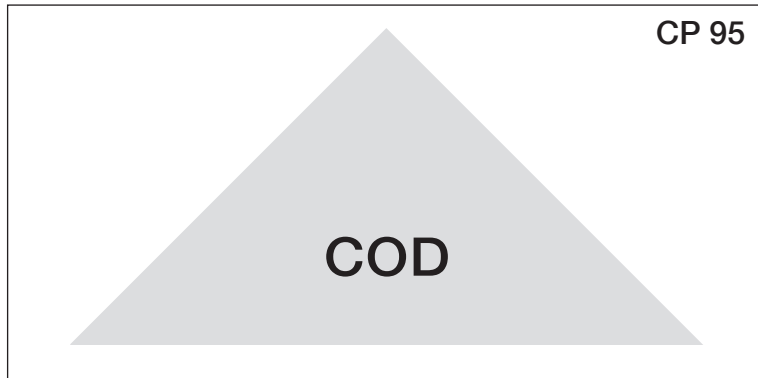
DISPATCH NOTE, CUSTOMS, ETC., DOCUMENTS ENCLOSED

CP 91

Size 245 x 170 mm (external), 230 x 155 mm (internal), 50 mm flap

		<p>DISPATCH NOTE, CUSTOMS, ETC., DOCUMENTS ENCLOSED</p> <p>CP 92</p>
--	--	--

Size 170 x 130 mm (external), 155 x 115 mm (internal), 50 mm flap



Size 100 x 50 mm

