

[**PPC PHILPOST CIRCULAR NO. 11-03, February 07, 2011**]

GUIDELINES IN THE TREATMENT OF ADVICE OF RECEIPT/DELIVERY (CN-07) FOR INTERNATIONAL MAIL ITEMS

To ensure uniform implementation and compliance to UPU regulations in the treatment of Advice of Receipt/Delivery (CN-07) for International Mail Items the following guidelines are hereby prescribed:

I. DEFINITION

Advice of Receipt/Delivery (CN-07) for International Mails is the equivalent of Registry Return Card in the domestic mails the purpose of which is to serve as evidence of receipt by the addressee of the mail sent to him by the sender.

2. TREATMENT OF OUTGOING ADVICE OF RECEIPT/DELIVERY (CN-07)

- 2.1 As supplementary service Philpost shall provide Advice of Receipt (CN-07) to the following international mail items destined for delivery outside the Philippines except Canada:

Mail Service (Air, Surface Air-Lifted [SAL] or Surface)	Fees/Charges
Registered Letter – post (Letters, Printed Matters, Small Packets)	PHP 20.00
Insured & Priority Mails	20.00
Parcel – post	45.00

- 2.2 The fees/charges for CN-07 card shall be added to the regular postage of every outbound international mail matter availing the service;
- 2.3 The additional P20.00 or P45.00 postage stamps shall be affixed on the mail matter and not on the CN-02 Card.
- 2.4 The CN-07 card shall be attached at the back of the

envelope for letters and on any part where it can be easily seen without covering the particulars of mailing for packets/parcels. The Postmaster must ensure that the CN-07 is properly attached to avoid detachment and loss.

- 2.5 The sender shall be required to accomplish the portion "to be filled in by the sender" as indicated in the CN 07 card and write all necessary information such as:

Sender's Name and Address;
Addressees' Name and Address

- 2.6 The Postmaster/authorized personnel shall accomplish the portion "to be completed by the office of origin" as indicated in the CN-07 card:

The Name of Post Office Posting
Date of Posting
Nature of the item mailed
Registry or Parcel Number
Amount of Insurance if mail item posted is insured

- 2.7 The Postmaster shall ensure that the CN-07 card is properly postmarked
- 2.8 If the outgoing CN-07 card is returned without having been duly completed in the country of destination, the irregularity shall be notified by the Post Office of Posting to the destination country by means of CN-08. (Annex B – Sample Form of CN - 08)
- 2.9 If the Postmaster concerned shall assist the sender in accomplishing CN-08 Inquiry Lodged form and the duly accomplished CN-08 with the incomplete CN-07 shall be forwarded by the Postmaster to the following Office of Exchanges for processing

AIR

SURFACE – AIRLIFTED
SURFACE

The Manager
Mail Processing Office

The Manager
Foreign Surface Mail
Distribution Center

Central Mail Exchange Office
Domestic Road, 1300 Pasay
City

Port Area, 1018 Manila
Fax No. +63 2 525 7028

Fax No. + 63 2 854 4613

E-mail:
ppc_fsmdc@yahoo.com

E-mail: