

Currency : Franc Burundi

**Basic services****Mail classification system (Conv., art. 17.4; Regs., art. 17-101)**

1	Based on speed of treatment of items (Regs., art. 17-101.2):	No
1.1	Priority and non-priority items may weigh up to 5 kilogrammes. Whether admitted or not:	No
2	Based on contents of items:	Yes
2.1	Letters and small packets weighing up to 5 kilogrammes (Regs., art. 17-103.2.1). Whether admitted or not (dispatch and receipt):	No
2.2	Printed papers weighing up to 5 kilogrammes (Regs., art. 17-103.2.2). Whether admitted or not for dispatch (obligatory for receipt):	No
3	Classification of post items to the letters according to their size (Conv., art. 17, art. 17-102.2)	Yes

**Optional supplementary services****4 Insured items (Conv., art. 18.2.1; Regs., 18-001.1)**

4.1	Whether admitted or not (dispatch and receipt):	Yes
4.2	Whether admitted or not (receipt only):	Yes
4.3	Declaration of value. Maximum sum	
4.3.1	surface routes:	SDR
4.3.2	air routes:	4000 SDR
4.3.3	Labels. CN 06 label or two labels (CN 04 and pink "Valeur déclarée" (insured) label) used:	CN 06 label
4.4	Offices participating in the service:	All offices
4.5	Services used:	
4.5.1	air services (IATA airline code):	KQ , SN, ET
4.5.2	sea services (names of shipping companies):	NA
4.6	Office of exchange to which a duplicate CN 24 formal report must be sent (Regs., art.17-138.11):	

Office Name : Bujumbura CT ,

Office Code : BIBJMA

Address : Avenue Patrice Lumumba , BP 258 BUJUMBURA ,BURUNDI

Phone : + 257 22 24 47 79

Fax : +257 22 22 07 00

E-mail 1 : courrier@posteburundi.bi

E-mail 2:

Office Name : BUJUMBURA CENTRE DE TRI

Address : Boulevard Patrice LUMUMBA NO 1, ROHERO, Boite Postale 258  
Bujumbura- BURUNDI

Phone : + 257 22 24 47 79

Fax : + 257 22 22 07 00

E-mail 1 : courrier@posteburundi.bi

E-mail 2 :

**5 Cash-on-delivery (COD) items (Conv., art. 18.2.2 Regs. arts. 18-002.1, 18-002.2)**

5.1	Whether admitted or not (dispatch and receipt):	No
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5.2	Whether admitted or not (receipt only):	No
5.3	Amount of the rate applied in addition to the postage charges applicable to COD items	
5.3.1	ordinary items:	SDR
5.3.2	registered items:	SDR
5.3.3	insured items:	SDR
5.4	Charges on COD items	
5.4.1	Levied on the sender of the item:	No
5.4.2	Levied on the addressee of the item:	No
5.4.3	Do you apply a special charge for delivering cash-on-delivery items in the destination country	No
5.4.4	If you answer yes, how much is this charge	SDR
5.4.5	Do you require cash-on-delivery items to be sealed	Yes
<b>6</b>	<b>Express items (Conv., art. 18.2.3, 18-102)</b>	
6.1	Whether admitted or not (dispatch and receipt):	Yes
6.2	Limited to priority items:	Yes
6.3	Item itself or an advice of arrival delivered by express in the case of an insured item:	
6.4	Other information	
<b>7</b>	<b>Delivery to the addressee in person (Conv., art. 18.2.4, 18-103)</b>	
7.1	Admitted for registered and insured items (If admitted according to question 4):	No
7.2	Admitted <u>only</u> if registered and insured items are received with an advice of delivery :	No
7.3	Indication to appear on items sent to your administration :	
<b>8</b>	<b>Items for delivery free of charges and fees (Conv., art. 18.2.5; Regs., art. 18-004)</b>	
8.1	Ordinary, registered and insured items. Whether admitted or not:	No
8.2	Registered and insured items only. Whether admitted or not:	No
8.3	Merchandise return service	No
<b>9</b>	<b>International business reply service (IBRS)</b>	
9.1	International business reply service (IBRS) (Conv., art.18.3.1; Regs., art. 18-104)	No
9.2	Operated on a reciprocal basis (Regs., Conv. 18.3.1, Regs., 18-104.2.3)	No
9.3	Items weighting from 50g to 2000g on a reciprocal basis (Regs., art. 18-104.3.3)	No
9.4	If more than 50g but less than 2000g, please specify the upper weight limit	g
9.5	Items excluded from IBRS with certain contents other than the ones specified in Conv., art. 18 (Conv., art. 18; Regs., art. 18-104.3.4)	No
9.5.1	If yes, please specify:	
9.6	Open to bilaterally agreement to any further extensions of the service (Regs., art. 18-104.3.5)?	Yes
<b>10</b>	<b>International reply coupons (Conv., art. 18.3.2; Regs., art. 18-108 and 18-106.1). Whether sold or not (Regs., art. RL 146.1):</b>	Yes
<b>11</b>	<b>Radioactive materials (Conv., art. 19.3; Regs., arts. 19.3.3)</b>	
11.1	Whether admitted or not (dispatch and receipt):	No

11.2	Whether admitted or not (receipt only):	No
12	<b>Requests for withdrawal from the post, alteration or correction of address (Conv., art. 5; Regs., art. 19-210.5.4)</b>	
12.1	Whether admitted or not:	Yes
12.2	Office to which requests must be sent: (Regs., art. RL 152.3.4):	
	Office Name : Bujumbura CT,	
	Office Code :	
	Address : Avenue Patrice Lumumba, BP 258 bujumbura	
	Phone : +257 22244779	
	Fax :	
	E-mail 1 : courrier@posteburundi.bi	
	E-mail 2 :	
	Office Name : BUJUMBURA 1	
	Address : Boulevard Patrice LUMUMBA No 1, ROHERO, Boite Postale 258 BUJUMBURA- BURUNDI	
	Phone : + 257 22244779	
	Fax : + 257 22 22 07 00	
	E-mail 1 : courrier@posteburundi.bi	
	E-mail 2 :	
13	<b>Exempt patient specimens (human or animal) (Conv., art.19-003.2.3;Regs., arts. 19-004)</b>	
13.1	Whether admitted or not (dispatch and receipt):	No
13.2	Whether admitted or not (receipt only):	No
14	<b>Category B Infectious Substances (UN 3373) (Conv., art.19-003.2.1; Regs., arts. 19-001.1.2, 19-003.2.2, 19-003.2.6)</b>	
14.1	Whether admitted or not (dispatch and receipt):	No
14.2	Whether admitted or not (receipt only):	No
15	<b>Literature for the blind (Regs., art. 17-107.5)</b>	
15.1	Sound recordings sent by a blind person to any addressee. Whether admitted or not as literature for the blind:	Yes
15.2	Sound recordings sent to a blind person by any sender. Whether admitted or not as literature for the blind:	Yes
16	<b>Combination in one item of articles on which different charges are payable (Regs., art. 15-101.4).</b> Whether authorized or not:	Yes
<b>Other information</b>		
17	<b>Small packets exceeding 500 g (Conv., art. 15; Regs., art. 15-102.1).</b> Delivery charge on domestic items applicable to international items:	SDR
18	<b>Registered items. Liability (Conv., art. 22.2)</b>	
18.1	Whether accepted or non in cases of <i>force majeure</i> (Regs., art. 22-001.2):	Yes
18.2	Equivalent of the 30 SDR indemnity per item (Regs., art. 22-001.2.1.1):	*
18.3	Equivalent of the indemnity for each M bag – maximum 150 SDR (Regs., art. 22-001.2.1.1):	*

<b>19</b>	<b>Insured items. Liability (Conv., art. 18.2)</b>	
19.1	Whether accepted or not in cases of <i>force majeure</i> (Regs., art. 22-001.2):	No
19.2	Whether admitted or not on board ships and aircraft used by the administrations (Regs., art. 25-004.4):	No
<b>20</b>	<b>« This section is no longer valid »</b>	
<b>21</b>	<b>Registered items in closed envelopes containing the articles mentioned in article (Conv., art.19.6).</b> Whether admitted or not:	No
<b>22</b>	<b>Methods of denoting prepayment (Regs., arts. 06-001)</b>	
22.1	Prepayment of postage indicated by means of impressions made by a printing press or other printing or stamping process. Whether admitted or not:	Yes
22.2	Indication used to denote prepayment:	Port payé (P P)
22.3	Can prepayment be denoted by an indication that full postage has been prepaid, for example: "Taxe perçue" (Postage paid)? Whether admitted or not:	Yes
22.4	If so, indicate the indication(s) adopted:	PP
<b>23</b>	<b>Suspected fraudulent use of postage stamps, etc. (Regs., art. 06-004)</b>	
23.1	Is the prescribed procedure permitted by internal legislation:	No
23.2	Office to which advices on suspected fraudulent use must be sent:	
	Office Name : Direction de Production	
	Office Code :	
	Address : Avenue Patrice Lumumba, B.P. 258 Bujumbura	
	Phone : + 257 2222 6407	
	Fax : + 257 22220700	
	E-mail 1 : chriskarorero44@gmail.com	
	E-mail 2:	
	Office Name : Direction de Production	
	Address : Régie Nationale des Postes, ROHERO I, Boulevard Patrice LUMUMBA No 1	
	Phone : + 257 22 22 64 07	
	Fax : + 257 22 22 07 00	
	E-mail 1 : chriskarorero44@gmail.com	
	E-mail 2 :	
<b>24</b>	<b>Registered items (Regs., arts. 17-121 and 18-101)</b>	
24.1	Replacement of the prescribed CN 04 label by a framed label on which only the letter "R" has been printed:	Yes
24.2	Replacement by a stamp impression or strip:	No
24.3	CN 33 special lists. Whether always required or not:	Yes
24.4	Bulk entry. Whether accepted or not:	No
24.5	Bulk entry in all cases:	No
24.6	Bulk entry only within the framework of a bilateral agreement:	Yes
<b>25</b>	<b>Procedures for delivering registered and insured items (Regs., arts. 18-001, 18-101)</b>	

25.1	Handed over against the signature of the addressee or of a duly authorized agent	
25.1.1	Registered items:	Yes
25.1.2	« This section is no longer valid »	
25.1.3	Insured items:	Yes
25.2	Whether handed over against the signature of a <i>de facto</i> agent (member of the addressee's family, hotel porter, janitor, etc.)	
25.2.1	Registered items:	Yes
25.2.2	« This section is no longer valid »	
25.2.3	Insured items:	No
25.3	Number of attempted deliveries for registered and insured items	
25.3.1	Registered items	3
25.3.2	« This section is no longer valid »	
25.3.3	Insured items	3
25.4	Retention period for registered and insured items once a card has been left after several failed delivery attempts	
25.4.1	Registered items	30 Day(s) 1 Month(s)
25.4.2	« This section is no longer valid »	
25.4.3	Insured items	30 Day(s) 1 Month(s)
<b>26</b>	<b>« This section is no longer valid »</b>	
<b>27</b>	<b>Advice of delivery (CN 07 form) (Regs., art. 18-003)</b>	
27.1	Whether signed by the addressee (or his representative):	Yes
27.2	Whether signed by the official of the office of destination:	Yes
<b>28</b>	<b>Letter-post items retained or addressed poste restante (Regs., art. 19-104.5.3). Period of retention:</b>	30 Day(s) 1 Month(s)
<b>29</b>	<b>Inquiries (Regs., art. 21-001 and art. 21-002.1.5). Offices to which inquiries must be sent regarding (CN 08 form) (Regs., art. RL 154.2.5):</b>	
29.1	Ordinary items:	
	Office Name : Bujumbura Centre de tri	
	Office Code :	
	Address : B.P. 258 BUJUMBURA	
	Phone : + 257 22244779	
	Fax : + 257 22220700	
	E-mail 1 : courrier@posteburundi.bi	
	E-mail 2 :	
	Office Name : BUJUMBURA CENTRE DE TRI	
	Address : ROHERO I, Boulevard Patrice LUMUMBA No I, Boite Postale 258 BUJUMBURA- BURUNDI	
	Phone : + 257 2224 47 79	
	Fax :	
	E-mail 1 : courrier@posteburundi.bi	
	E-mail 2 :	
29.2	Registered items or insured items:	

	Office Name :	Bujumbura Centre de tri	
	Office Code :		
	Address :	B.P. 258 Bujumbura	
	Phone :	+ 257 22 24 47 79	
	Fax :	+ 257 22 22 07 00	
	E-mail 1 :	courrier@posteburundi.bi	
	E-mail 2:		
29.3	Cash-on-delivery (COD) items:		
	Office Name :	N A	
	Office Code :		
	Address :	-	
	Phone :	-	
	Fax :		
	E-mail 1 :		
	E-mail 2:		
29.4	Electronic CN 08 form (Regs., art. 21-002) Whether admitted or not:		Yes
<b>30</b>	<b>Items subject to customs control (Regs., art. 20-001)</b>		
30.1	Number of CN 23 customs declarations needed when the contents exceed 300 SDR in value:		2
30.2	Languages in which the CN 22 label and CN 23 customs declarations may be filled in:		Francais
30.3	M bags (Regs., art. 20-001.2.9)		
30.3.1	Whether the address label of special bags of printed papers requires a CN 22 label:		
30.3.1.1	in all cases (whether items have to be submitted to customs control or not):		Yes
30.3.1.2	only when items have to be submitted to customs control:		No
30.3.2	Any CN 23 customs declaration required, as well as any other accompanying papers, should be attached:		
30.3.2.1	to the outside of the bag:		Yes
30.3.2.2	to one of the items contained in the bag:		No
<b>31</b>	<b>Empty bags (Regs., art. 17-139)</b>		
31.1	Office of exchange appointed for reception of empty bags in long-distance services:		
	Office Name :	Bujumbura Centre de Tri	
	Office Code :		
	Address :	B.P.258 BUJUMBURA	
	Phone :	+257 22244779	
	Fax :	+257 22220700	
	E-mail 1 :	courrier@posteburundi.bi	
	E-mail 2:		
31.2	Average value in SDR of bags used by offices of exchange (Regs., art. 17-139 and 17-144.9):		15 DTS SDR

**33 Office(s) of exchange responsible for handling letter post (Regs., art. 17-114.4)**

Office Name :	Bujumbura Centre de Tri
Office Code :	
Address :	BP 258
Phone :	+ 257 22 244779
Fax :	+ 257 22 22 07 00
E-mail 1 :	courrier@posteburundi.bi
E-mail 2 :	

**Mails conveyed by sea****34 Surface letter-post mails**

- 34.1 Name of port(s) of arrival: BUJUMBURA PORT
- 34.2 Name and address of the exchange office of destination to which advance CN 37 delivery bills should be sent:
- |               |                           |
|---------------|---------------------------|
| Office Name : | BUJUMBURA C T             |
| Office Code : |                           |
| Address :     |                           |
| Phone :       |                           |
| Fax :         | + 257 79 974 915          |
| E-mail 1 :    | chriskarorero44@gmail.com |
| E-mail 2 :    |                           |

**35 Surface parcel mails (See Parcel Post Compendium)****Service to customers**

- 36 On-line tracking provided** Yes
- 36.1 Web site address to access information  
<http://www.poste.bi/courrier.htm>
- 36.2 Languages in which track and trace information is available  
French English
- 36.3 Contact point :
- 36.3.1 For partner designated operators
- |          |                          |
|----------|--------------------------|
| Phone :  | + 257 22 24 47 79        |
| Fax :    | + 257 22 22 07 00        |
| E-mail : | courrier@posteburundi.bi |
- 36.3.2 For customers
- |          |                   |
|----------|-------------------|
| Phone :  | + 257 22 24 47 79 |
| Fax :    |                   |
| E-mail : |                   |

**National Holidays**

- 37.1 National holidays available on parcel post compendium  
[https://parcel.upu.org/Published%20Documents/Parcel\\_Compndium\\_BI\\_BIA\\_EN.pdf](https://parcel.upu.org/Published%20Documents/Parcel_Compndium_BI_BIA_EN.pdf)
- 37.2 Parcel post compendium  
<https://parcel.upu.org>

**Delivery standards**

- 38 See the annexes.**

**Other information****39 Airmail**

- 39.1 Are dues payable for air conveyance of airmails in transit between two airports in your country fixed in the form of a single price? No
- 39.2 Subject to the agreement of the administrations receiving these mails at the airports of their countries, does your administration send surface mail by air with reduced priority (S.A.L.)? See also table D – Details concerning the S.A.L. service published in CN 68: <http://www.upu.int/en/activites/transport/publications.html> No
- 39.3 If so, are reduced air surcharges collected for S.A.L. mail? No
- 39.4 As an administration of dispatch, have you opted for individual entry of each bag on the CN 38 or CN 41 delivery bill? No
- 39.5 Subject to prior agreement, do you authorize administrations to use your airmail bags for making up mails addressed to you? Yes
- 39.6 For bags of S.A.L. mail, is use made of CN 35 labels bearing in bold characters the words "S.A.L. surface par avion" (S.A.L. surface airlifted) instead of CN 36 labels? No

**Letter Post Compendium Online - Annexes****BI - Burundi****Régie nationale des postes (RNP)****BIA****Letter delivery standards - Air letter**

OE Name BUJUMBURA CT  
 IMPC Code BIBJMA  
 Tel (+257)22 24 47 79  
 Fax (+257)22 22 07 00

Hours of operation

**From the airport of destination to the addressee**

<i>Arrival at the airport</i>		<i>Days of delivery by zone</i>		
<b>Day</b>	<b>Time</b>	<b>Zone 1</b>	<b>Zone 2</b>	<b>Zone 3</b>
Monday	00:00 - 23:59	Monday	Monday+1	Monday+2
Tuesday	00:00 - 23:59	Tuesday	Tuesday+1	Tuesday+2
Wednesday	00:00 - 23:59	Wednesday	Wednesday+1	Wednesday+2
Thursday	00:00 - 23:59	Thursday	Thursday+1	Thursday+2
Friday	00:00 - 23:59	Friday	Friday+1	Friday+2
Saturday	00:00 - 23:59	Monday	Monday+1	Monday+2
Sunday	00:00 - 23:59	Monday	Monday+1	Monday+2



## Definition of zones

## Zone 1:

Postcodes	Cities

## Zone 2:

Postcodes	Cities

## Zone 3:

Postcodes	Cities

Arrival at office of exchange: 09.30

**Customs clearance times:**

Items subject to customs duty: 1 heure 20 minutes

Items not subject to customs duty: 30 minutes

**Comments:** seuls les petits paquets sont remis au service douanier.

## Letter Post Compendium Online - Annexes

BI - Burundi

## Régie nationale des postes (RNP)

BIA

## Letter delivery standards - Surface letter

OE Name BUJUMBURA CT

IMPC Code

Tel (+257)22 24 47 79

Fax (+257)22 22 07 00

Hours of operation

## From the airport/port/office of exchange of destination to the addressee

Arrival at the airport		Days of delivery by zone		
Day	Time	Zone 1	Zone 2	Zone 3
Monday	00:00 - 23:59	Monday	Monday+1	Monday+2
Tuesday	00:00 - 23:59	Tuesday	Tuesday+1	Tuesday+2
Wednesday	00:00 - 23:59	Wednesday	Wednesday+1	Wednesday+2
Thursday	00:00 - 23:59	Thursday	Thursday+1	Thursday+2
Friday	00:00 - 23:59	Friday	Friday+1	Friday+2
Saturday	00:00 - 23:59	Monday	Monday+1	Monday+2
Sunday	00:00 - 23:59	Monday	Monday+1	Monday+2

## Definition of zones

## Zone 1:

Postcodes	Cities

## Zone 2:

Postcodes	Cities

## Zone 3:

Postcodes	Cities

Arrival at office of exchange: 9.30

**Customs clearance times:**

Items subject to customs duty: 30 minutes

Items not subject to customs duty: 1 heure 20 minutes

**Comments:**

seuls les petits paquets sont remis au service douanier.

