

Currency : FRANC CONGOLAIS

**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):	Yes
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):	No
4.2	Whether admitted or not (receipt only):	No
4.3	Declaration of value. Maximum sum	
4.3.1	surface routes:	SDR
4.3.2	air routes:	SDR
4.3.3	Labels. CN 06 label or two labels (CN 04 and pink "Valeur déclarée" (insured) label) used:	-
4.4	Offices participating in the service:	-
4.5	Services used:	
4.5.1	air services (IATA airline code):	ET-SAA-SN-AF- KQ-TK-AT
4.5.2	sea services (names of shipping companies):	LIGNES MARITIMES CONGOLAISES
4.6	Office of exchange to which a duplicate CN 24 formal report must be sent (Regs., art.17-138.11):	
	Office Name : CENTRE DE TRI ET DE TRANSIT	
	Office Code :	
	Address : KIN-AERO/NDJILI	
	Phone : (+243) 810375649	
	Fax :	
	E-mail 1 : postes@gmail.com	
	E-mail 2 : jcakela2020@gmail.com	

**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
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	No
<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:	No
6.3	Item itself or an advice of arrival delivered by express in the case of an insured item:	Item delivered
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):	Yes
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 :	Delivery to the addressee in person
<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)?	No
<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 :	DIRECTION PROVINCIALE DE KINSHASA
	Office Code :	
	Address :	B.P.1313 KINI,KINSHASA/RDC,HOTEL DES POSTES
	Phone :	
	Fax :	
	E-mail 1 :	
	E-mail 2 :	
	Office Name :	DIRECTION PROVINCIALE DES POSTES DE BANDUNDU
	Address :	BANDUNDU/PROVINCE DE BANDUNDU
	Phone :	
	Fax :	
	E-mail 1 :	
	E-mail 2 :	
	Office Name :	DIRECTION PROVINCIALE DES POSTES DE BAS-CONGO
	Address :	MATADI/PROVINCE DU BAS-CONGO
	Phone :	
	Fax :	
	E-mail 1 :	
	E-mail 2 :	
	Office Name :	DIRECTION PROVINCIALE DES POSTES DE L'EQUATEUR
	Address :	MBANDAKA/PROVINCE DE L'EQUATEUR
	Phone :	
	Fax :	
	E-mail 1 :	
	E-mail 2 :	
	Office Name :	DIRECTION PROVINCIALE DES POSTES DU KASAI-OCCIDENTAL
	Address :	KANANGA/PROVINCE DU KASAI OCCIDENTAL
	Phone :	
	Fax :	
	E-mail 1 :	
	E-mail 2 :	
	Office Name :	DIRECTION PROVINCIALE DES POSTES DU KATANGA
	Address :	LUBUMBASHI/PROVINCE DU KATANGA
	Phone :	
	Fax :	
	E-mail 1 :	
	E-mail 2 :	
	Office Name :	DIRECTION PROVINCIALE DES POSTES DU MANIEMA
	Address :	KINDU/PROVINCE DU MANIEMA
	Phone :	
	Fax :	
	E-mail 1 :	
	E-mail 2 :	
	Office Name :	DIRECTION PROVINCIALE DES POSTES DU NORD-KIVU
	Address :	GOMA/PROVINCE DU NORD-KIVU

Phone :

Fax :

E-mail 1 :

E-mail 2 :

Office Name : DIRECTION PROVINCIALE DES POSTES DU SUD-KIVU

Address : BUKAVU/PROVINCE DU SUD-KIVU

Phone :

Fax :

E-mail 1 :

E-mail 2 :

Office Name : DIRECTION PROVINCIALE DES POSTES DE LA PROVINCE  
ORIENTALE

Address : KISANGANI/PROVINCE ORIENTALE

Phone :

Fax :

E-mail 1 :

E-mail 2 :

Office Name : DIRECTION PROVINCIALE DES POSTES DU KASAI- ORIENTAL

Address : MBUJI-MAYI/PROVINCE KASAI ORIENTAL

Phone :

Fax :

E-mail 1 :

E-mail 2 :

<b>13</b>	<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
<b>14</b>	<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
<b>15</b>	<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:	No
15.2	Sound recordings sent to a blind person by any sender. Whether admitted or not as literature for the blind:	No
<b>16</b>	<b>Combination in one item of articles on which different charges are payable (Regs., art. 15-101.4).</b>	No
	Whether authorized or not:	
<b>Other information</b>		
<b>17</b>	<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
<b>18</b>	<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>Remuneration for returned undeliverable letter-post items</b>	
20.1	Office Name: DIRECTION DES SERVICES POSTAUX SERVICE DES REGULATIONS RECLAMATIONS ET CONTENTIEUX Collection of the remuneration provided for in paragraphs 2 and 3 of article 30-122 of the Convention	Yes
20.2	Office Code: Year from which the remuneration in 20.1 will apply (please note questions 20.1 and 20.2 shall be completed by no later than 31 October prior to the year from which those rates should apply) Address: B.P. 7948 KIN I KINSHASA-RDC	2023
<b>21</b>	<b>Registered items in closed envelopes containing the articles mentioned in article (Conv., art.19.6).</b>	No
	Whether admitted or not:	
	Phone:	
	Fax:	
	E-mail 1: postesrdc@gmail.com	
<b>22</b>	<b>Methods of denoting prepayment (Regs., arts. 06-001)</b>	
	E-mail 2: benyamin.akul66@gmail.com	
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:	TAXE PERCUE
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:	
<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:	Yes
23.2	Office to which advices on suspected fraudulent use must be sent:	

Office Name : DIRECTION DES SERVICES POSTAUX  
 Office Code :  
 Address : B.P. 7948 KIN I/KINSHASA-RDC  
 HOTEL DES POSTES,BOULEVARD DU 30 JUIN,1èr NIVEAU,AILE  
 GAUCHE,5ème PORTE  
 Phone : (+243)810375649  
 Fax :  
 E-mail 1 : postesrdc@gmail.com  
 E-mail 2: benyamin.akul66@gmail.com

Office Name :

Address :

Phone :

Fax :

E-mail 1 :

E-mail 2 :

#### 24 Registered items (Regs., arts. 17-121 and 18-101)

24.1	Replacement of the prescribed CN 04 label by a framed label on which only the letter "R" has been printed:	No
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:	Yes
24.5	Bulk entry in all cases:	Yes
24.6	Bulk entry only within the framework of a bilateral agreement:	Yes

#### 25 Procedures for delivering registered and insured items (Regs., arts. 18-001, 18-101)

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:	-
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:	No
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	
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	15 Day(s) 1 Month(s)
25.4.2	« This section is no longer valid »	
25.4.3	Insured items	- Day(s) - Month(s)

<b>26</b>	« This section is no longer valid »	
<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:	No
<b>28</b>	<b>Letter-post items retained or addressed poste restante (Regs., art. 19-104.5.3).</b> Period of retention:	15 JOURS Day(s) - Month(s)
<b>29</b>	<b>Inquiries (Regs., art. 21-001 and art. 21-002.1.5).</b> Offices to which inquiries must be sent regarding (CN 08 form) (Regs., art. RL 154.2.5):	
29.1	Ordinary items:	
	Office Name : DIRECTION DES SERVICES POSTAUX,SERVICE DES RECLAMATIONS ET CONTENTIEUX	
	Office Code :	
	Address : B.P. 7948 KIN I KINSHASA-RDC	
	Phone :	
	Fax :	
	E-mail 1 : postesrdc@gmail.com	
	E-mail 2 : benyamin.akul66@gmail.com	
	Office Name : DIRECTION DES SERVICES POSTAUX,SERVICE DES RECLAMATIONS ET CONTENTIEUX	
	Address : B.P. 7948 KIN I KINSHASA-RDC	
	Phone :	
	Fax :	
	E-mail 1 : postesrdc@gmail.com	
	E-mail 2 : benyamin.akul66@gmail.com	
29.2	Registered items or insured items:	
29.3	Cash-on-delivery (COD) items:	
	Office Name :	
	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:	1
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): No
- 30.3.1.2 only when items have to be submitted to customs control: Yes
- 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

### 31 Empty bags (Regs., art. 17-139)

- 31.1 Office of exchange appointed for reception of empty bags in long-distance services:

Office Name : CENTRE DE TRI ET DE TRANSIT KIN 24- KINSHASA/MASINA

Office Code :

Address : Aéroport de N'djili/Kinshasa

Phone :

Fax :

E-mail 1 : postesrdc@gmail.com

E-mail 2:

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Office Name :

Address :

Phone :

Fax :

E-mail 1 : postesrdc@gmail.com

E-mail 2 : jcakela2020@gmail.com

- 31.2 Average value in SDR of bags used by offices of exchange (Regs., art. 17-139 and 17-144.9): 5 SDR

### 32 A list of contact e-mail addresses for accounting and verification notes is temporarily being maintained and published outside the compendia; please refer to International Bureau circular 75/2020. The UPU contact person for any updates to this list is jean-marc.coeffic@upu.int.

Office Name : DIRECTION DES SERVICES POSTAUX-DIVISION DES  
ACHEMINEMENTS ET DES RELATIONS INTERNATIONALES-  
SERVICE DES DESCOMPTES INTERNATIONAUX-B.P.7948 KIN I  
KINSHASA/GOMBE.

Address : -B.P.7948 KIN I KINSHASA/GOMBE.  
HOTEL DES POSTES,BOULEVARD DU 30 JUIN,1èr NIVEAU,AILE  
GAUCHE,5ème PORTE

Phone : (+243)810354247 - 0993251016

Fax :

E-mail 1 : henrimisisobotulu@yahoo.fr

E-mail 2: constantembilyaam@yahoo.fr

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



Office Name :	CENTRE DE TRI ET DE TRANSIT
Office Code :	
Address :	KINSHASA/AERO, COMMUNE DE MASINA
Phone :	
Fax :	
E-mail 1 :	postesrdc@gmail.com
E-mail 2:	jcakela2020@gmail.com

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

Office Name :	
Office Code :	
Address :	
Phone :	
Fax :	
E-mail 1 :	
E-mail 2:	

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

34.1 Name of port(s) of arrival: MATADI

34.2 Name and address of the exchange office of destination to which advance CN 37 delivery bills should be sent:

Office Name :	MATADI I
Office Code :	
Address :	HOTEL DES POSTES/MATADI-BAS-CONGO
Phone :	
Fax :	
E-mail 1 :	
E-mail 2:	

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

36 On-line tracking provided No

**National Holidays**

37.1 National holidays available on parcel post compendium  
[https://parcel.upu.org/Published%20Documents/Parcel\\_Compndium\\_CD\\_CDA\\_EN.pdf](https://parcel.upu.org/Published%20Documents/Parcel_Compndium_CD_CDA_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? -
- 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> -
- 39.3 If so, are reduced air surcharges collected for S.A.L. mail? -
- 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? -
- 39.5 Subject to prior agreement, do you authorize administrations to use your airmail bags for making up mails addressed to you? -
- 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? -

**Letter Post Compendium Online - Annexes****CD - Dem. Rep. of the Congo****Société congolaise des postes et des télécommunications Sàrl (SCPT)****CDA****Letter delivery standards - Air letter**

OE Name

IMPC Code

Tel (+)

Fax (+)

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	-	---	---	---
Wednesday	-	---	---	---
Wednesday	-	---	---	---
Thursday	-	---	---	---
Friday	-	---	---	---
Saturday	-	---	---	---
Sunday	-	---	---	---

Definition of zones

Zone 1:

Postcodes	Cities
	PROVINCE-VILLE DE KINSHASA(LA CAPITALE)

## Zone 2:

Postcodes	Cities
	MATADI BANDUNDU MBUJI-MAYI GOMA BUKAVU MBANDAKA KATANGA KANANGA KINDU KISANGANI

## Zone 3:

Postcodes	Cities
	BOMA INKISI MBANZA-NGUNGU MOANDA KIMPESE KWILU-NGONGO TSHELA KIKWIT KENGE INONGO BULUNGU IDIOFA GANDAJIKA KABINDA LODJA LUPUTA LUSAMBO MWENE-DITU BUTEMBO MASISI BENI UVIRA SHABUNDA GEMENA ZONGO GBADOLITE BOENDE BASANKUSU BUMBA BUSINGA LIBENGE LISALA LIKASI KOLWEZI DILOLO KAMBOVE KIPUSHI KALEMIE KAMINA KASUMBALESA KABALO KONGOLO LUBUDI KANIAMA MOBA TSHIKAPA ILEBO LUEBO MWEKA KASONGO KALIMA PUNIA ISIRO BUNIA AKETI BASOKO BUTA WATSA YANGAMBI

Arrival at office of exchange: 09H00'

**Customs clearance times:**

Items subject to customs duty: 25mn

Items not subject to customs duty: 15mn

**Comments:**

## Letter Post Compendium Online - Annexes

CD - Dem. Rep. of the Congo

## Société congolaise des postes et des télécommunications Sàrl (SCPT)

CDA

## Letter delivery standards - Surface letter

OE Name

IMPC Code

Tel (+)

Fax (+)

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	-	---	---	---
Tuesday	-	---	---	---
Wednesday	-	---	---	---
Thursday	-	---	---	---
Friday	-	---	---	---
Saturday	-	---	---	---
Sunday	-	---	---	---

## Definition of zones

## Zone 1:

Postcodes	Cities

## Zone 2:

Postcodes	Cities

## Zone 3:

Postcodes	Cities

Arrival at office of exchange:

**Customs clearance times:**

Items subject to customs duty:

Items not subject to customs duty:

**Comments:**