

Currency : Franc suisse (CHF)

**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):	Yes
1.1	Priority and non-priority items may weigh up to 5 kilogrammes. Whether admitted or not:	Yes
2	Based on contents of items:	No
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):	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):	-
4.5.2	sea services (names of shipping companies):	-
4.6	Office of exchange to which a duplicate CN 24 formal report must be sent (Regs., art.17-138.11):	
	Office Name : Bureau d'échange d'origine de la dépêche	
	Office Code :	
	Address :	
	Phone :	
	Fax :	
	E-mail 1 :	
	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
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:	Yes
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 :	Deliver 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	Yes
<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)	Yes
9.2	Operated on a reciprocal basis (Regs., Conv. 18.3.1, Regs., 18-104.2.3)	Yes
9.3	Items weighting from 50g to 2000g on a reciprocal basis (Regs., art. 18-104.3.3)	Yes
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
<b>12</b>	<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:	No
12.2	Office to which requests must be sent: (Regs., art. RL 152.3.4): Office Name : Office Code : Address : 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):	Yes
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):	Yes
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:	Yes
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> Whether authorized or not:	No
<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:	0 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):	No
18.2	Equivalent of the 30 SDR indemnity per item (Regs., art. 22-001.2.1.1):	42 CHF
18.3	Equivalent of the indemnity for each M bag – maximum 150 SDR (Regs., art. 22-001.2.1.1):	210 CHF
<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	Collection of the remuneration provided for in paragraphs 2 and 3 of article 30-122 of the Convention Regulations	Yes

20.2	Indicate 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)	2022
<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:	"Postage Paid" "Port Payé" "Charge collected"
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:	"Postage Paid" or "Charge Collected"
<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 : La Poste Suisse  Office Code :  Address : Timbres-poste et philatélie Wankdorffallee 4 3030 Bern, SUISSE  Phone :  Fax :  E-mail 1 :  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:	Yes
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:	No
<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:	No
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	1
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	7 Day(s) 0 Month(s)
25.4.2	« This section is no longer valid »	
25.4.3	Insured items	- Day(s) 0 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:	No
<b>28</b>	<b>Letter-post items retained or addressed poste restante (Regs., art. 19-104.5.3). Period of retention:</b>	0 Day(s) 1 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 : Post CH SA / Services logistiques / Business Unit International  Office Code :  Address : Customer Service International Wankdorffallee 4 3030 Bern SUISSE  Phone : (+41) 58 667 19 81  Fax : (+41) 58 667 62 20  E-mail 1 : cn08@post.ch  E-mail 2 :	
29.2	Registered items or insured items:	See 29.1
29.3	Cash-on-delivery (COD) items:	See 29.1
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:	French, German, Italian, English
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 : Post CH SA	
	Office Code : CHZRHM	
	Address : Briefzentrum International Mülligen 8010 Zürich 1 SUISSE	
	Phone :	
	Fax :	
	E-mail 1 :	
	E-mail 2:	
31.2	Average value in SDR of bags used by offices of exchange (Regs., art. 17-139 and 17-144.9):	5 SDR
<b>32</b>	<b>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 <a href="mailto:jean-marc.coeffic@upu.int">jean-marc.coeffic@upu.int</a>.</b>	
	<div style="border: 1px solid black; padding: 5px;"> <p>CN 43,</p> <p>Office Name : Post CH Ltd</p> <p>Address : Briefzentrum International Zürich-Mülligen Accounting 8010 Zürich BZI SUISSE</p> <p>Phone : (for despatches from CHZRHB, CHZRHD and CHZRHX)</p> <p>Fax :</p> <p>E-mail 1 :</p> <p>E-mail 2:</p> </div>	
<b>32</b>	<b>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 <a href="mailto:jean-marc.coeffic@upu.int">jean-marc.coeffic@upu.int</a>.</b>	
	<div style="border: 1px solid black; padding: 5px;"> <p>CN 43,</p> </div>	

Office Name : Post CH Ltd  
 Address : Exchange Office Genève 5  
 Voie des Traz 18  
 1211 Genève 5  
 SUISSE  
 Phone : (for despatches from CHGVAL)  
 Fax :  
 E-mail 1 :  
 E-mail 2:

- 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.**

CN 43,  
 Office Name : Swiss Post International  
 Address : Asendia Germany GmbH  
 Back Office  
 Elisabeth-Selbert-Str. 2  
 63110 Rodgau  
 DEUTSCHLAND  
 Phone : (for despatches from ETOE's)  
 Fax :  
 E-mail 1 :  
 E-mail 2:

- 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.**

CN 54, CN 56, CN 57, CN 58, CN 61, CN 62,  
 Office Name : Post CH Ltd  
 Address : PostMail - Finance  
 Wankdorffallee 4  
 3030 Bern  
 SUISSE  
 Phone :  
 Fax : (+41) 58 338 11 54  
 E-mail 1 :  
 E-mail 2:

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

Office Name : Post CH Ltd  
 Office Code : CHZRHB  
 Address : Briefzentrum International Mülligen  
 8010 Zürich 1  
 SUISSE  
 Phone : (+41) 58 386 51 71  
 Fax :  
 E-mail 1 :  
 E-mail 2:

#### Mails conveyed by sea

**34 Surface letter-post mails**

- 34.1 Name of port(s) of arrival: 0
- 34.2 Name and address of the exchange office of destination to which advance CN 37 delivery bills should be sent:
- Office Name :
- Office Code :
- Address :
- Phone :
- Fax :
- E-mail 1 :
- 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.ch/>
- 36.2 Languages in which track and trace information is available  
French English Allemand, Italien
- 36.3 Contact point :
- 36.3.1 For partner designated operators  
Phone : +41 58 667 19 81  
Fax : +41 58 667 62 20  
E-mail : cn08@post.ch
- 36.3.2 For customers  
Phone : +41 58 667 19 81  
Fax :  
E-mail : international@post.ch

**National Holidays**

- 37.1 National holidays available on parcel post compendium  
[https://parcel.upu.org/Published%20Documents/Parcel\\_Compndium\\_CH\\_CHA\\_EN.pdf](https://parcel.upu.org/Published%20Documents/Parcel_Compndium_CH_CHA_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: <a href="http://www.upu.int/en/activites/transport/publications.html">http://www.upu.int/en/activites/transport/publications.html</a>	Yes
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?	Yes
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?	Yes

## Letter Post Compendium Online - Annexes

CH - Switzerland

## La Poste Suisse

CHA

## Letter delivery standards - Air letter

OE Name	Zürich 1
IMPC Code	CHZRHB
Tel	(+41)583865171
Fax	(+)
Hours of operation	Monday - Friday = 00:00-05:00 + 08:00-24:00 / Saturday = 00:00-05:00 + 08:00-17:00 / Sunday = 16:00-24:00

## From the airport 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 - 14:59	Tuesday	---	---
Monday	15:00 - 23:59	Wednesday	---	---
Tuesday	00:00 - 14:59	Wednesday	---	---
Tuesday	15:00 - 23:59	Thursday	---	---
Wednesday	00:00 - 14:59	Thursday	---	---
Wednesday	15:00 - 23:59	Friday	---	---
Thursday	00:00 - 14:59	Friday	---	---
Thursday	15:00 - 23:59	Saturday	---	---
Friday	00:00 - 14:59	Saturday	---	---
Friday	15:00 - 23:59	Monday	---	---
Saturday	00:00 - 23:59	Monday	---	---
Sunday	00:00 - 14:59	Monday	---	---
Sunday	15:00 - 23:59	Tuesday	---	---

## Definition of zones

## Zone 1:

Postcodes	Cities
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1000 - 9999	
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Zone 2:

Postcodes	Cities

Zone 3:

Postcodes	Cities

Arrival at office of exchange:

90 minutes

**Customs clearance times:**

The quality of customs declarations has a direct impact on the time required clearance!

Items subject to customs duty:

3 - 4 heures

Items not subject to customs duty:

60 minutes

**Comments:**

## Letter Post Compendium Online - Annexes

CH - Switzerland

La Poste Suisse

CHA

## Letter delivery standards - Surface letter

OE Name Zürich 1

IMPC Code CHZRHB

Tel (+41)583865171

Fax (+)

Hours of operation Monday - Friday = 00:00-05:00 + 08:00-24:00 / Saturday = 00:00-05:00 + 08:00-17:00 / Sunday = 16:00-24:00

## 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	Friday	---	---
Tuesday	00:00 - 23:59	Monday	---	---
Wednesday	00:00 - 23:59	Tuesday	---	---
Thursday	00:00 - 23:59	Wednesday	---	---
Friday	00:00 - 23:59	Thursday	---	---
Saturday	00:00 - 23:59	Thursday	---	---
Sunday	00:00 - 23:59	Thursday	---	---

## Definition of zones

## Zone 1:

Postcodes	Cities
1000 - 9999	

## Zone 2:

Postcodes	Cities

## Zone 3:

Postcodes	Cities

Arrival at office of exchange: 90 minutes

**Customs clearance times:**

The quality of customs declarations has a direct impact on the time required clearance!

Items subject to customs duty: 6 - 12 heures

Items not subject to customs duty: 90 minute

**Comments:**