



Treaty Series

*Treaties and international agreements
registered
or filed and recorded
with the Secretariat of the United Nations*

VOLUME 1005

Recueil des Traités

*Traités et accords internationaux
enregistrés
ou classés et inscrits au répertoire
au Secrétariat de l'Organisation des Nations Unies*

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This volume contains the English translation, established by the Universal Postal Union, of the international instruments adopted at Lausanne on 5 July 1974 by the Congress of the Universal Postal Union.

The French authentic text of those instruments is published in volume 1004.

Le présent volume contient la traduction anglaise (établie par l'Union postale universelle) des instruments internationaux adoptés à Lausanne le 5 juillet 1974 par le Congrès de l'Union postale universelle.

On trouvera dans le volume 1004 le texte français authentique de ces instruments.

*Treaties and international agreements registered
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of the United Nations*

VOLUME 1005

1976

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I. Nos. 14723-14731

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NOTE BY THE SECRETARIAT

Under Article 102 of the Charter of the United Nations every treaty and every international agreement entered into by any Member of the United Nations after the coming into force of the Charter shall, as soon as possible, be registered with the Secretariat and published by it. Furthermore, no party to a treaty or international agreement subject to registration which has not been registered may invoke that treaty or agreement before any organ of the United Nations. The General Assembly, by resolution 97 (I), established regulations to give effect to Article 102 of the Charter (see text of the regulations, vol. 859, p. VIII).

The terms "treaty" and "international agreement" have not been defined either in the Charter or in the regulations, and the Secretariat follows the principle that it acts in accordance with the position of the Member State submitting an instrument for registration that so far as that party is concerned the instrument is a treaty or an international agreement within the meaning of Article 102. Registration of an instrument submitted by a Member State, therefore, does not imply a judgement by the Secretariat on the nature of the instrument, the status of a party or any similar question. It is the understanding of the Secretariat that its action does not confer on the instrument the status of a treaty or an international agreement if it does not already have that status and does not confer on a party a status which it would not otherwise have.

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Unless otherwise indicated, the translations of the original texts of treaties, etc., published in this *Series* have been made by the Secretariat of the United Nations.

ANNEX A

***Ratifications, accessions, prorogations, etc.,
concerning treaties and international agreements
registered
with the Secretariat of the United Nations***

ANNEX A

No. 8844. Constitution of the Universal Postal Union. Signed at Vienna on 10 July 1964

Congress of Lausanne:

Second Additional Protocol¹ to the above-mentioned Constitution. Concluded at Lausanne on 5 July 1974

General Regulations of the Universal Postal Union² (with Final Protocol and annex). Concluded at Lausanne on 5 July 1974

Authentic texts: French.

Registered by Switzerland on 26 April 1974.

¹ See p. 7 of this volume.

² See p. 23 of this volume.

**UNIVERSAL POSTAL UNION
CONGRESS OF LAUSANNE, 1974**

TABLE OF ABBREVIATIONS (ACRONYMS, SYMBOLS, ETC) AND SIGNS
USED IN THE 1974 LAUSANNE ACTS

A. Common abbreviations, etc.

Administration	= postal administration (however, this abbreviation is not used when, in order to avoid ambiguity, it is desirable to indicate precisely whether a postal administration or other administration is meant)
Agr	= Agreement
Art	= article
c	= centime
CCPS	= Consultative Council for Postal Studies
cf	= confer (in the sense of comparing two things in order to see how far they are the same or in what way they differ)
cm	= centimetre
COD	= Cash-on-Delivery Agreement
col	= column
Collection of Bills	= Collection of Bills Agreement
Constitution	= Constitution of the Universal Postal Union
Conv or Convention	= Universal Postal Convention
Det Regs	= Detailed Regulations
dm	= decimetre
Doc	= Documents (of Congresses, Conferences, Committees, etc)
EC	= Executive Council
eg	= for example
fr	= franc
g	= gramme
Gen Regs or General Regulations	= General Regulations of the Universal Postal Union
Giro	= Giro Agreement
h	= hour
id	= idem
Insured Letters	= Insured Letters Agreement
kg	= kilogramme
km	= kilometre
lb (16 ounces)	= pound avoirdupois (453.59 grammes)
M...	= to be completed as Mr, Mrs, Miss (chiefly used in forms)
m	= metre
max	= maximum
min	= minimum
mm	= millimetre
mn	= minute (of time)
Money Orders	= Money Orders and Postal Travellers' Cheques Agreement
n m.	= nautical mile (1852 metres)
No or N°	= number
oz	= ounce (28.3456 grammes) (16th part of a pound avoirdupois)
p	= page
Parcels	= Postal Parcels Agreement
Prot or Protocol	= Final Protocol (to the Act concerned)
s	= second (of time)
Savings	= International Savings Agreement
Subscriptions	= Subscriptions to Newspapers and Periodicals Agreement
t	= tonne (1000 kilogrammes)
t-km	= tonne-kilometre or kilometric tonne (unit used in connection with conveyance)

UN	= United Nations
UPU or Union	= Universal Postal Union
§	= paragraph

B. Abbreviations relating to forms

(These abbreviations are always followed by the number of the form)

AP = Subscriptions	CP = Parcels	RP = Collection of Bills
AV = Air Mail	MP = Money Orders	VD = Insured Letters
C = Convention	R = COD	VP = Giro
CE = Savings		

C. Other conventional abbreviations mentioned in the Acts

AI	= advice of entry (<i>Avis d'inscription</i>)
AO	{ = other items (<i>autres objets</i>) or = items other than LC
AR	= advice of delivery (<i>Avis de réception</i>)
BT	= transit bulletin (<i>Bulletin de transit</i>)
F	{ = letter bill (<i>feuille d'avis</i>) or = parcel bill (<i>feuille de route</i>)
LC	{ = letters and postcards (<i>lettres et cartes postales</i>) or = letters, aerogrammes, postcards, postal money orders, COD money orders, bills for collection, insured letters, advices of payment and advices of delivery
l. t.	= land transit
PP	= postage paid (<i>port payé</i>)
R	= registered (<i>recommandé</i>)
s. t.	= sea transit
SV	= empty bag (<i>sac vide</i>)
T	= charge to be paid (<i>taxe à payer</i>)
TP	= charge collected (<i>taxe perçue</i>)
V	= insured value (<i>valeur déclarée</i>)
XP	= by express (indicates charged telegraph service)

**SECOND ADDITIONAL PROTOCOL TO THE
CONSTITUTION OF THE UNIVERSAL POSTAL
UNION OF 10 JULY 1964**

SECOND ADDITIONAL PROTOCOL
TO THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

CONTENTS

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| I. (art 21 amended) | Expenditure of the Union. Contributions of member countries |
| II. | Choice of contribution class |
| III. | Accession to the Additional Protocol and to the other Acts of the Union |
| IV. | Entry into force and duration of the Additional Protocol to the Constitution of the Universal Postal Union |

SECOND ADDITIONAL PROTOCOL¹ TO THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION²

The plenipotentiaries of the Governments of the member countries of the Universal Postal Union, met in Congress at Lausanne, in view of article 30, § 2, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964² have adopted, subject to ratification, the following amendments to that Constitution.

Article I

(Article 21 amended)

Expenditure of the Union Contributions of member countries

1. Each Congress shall fix the maximum amount which
 - (a) the expenditure of the Union may reach annually;
 - (b) the expenditure relating to the organization of the next Congress may reach.
2. The maximum amount for expenditure referred to in § 1 may be exceeded if circumstances so require, provided that the relevant provisions of the General Regulations are observed
3. The expenses of the Union, including where applicable the expenditure envisaged in § 2, shall be jointly borne by the member countries of the Union. For this purpose, each member country shall choose the contribution class in which it intends to be included. The contribution classes shall be laid down in the General Regulations
4. In the case of accession or admission to the Union under article 11, the Government of the Swiss Confederation shall fix, by agreement with the Government of the country concerned, the contribution class into which the latter country is to be placed for the purpose of apportioning the expenses of the Union.

Article II

Choice of contribution class

Article I, § 3, shall be applicable before the entry into force of this Additional Protocol

Article III

Accession to the Additional Protocol and to the other Acts of the Union

1. Member countries which have not signed the present Protocol may accede to it at any time.
2. Member countries which are party to the Acts renewed by Congress but which have not signed them, shall accede thereto as soon as possible.
3. Instruments of accession relative to the cases set forth in §§ 1 and 2 shall be sent through diplomatic channels to the Government of the country in which the seat of the Union is situated, which shall notify the member countries of these deposits.

Article IV

Entry into force and duration of the Additional Protocol to the Constitution of the Universal Postal Union

This Additional Protocol shall come into force on 1 January 1976 and shall remain in force for an indefinite period

¹ Put into effect on 1 January 1976, in accordance with its article IV and with article 30 of the Constitution
The list of States and territories which ratified the Protocol or acceded thereto will be found on page 21 of this volume.

² United Nations, *Treaty Series*, vol 611, p 7

In witness whereof the plenipotentiaries of the Governments of the member countries have drawn up this Additional Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the Constitution itself and they have signed it in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

SIGNATURES

Signatures have been affixed on behalf of the following countries or territorial entities:¹

Republic of Afghanistan
Democratic People's Republic of Algeria
Federal Republic of Germany
United States of America
The whole of the territories of the United States including the Trust Territory of the Pacific Islands
Kingdom of Saudi Arabia
Argentine Republic
Australia
Republic of Austria
Commonwealth of the Bahamas
State of Bahrain
People's Republic of Bangladesh
Barbados
Belgium
Kingdom of Bhutan
Soviet Socialist Republic of Byelorussia
Socialist Republic of the Union of Burma
Republic of Bolivia
Republic of Botswana
Federative Republic of Brazil
People's Republic of Bulgaria
Republic of Burundi
United Republic of Cameroon
Canada
Central African Republic
Chile
People's Republic of China
Republic of Cyprus
Republic of Colombia
People's Republic of the Congo
Republic of Korea
Republic of Costa Rica
Republic of the Ivory Coast
Republic of Cuba
Republic of Dahomey
Kingdom of Denmark
Arab Republic of Egypt
Republic of El Salvador
United Arab Emirates
Republic of Ecuador
Spain
Ethiopia
Fiji
Republic of Finland
French Republic
The whole of the territories represented by the French Overseas Postal and Telecommunications Office

¹ The authentic signature portion of the Second Additional Protocol is reproduced on page 11 of volume 1004.

Gabon Republic

Ghana

United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man
The overseas territories for whose international relations the Government of the United Kingdom of
Great Britain and Northern Ireland is responsible

Greece

Republic of Guatemala

Republic of Guinea

Republic of Guinea-Bissau

Republic of Upper Volta

Republic of Honduras

People's Republic of Hungary

India

Republic of Indonesia

Iran

Republic of Iraq

Ireland

Republic of Iceland

Israel

Jamaica

Japan

Hashemite Kingdom of Jordan

Republic of Kenya

Khmer Republic

Kuwait

Kingdom of Laos

Kingdom of Lesotho

Lebanese Republic

Republic of Liberia

Libyan Arab Republic

Principality of Liechtenstein

Luxembourg

Malaysia

Malawi

Malagasy Republic

Republic of Mali

Kingdom of Morocco

Mauritius

Islamic Republic of Mauritania

United States of Mexico

Principality of Monaco

People's Republic of Mongolia

Nepal

Republic of Nicaragua

Republic of Niger

Federal Republic of Nigeria

Norway

New Zealand

Sultanate of Oman

Uganda

Pakistan

Republic of Panama

Republic of Paraguay

Netherlands
Netherlands Antilles and Surinam
Republic of Peru
Republic of the Philippines
People's Republic of Poland
Portugal
State of Qatar
German Democratic Republic
People's Democratic Republic of Korea
Socialist Republic of Romania
Republic of San Marino
Republic of Senegal
Republic of Sierra Leone
Singapore
Democratic Republic of Somalia
Democratic Republic of the Sudan
Republic of Sri Lanka (Ceylon)
Sweden
Swiss Confederation
Kingdom of Swaziland
Syrian Arab Republic
United Republic of Tanzania
Republic of Chad
Czechoslovak Socialist Republic
Thailand
Togolese Republic
Kingdom of Tonga
Tunisia
Turkey
Soviet Socialist Republic of Ukraine
Union of Soviet Socialist Republics
Eastern Republic of Uruguay
Vatican City State
Republic of Venezuela
Republic of Vietnam
Arab Republic of the Yemen
Democratic People's Republic of the Yemen
Federative Socialist Republic of Yugoslavia
Republic of Zaire
Republic of Zambia

DECLARATIONS MADE ON SIGNATURE OF THE ACTS

I

On behalf of the Republic of Panama:

"The Republic of Panama declares that the Canal Zone is an integral part of the territory of the Republic of Panama whose sovereignty has never been accorded to any country. The Canal Zone in consequence, is not and cannot be part of 'The Whole of the Territories of the United States of America'.

"Consequently, the territory of the Republic of Panama, which includes the Panama Canal Zone, constitutes a single postal unit under the postal administration of the Republic of Panama.

"That is why the Republic of Panama reserves all its postal rights over the Canal Zone."

(Congress — Doc 150/Rev 2)

II

On behalf of the Argentine Republic:

"In ratifying the Constitution of the Universal Postal Union signed in Vienna on 10 July 1964¹ and the Acts of the Universal Postal Union signed in Tokyo on 14 November 1969,² the Argentinian Government expressly stated that article 23 of the Constitution neither referred to nor included the Islas Malvinas, the South Georgia Islands, the South Sandwich Islands and Argentine Antarctica, since they form part of its territory and come under its sovereignty.

"The Argentine Republic takes this opportunity to state that it will not permit any discussion of the legitimacy of its rights to the above-mentioned territories

"Consequently, any declaration or reservation which any member country of the Union has made or may make and which is incompatible with the present declaration is null and void."

(Congress — Doc 150/Rev 2)

III

On behalf of the Democratic and Popular Republic of Algeria, the State of Bahrain, the People's Republic of Bangladesh, the Arab Republic of Egypt, the Republic of Iraq, the Hashemite Kingdom of Jordan, Kuwait, the Lebanese Republic, the Libyan Arab Republic, Malaysia, the Islamic Republic of Mauritania, the Kingdom of Morocco, the Sultanate of Oman, Pakistan, the State of Qatar, the Kingdom of Saudi Arabia, the Democratic Republic of Somalia, the Democratic Republic of the Sudan, the Syrian Arab Republic, Tunisia, the United Arab Emirates, the Yemen Arab Republic, the People's Democratic Republic of Yemen:

"The above-mentioned delegations confirm their declaration N° IX³ made at the 1964 Vienna Congress and their declaration N° III⁴ made at the 1969 Tokyo Congress and reaffirm that their signature to all the Acts⁵ of the Universal Postal Union (1974 Lausanne Congress) as well as any subsequent ratification of those Acts by

¹ United Nations, *Treaty Series*, vol. 611, p. 7

² *Ibid.*, vol. 810

³ *Ibid.*, vol. 611, p. 77.

⁴ *Ibid.*, vol. 810, p. 16.

⁵ See p. 11 *et seq.* of this volume, as well as vol. 1004 of the United Nations *Treaty Series*.

their respective Governments are not valid vis-à-vis the member inscribed under the name of Israel and in no way imply its recognition."

(Congress — Doc 150/Add 1/Rev)

IV

On behalf of the Federal Republic of Germany.

"With reference to the adoption without a vote by the 17th Congress of resolution 0033 concerning the exclusion of the Republic of South Africa from the 17th Congress of the Universal Postal Union and from all other Congresses and meetings of the UPU, the delegation of the Federal Republic of Germany wishes to state that it has strong reservations concerning the constitutionality and legal validity of the procedure. If there had been a vote, the delegation of the Federal Republic of Germany would have voted against the exclusion of the Republic of South Africa from the 17th Congress of the UPU. A negative vote would have in no way prejudiced the well-known views of its Government, namely its strong opposition to the Republic of South Africa's policy of apartheid."

(Congress — Doc 150/Add 2)

V

On behalf of the United States of America:

"With reference to the adoption without a vote by the 6th plenary session on resolution 0033 concerning the exclusion of the Republic of South Africa from the 17th Congress and from all other Congresses and meetings of the Universal Postal Union, the delegation of the United States of America wishes to state that it has reservations concerning the constitutionality and legal validity of the procedure followed on this and other decisions similarly taken by the 17th Congress.

"If a vote had been called on this resolution, the delegation of the United States of America would have voted 'against' the casting of a negative vote being without prejudice to the support of the Government of the United States of America for the principle of universality in international organizations and to its strong opposition to the policy of apartheid practised by the Government of the Republic of South Africa."

(Congress — Doc 150/Add 2)

VI

On behalf of Belgium:

"With reference to the adoption without a vote by the 6th plenary meeting of the 17th Congress of resolution 0033 concerning the exclusion of the Republic of South Africa from the 17th Congress of the UPU and from all other Congresses and meetings of the UPU, the delegation of Belgium wishes to express reservations concerning the legality and the constitutionality of the procedure adopted

"If a vote had taken place, the delegation of Belgium would have cast a negative vote, without that attitude being interpreted in any way weakening the strong opposition shown by its Government towards the South African policy of apartheid"

(Congress — Doc 150/Add 2)

VII

On behalf of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man:

"With reference to the adoption without a vote by the 6th plenary meeting of resolution 0033 concerning the exclusion of the Republic of South Africa from the 17th Congress and from all other Congresses and meetings of the UPU, the delegation of Great Britain wishes to state that it has reservations concerning the constitutionality and legal validity of the procedure followed.

"If a vote had been called on this resolution, the delegation of Great Britain would have voted against, the casting of a negative vote being without prejudice to the support of the Government of the United Kingdom of Great Britain and Northern Ireland for the principle of universality in international organizations and to its strong opposition to the policy of apartheid practised by the Government of the Republic of South Africa."

(Congress — Doc 150/Add 2)

VIII

On behalf of Ireland:

"The delegation of Ireland wishes to refer to the adoption without a vote at the 6th plenary meeting, of resolution N° 0033 relating to, inter alia, the exclusion of the Republic of South Africa from this Congress and from other Congresses and meetings of the Universal Postal Union and to put on record that it had reservations concerning the constitutionality and legal validity of the decision.

"If a vote had been taken on resolution N° 0033, the delegation of Ireland would have been obliged to vote against it. That vote would have been without prejudice to the strong and well-known opposition of the Government of Ireland to the policy of apartheid practised by the Government of South Africa."

(Congress — Doc 150/Add 2)

IX

On behalf of Italy:

"With reference to the adoption without a vote at the 6th plenary meeting of the 17th Congress of the Universal Postal Union of resolution 0033, the delegation of Italy wishes to state that if a vote had taken place it would not have failed to express its own reservations, based solely on reasons of a legal nature."

(Congress — Doc 150/Add 2)

X

On behalf of Luxembourg:

"With reference to the adoption without a vote at the 6th plenary meeting of the 17th Congress of resolution 0033 concerning the exclusion of the Republic of South Africa from the 17th Congress and from all other Congresses or meetings of the Universal Postal Union, the Luxembourg delegation wishes to express reservations concerning the legality and the constitutionality of the procedure adopted.

"The Luxembourg delegation wishes to point out that the Luxembourg Government has always vigorously opposed the policy of apartheid practised by the Government of South Africa.

"The Luxembourg Government feels, however, that all means of communicating with the Government of South Africa should be respected so as to make it possible to persuade that Government to abolish its policy of apartheid. The Luxembourg Government is also of the opinion that political questions should not be discussed in technical organizations such as the Universal Postal Union and that considerations of a political nature cannot constitute valid grounds for denying a member the right of participating fully in the work of such an organization.

"If a vote had taken place, the Luxembourg delegation would have cast a negative vote without that attitude being interpreted, however, as in any way weakening the strong opposition shown by its Government towards the policy of apartheid practised by the Government of South Africa."

(Congress — Doc 150/Add 2)

XI

On behalf of the Netherlands :

"With reference to the adoption without a vote at the 6th plenary meeting of the 17th Congress of resolution 0033 concerning the exclusion of the Republic of South Africa from the 17th Congress and from all other Congresses and meetings of the UPU, the delegation of the Netherlands wishes to state that its Government has always vigorously rejected the South African Government's policy of apartheid and that there is no doubt that it will continue to reject that policy strongly.

"Nevertheless, the Government of the Netherlands is of the opinion that every possible effort has to be made to convince the Government of the Republic of South Africa that it is necessary to put an end to the policy of apartheid. That is why the Government of the Netherlands feels it necessary to keep open every possibility of communication, including that offered by the various meetings of the UPU. Moreover, the Government of the Netherlands considers that, in spite of the objections that could be made about the policy of a member country, these objections cannot be used as grounds for refusing that member the exercise of its full rights as a member of a technical organization like the Universal Postal Union.

"The delegation of the Netherlands considers that the decision to exclude the delegation of the Republic of South Africa from meetings of the UPU is contrary to the objectives of that organization and constitutes a dangerous precedent within the system of the UN.

"If a vote had taken place on resolution 0033, the Netherlands delegation would have voted against it."

(Congress — Doc 150/Add 2)

XII

On behalf of the Socialist Federal Republic of Yugoslavia :

"The Government of the Socialist Federal Republic of Yugoslavia recognizes only the Royal Government of National Unity of Cambodia and, accordingly, the Yugoslav delegation does not recognize the right of the delegation of Pnom-Penh to represent Cambodia nor to sign the Acts of Congress in its name.

"Since there are two zones and two administrations in South Vietnam: the Provisional Revolutionary Government of South Vietnam and the Saigon administration, the Yugoslav delegation does not recognize the right of the Saigon representation to act in the name of South Vietnam or to sign the Acts of Congress in its name."

(Congress — Doc 150/Add 3)

XIII

On behalf of Israel:

"The delegation of Israel to the 17th Congress of the Universal Postal Union rejects all declarations or reservations made by certain member countries of the Union either at the 15th Congress, Vienna 1964, or at the 16th Congress, Tokyo 1969, or at the 17th Congress, Lausanne 1974, as being incompatible with the position of the State of Israel as a member of the UN and of the UPU. Moreover, these declarations are intended not to apply the provisions of the Acts of the Universal Postal Union and are in this sense contrary to the object and purpose of the Constitution, Convention and Agreements of the UPU. For these reasons the delegation of Israel considers these declarations and reservations illegal and therefore null and void."

(Congress – Doc 150/Add 4)

XIV

On behalf of the United Kingdom of Great Britain and Northern Ireland, Channel Islands and Isle of Man:

"The Government of the United Kingdom of Great Britain and Northern Ireland have no doubt as to United Kingdom sovereignty over the Falkland Islands, the Falkland Island Dependencies, and the British Antarctic Territory. In this context attention is drawn to article IV of the Antarctic Treaty,¹ to which both the United Kingdom and Argentina are parties, which freezes territorial claims in Antarctica.

"The United Kingdom Government therefore do not accept the declaration of the Argentine Republic claiming to contest United Kingdom sovereignty over the above-mentioned territories."

(Congress – Doc 150/Add 5)

XV

On behalf of the Republic of Paraguay:

"The delegation of Paraguay considers that the resolution of Congress that excludes a member country from the Congresses and meetings of the UPU is unconstitutional and, as a consequence, has no legal force. At the same time, it affects the composition of the supreme body of the Union, which according to article 14 of the Constitution 'consists of the representatives of member countries' with no exception."

(Congress – Doc 150/Add 7)

XVI

On behalf of the Romanian Socialist Republic:

"1. The delegation of the Romanian Socialist Republic to the 17th Congress of the Universal Postal Union considers null and void the credentials of the representatives of the Pnom Penh authorities at the said Congress, since the sole representative of Cambodia is the Royal Government of National Unity of Cambodia.

¹ United Nations, *Treaty Series*, vol 402, p. 73.

"2. The delegation of the Romanian Socialist Republic to the 17th Congress of the Universal Postal Union considers null and void the credentials of the representatives of the Saigon administration at the said Congress, since that administration cannot represent South Vietnam unilaterally."

(Congress — Doc 150/Add 7)

XVII

On behalf of the Republic of Cuba :

"On the signature of the final Acts of the 17th UPU Congress, the delegation of Cuba declares that the representatives of the Royal Government of National Unity of Kampuchea (GRUNK) are alone legally empowered to sign the final Acts on behalf of Cambodia."

(Congress — Doc 150/Add 7)

XVIII

On behalf of the Khmer Republic.

"The delegation of the Khmer Republic refers to its declaration in the 11th plenary meeting, contained in Congress — Doc/PV 11 and declares that all allegations with regard to the Government of the Khmer Republic are null and void."

(Congress — Doc 150/Add 8)

XIX

On behalf of the Republic of Vietnam:

"The delegation of the Republic of Vietnam at the 17th Congress of the Universal Postal Union rejects all declarations or reservations made by certain member countries of the Union on the subject of its representation. It considers these to be illegal and consequently null and void."

(Congress — Doc 150/Add 8)

XX

On behalf of the People's Republic of China:

"1. The traitorous Lon Nol clique is a handful of individuals forming the dregs of the Cambodian nation and has no right whatsoever to take part in the UPU Congress. The Royal Government of National Unity of Cambodia, under the leadership of Samdech Norodom Sihanouk, is the sole legal representative of the Cambodian people. The signature made by the self-styled representatives of the Lon Nol clique to the final Acts of this Congress is illegal and null and void.

"2. The Paris Agreement on the Vietnam question recognized de facto that two administrations exist in South Vietnam. The provisional revolutionary government of the Republic of South Vietnam is the authentic representative of the South Vietnamese people. Under the present circumstances it is inappropriate that the Saigon authorities alone should be represented at the UPU Congress. The representatives of the Saigon authorities have no right unilaterally to sign the final Acts of this Congress."

(Congress — Doc 150/Add 9)

XXI

On behalf of the United States of America:

"While the United States recognizes that the Canal Zone constitutes territory of the Republic of Panama, the United States maintains that under the 1903 Treaty with Panama and under the UPU Constitution it has all necessary legal authority to operate the postal service in the Canal Zone. The United States notes that the matter of postal service in the Canal Zone is one of those issues included within the scope of the current treaty negotiations between Panama and the United States."

(Congress — Doc 150/Add 9)

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED OR ACCEDED TO THE SECOND ADDITIONAL PROTOCOL INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR ACCESSION WITH THE GOVERNMENT OF SWITZERLAND, OR THE DATE OF THE NOTIFICATION OF ACCESSION EFFECTED BY THAT GOVERNMENT UNDER ARTICLE 11 (5) OF THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

<i>State or Territory</i>	<i>Date of deposit of instrument of ratification or accession (a) or date of notification of accession (a*)</i>	
BELGIUM	23 October	1975
CANADA	8 September	1975
DENMARK	12 February	1976
FII	14 October	1975
FRANCE	30 October	1975
The whole of the territories represented by the French Overseas Postal and Telecommunication Office	30 October	1975
GERMANY, FEDERAL REPUBLIC OF	29 December	1975
(With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)		
ICELAND	6 October	1975
JAPAN	1 August	1975
LIECHTENSTEIN	20 August	1975
LUXEMBOURG	11 March	1976
MALAYSIA	30 January	1976
NETHERLANDS	21 November	1975
(In respect of the Netherlands, Surinam and the Netherlands Antilles.)		
REPUBLIC OF KOREA	23 December	1975
SOUTH AFRICA	2 February	1976 <i>a</i>
SURINAM	20 April	1976 <i>a*</i>
SWITZERLAND	9 September	1975
THAILAND	5 March	1976
TUNISIA	30 October	1975
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND	23 February	1976
(In respect of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man.)		
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND	11 March	1976
(In respect of Antigua, Dominica, St. Kitts-Nevis-Anguilla, St. Lucia, St. Vincent, Brunei, Belize, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands and Dependencies, Gibraltar, Gilbert Islands, Hong Kong, Montserrat, New Hebrides (British-French Condominium), Pitcairn Group, St. Helena and Dependencies, Seychelles, Solomon Islands, Southern Rhodesia, Turks and Caicos Islands and Tuvalu.)		

**GENERAL REGULATIONS
OF THE UNIVERSAL POSTAL UNION**

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GENERAL REGULATIONS OF THE UNIVERSAL POSTAL UNION¹

The undersigned, plenipotentiaries of the Governments of member countries of the Union, having regard to article 22, § 2, of the Constitution of the Universal Postal Union, concluded at Vienna on 10 July 1964,² have, by common consent, and subject to article 25, § 3, of the Constitution, drawn up in these General Regulations the following provisions securing the application of the Constitution and the functioning of the Union.

Chapter I

Functioning of the Union's bodies

Article 101

The organization and convening of Congresses, Extraordinary Congresses, Administrative Conferences and Special Committees

1. The representatives of member countries shall meet in Congress not later than five years after the date on which the Acts of the preceding Congress come into operation.
2. Each member country shall arrange for its representation at Congress by one or more plenipotentiaries furnished by their Government with the necessary powers. It may, if need be, arrange to be represented by the delegation of another member country. Nevertheless it shall be understood that a delegation may represent only one member country other than its own.
3. In debates, each country shall be entitled to one vote.
4. In principle, each Congress shall designate the country in which the next Congress is to be held. If that designation proves inapplicable or inoperative it shall fall to the Executive Council to designate the country where Congress is to meet, after consultation with the latter country.
5. After consultation with the International Bureau, the host Government shall fix the definitive date and the precise locality of Congress. In principle one year before that date the host Government shall send an invitation to the Government of each member country of the Union. This invitation may be sent direct or through the intermediary of another Government or through the Director-General of the International Bureau. The host Government shall also be responsible for notifying the decisions taken by Congress to all the Governments of member countries.
6. When a Congress has to be convened without a host Government, the International Bureau, with the agreement of the Executive Council and after consultation with the Government of the Swiss Confederation, shall take the necessary steps to convene and organize the Congress in the country in which the seat of the Union is situated. In this event the International Bureau shall perform the functions of the host Government.
7. The meeting place of an Extraordinary Congress shall be fixed, after consultation with the International Bureau, by the member countries which have initiated that Congress.
8. Paragraphs 2 to 6 shall be applicable by analogy to Extraordinary Congresses.
9. The meeting place of an Administrative Conference shall be fixed after consultation with the International Bureau, by the postal administrations which have initiated the Conference. The notices of convocation shall be sent out by the postal administration of the country in which the conference is to be held.
10. Special Committees shall be convened by the International Bureau after consultation, where appropriate, with the postal administration of the member country in which these Special Committees are to meet.

¹ Put into effect on 1 January 1976, in accordance with article 128.

See p. 49 of this volume for the list of States and territories which ratified, approved or acceded to the Regulations.

² United Nations, *Treaty Series*, vol. 611, p. 7.

Article 102

Composition, functioning and meetings of the Executive Council

1. The Executive Council shall consist of a Chairman and thirty-nine members who shall exercise their functions during the period between two successive Congresses
2. The chairmanship shall devolve by right on the host country of Congress. If that country waives this right, it shall become a *de jure* member and, as a result, the geographical region to which it belongs shall have at its disposal an additional seat, to which the restrictive provisions of § 3 shall not apply. In that case, the Executive Council shall elect to the chairmanship one of the member countries belonging to the geographical region of the host country.
3. The thirty-nine members of the Executive Council shall be elected by Congress on the basis of an equitable geographical distribution. At least a half of the membership shall be renewed at each Congress: no member may be chosen by three successive Congresses.
4. The representative of each of the members of the Executive Council shall be appointed by the postal administration of his country. This representative shall be a qualified official of the postal administration.
5. The office of member of the Executive Council shall be unpaid. The operational expenses of this Council shall be borne by the Union.
6. The Executive Council shall coordinate and supervise all the activities of the Union with the following functions:
 - (a) to maintain the closest contact with the postal administrations of member countries with a view to improving the international postal service;
 - (b) to promote, coordinate and supervise all forms of postal technical assistance within the framework of international technical cooperation,
 - (c) to study administrative, legislative and legal problems concerning the international postal service and communicate the results of such studies to postal administrations;
 - (d) to designate the country where the next Congress is to be held in the case provided for in article 101, § 4;
 - (e) to submit subjects for study to the Consultative Council for Postal Studies for examination in accordance with article 104, § 9(f);
 - (f) to examine the annual report prepared by the Consultative Council for Postal Studies and, if necessary, the proposals submitted by the Council;
 - (g) to make any useful contacts with the United Nations, its Councils and its Committees, and with the specialized agencies and other international bodies, for the purpose of making studies and preparing reports to be submitted for approval to the postal administrations of member countries; to send, as occasion arises, representatives of the Union to take part on its behalf in the meetings of these international bodies; to designate in due course the intergovernmental international organizations which should be invited to be represented at a Congress and to instruct the Director-General of the International Bureau to send the necessary invitations;
 - (h) to formulate, as necessary, proposals to be submitted for the approval either of postal administrations of member countries under article 31, § 1, of the Constitution and article 119 of these Regulations, or of Congress when these proposals concern studies entrusted by Congress to the Executive Council or when they arise out of the Executive Council's own activities as defined in this article;
 - (i) to examine, at the request of the postal administration of a member country, any proposal which that administration forwards to the International Bureau under article 118, to prepare observations on it and to instruct the International Bureau to annex these observations to the proposal before submitting it for approval to the postal administrations of member countries;
 - (j) in accordance with the provisions in force:
 - (i) to ensure control of the activities of the International Bureau;
 - (ii) to consider and approve the annual budget of the Union;
 - (iii) to approve, on the proposal of the Director-General of the International Bureau, the appointments of officials of grades D 2, D 1 and P 5, after examining the professional qualifications of the candidates recommended by postal administrations of member countries of which they are nationals, taking into account an equitable geographical distribution in respect of continents and languages together with all other relevant considerations, due weight being given to the Bureau's internal promotion arrangements;
 - (iv) to approve the annual Report on the work of the Union prepared by the International Bureau and where appropriate to furnish observations on it;

- (v) to authorize, if circumstances so require, the ceiling of expenditure to be exceeded in accordance with article 122, §§ 3 and 4.
7. In approving the appointments of officials of grades D 2, D 1 and P 5, the Executive Council shall take into account that in principle the persons occupying these posts shall be nationals of different member countries of the Union.
8. At its first meeting, which shall be convened by the Chairman of Congress, the Executive Council shall elect four Vice-Chairmen from among its members and draw up its Rules of procedure.
9. On convocation by its Chairman, the Executive Council shall meet in principle once a year, at Union headquarters.
10. The representative of each of the members of the Executive Council participating in its meetings, except for meetings which take place during Congress, shall be entitled to reimbursement of the cost of either an economy class return air ticket or first class return rail ticket, or expenses incurred for travel by any other means subject to the condition that the amount does not exceed the price of the economy class return air ticket.
11. The Chairman of the Consultative Council for Postal Studies shall represent that body at meetings of the Executive Council on the agenda of which there are questions of interest to the body which he directs.
12. To ensure effective liaison between the work of the two bodies, the Chairman and Vice-Chairmen of the Consultative Council for Postal Studies may, if they express the desire so to do, attend Executive Council meetings as observers.
13. The postal administration of the country in which the Executive Council meets shall be invited to take part in the meetings in the capacity of observer, if that country is not a member of the Executive Council.
14. The Executive Council may invite any international body or any qualified person whom it wishes to associate with its work to its meetings, without the right to vote. It may also invite, under the same conditions, one or more postal administrations of member countries concerned with questions on its agenda.

Article 103

Documentation on the activities of the Executive Council

1. The Executive Council shall send postal administrations of member countries of the Union and Restricted Unions, for information, after each session:
- a summary record;
 - the "Documents of the Executive Council" containing the reports, discussions, summary record and resolutions and decisions.
2. The Executive Council shall make to Congress a comprehensive report on its work and send it to postal administrations at least two months before the opening of Congress.

Article 104

Composition, functioning and meetings of the Consultative Council for Postal Studies

1. The Consultative Council for Postal Studies shall consist of thirty-five members who shall exercise their functions during the period between two successive Congresses.
2. The members of the Consultative Council shall be elected by Congress, in principle on the basis of as wide a geographical distribution as possible.
3. The representative of each of the members of the Consultative Council shall be appointed by the postal administration of his country. This representative shall be a qualified official of the postal administration.
4. The operational expenses of the Consultative Council shall be borne by the Union. Its members shall not receive any payment. Travelling and living expenses incurred by representatives of administrations participating in the Consultative Council shall be borne by those administrations. However, the representative of each of the relatively least economically developed countries recorded by the United Nations shall be entitled, except for meetings held during Congress, to reimbursement of the price of an economy class return air ticket or first class return rail ticket, or expenses incurred for travel by any other means, subject to the condition that the amount does not exceed the price of the economy class return air ticket.

5. At its first meeting, which shall be convened and opened by the Chairman of Congress, the Consultative Council shall choose from among its members a Chairman and Vice-Chairmen.
6. The Consultative Council shall draw up its Rules of procedure.
7. In principle, the Consultative Council shall meet every year at Union headquarters. The date and place of the meeting shall be fixed by its Chairman, in agreement with the Chairman of the Executive Council and the Director-General of the International Bureau.
8. The Chairman and the Vice-Chairmen of the Consultative Council shall form the Steering Committee. This Committee shall prepare and direct the work of each meeting of the Consultative Council and take on all the tasks which the latter decides to assign to it.
9. The functions of the Consultative Council shall be the following:
 - (a) to organize the study of the most important technical, operational, economic and technical cooperation problems which are of interest to postal administrations of all member countries of the Union and to prepare information and opinions on them;
 - (b) to study teaching and vocational training problems of interest to the new and developing countries;
 - (c) to take the necessary steps to study and publicize the experiments and progress made by certain countries in the technical, operational, economic and vocational training fields of interest to the postal services;
 - (d) to study the present position and needs of the postal services in the new and developing countries and to prepare appropriate recommendations on ways and means of improving the postal services in those countries;
 - (e) to take, in consultation with the Executive Council, appropriate steps in the sphere of technical cooperation with all member countries of the Union and in particular with the new and developing countries;
 - (f) to examine any other question submitted to it by a member of the Consultative Council, by the Executive Council or by any other administration of a member country.
10. The members of the Consultative Council shall take an active part in its work. Member countries not belonging to the Consultative Council may, at their request, cooperate in the studies undertaken.
11. If need be, the Consultative Council shall draw up proposals for Congress arising directly from its activities as defined in this article. These proposals shall be submitted by the Consultative Council itself, after consultation with the Executive Council when questions within the latter's competence are concerned.
12. The Consultative Council shall, at its last session before Congress, prepare for submission to Congress the draft work programme of the next Council, taking into account the requests of member countries of the Union and of the Executive Council.
13. In order to ensure effective liaison between the work of the two bodies, the Chairman and Vice-Chairmen of the Executive Council may, if they express the desire so to do, attend Consultative Council for Postal Studies meetings as observers.
14. The Consultative Council may invite the following to take part in its meetings without the right to vote:
 - (a) any international body or any qualified person whom it wishes to associate with its work;
 - (b) postal administrations of member countries not belonging to the Consultative Council.

Article 105

Documentation on the activities of the Consultative Council for Postal Studies

1. The Consultative Council for Postal Studies shall send postal administrations of member countries and Restricted Unions, for information, after each session:
 - (a) a summary record;
 - (b) the "Documents of the Consultative Council for Postal Studies" containing the reports, discussions and summary record.
2. The Consultative Council shall prepare for the Executive Council an annual report on its work.
3. The Consultative Council shall prepare for Congress a comprehensive report on its work and send it to postal administrations of member countries at least two months before the opening of Congress.

Article 106

Rules of procedure of Congresses, Administrative Conferences and Special Committees

1. For the organization of its work and the conduct of its debates, Congress shall apply the Rules of procedure of Congresses which are annexed to the General Regulations.
2. Each Congress may amend these Rules under the conditions laid down in the Rules of procedure themselves.
3. Each Administrative Conference and each Special Committee shall draw up its Rules of procedure. Until such Rules are adopted, the provisions of the Rules of procedure of Congress annexed to these General Regulations shall be applicable in so far as they are relevant to the debates.

Article 107

Languages used for the publication of documents, for debates and for official correspondence

1. For the documents of the Union the French, English, Arabic and Spanish languages shall be used. Other languages may also be used on condition that the costs to be borne by the Union under § 6 are not thereby increased.
2. The member country or countries which have requested a language other than the official language constitute a language group. The member countries which have not made any express request shall be regarded as having asked for the official language.
3. Documents shall be published by the International Bureau in the official language and in the languages of the duly constituted language groups, either directly or through the intermediary of the regional offices of those groups in conformity with the procedures agreed with the International Bureau. Publication in the different languages shall be effected in accordance with a common standard.
4. Documents published directly by the International Bureau shall be distributed simultaneously in the different languages requested.
5. Correspondence between the postal administrations and the International Bureau and between the latter and outside entities may be exchanged in any language for which the International Bureau has available a translation service.
6. The cost of translation into any language other than the official language, including those resulting from the application of § 5, shall be borne by the language group which has asked for that language. The Union shall bear the cost of translation into the official language of documents and correspondence received in Arabic, English and Spanish, as well as all other costs involved in the supply of documents.
7. The costs to be borne by a language group shall be divided among the members of that group in proportion to their contributions to the expenses of the Union. These costs may be divided among the members of the language group according to another system, provided that the countries concerned agree to it and inform the International Bureau of their decision through the intermediary of the spokesman of the group.
8. The International Bureau shall give effect to any change in the choice of language requested by a member country after a period which shall not exceed two years.
9. For the discussions at meetings of the Union's bodies the French, English, Spanish and Russian languages shall be admissible, by means of a system of interpretation — with or without electronic equipment — the choice being left to the judgment of the organizers of the meeting after consultation with the Director-General of the International Bureau and the member countries concerned.
10. Other languages shall likewise be admissible for the discussions and meetings mentioned in § 9.
11. Delegations using other languages shall arrange for simultaneous interpretation into one of the languages mentioned in § 9, either by the system indicated in the same paragraph, when the necessary technical modifications can be made, or by individual interpreters.
12. The costs of the interpretation services shall be shared among the member countries using the same language in proportion to their contributions to the expenses of the Union. However, the costs of installing and maintaining the technical equipment shall be borne by the Union.

13 Postal administrations may come to an understanding about the language to be used for official correspondence in their relations with one another. In the absence of such an understanding the language to be used shall be French.

Chapter II

International Bureau

Article 108

The Director-General and Deputy Director-General of the International Bureau

1. The Director-General and the Deputy Director-General of the International Bureau shall be elected by Congress for the period between two successive Congresses, the minimum duration of their term of office being five years. Their term of office shall be renewable once only. Unless Congress decides otherwise, the date on which they take up their duties shall be fixed at 1 January of the year following that in which Congress is held.
2. The election of the Director-General and that of the Deputy Director-General shall take place by secret ballot, the first election being for the post of Director-General. Applications must be submitted by the governments of member countries, through the intermediary of the Government of the Swiss Confederation. The candidates must be nationals of the member countries which put them forward.
3. If the post of Director-General falls vacant, the Deputy Director-General shall take over the functions of Director-General until the expiry of the latter's term of office.
4. If the posts of Director-General and Deputy Director-General fall vacant at the same time, the Executive Council shall elect, on the basis of the applications received following notification of the vacancies, a Deputy Director-General for the period extending up to the end of the term of office originally assigned to the Director-General. With regard to the submission of applications, § 2 shall apply by analogy.
5. The functions and powers of the Director-General shall be those expressly vested in him by the Acts, those deriving from the tasks assigned by the said Acts to the International Bureau, and those conferred upon him by the decisions of the competent bodies of the Union. He may delegate his power.
6. The Director-General shall organize, administer and direct the International Bureau, of which he is the legal representative.
7. The Director-General shall prepare the draft annual budget of the Union at the lowest possible level consistent with the requirements of the Union and submit it in due course and simultaneously to the Executive Council and the Supervisory Authority for consideration. He shall communicate the budget to the member countries of the Union after approval by the Executive Council.
8. The Director-General shall act as an intermediary in relations between:
the UPU and the Restricted Unions,
the UPU and the United Nations,
the UPU and the international organizations whose activities are of interest to the Union.
9. The Director-General shall assume the duties of Secretary-General of the bodies of the Union. In this capacity, and taking into account the special provisions of these General Regulations, he shall supervise in particular,
the preparation and organization of the work of the Union's bodies,
the preparation, production and distribution of documents, reports and minutes;
the functioning of the Secretariat at meetings of the Union's bodies.
10. The Director-General shall attend the meetings of bodies of the Union and take part in the discussions without the right to vote. He may also be represented.
11. The Director-General shall be responsible to the Executive Council for his management. The Deputy Director-General shall assist the Director-General and shall be responsible to him, he shall exercise the functions of the Director-General if the latter is absent or prevented from discharging his duties.

Article 109**Secretariat of the Union's bodies**

The Secretariat of the Union's bodies shall be provided by the International Bureau under the responsibility of the Director-General. It shall send all the documents published on the occasion of each session to the postal administrations of the members of the body, to the postal administrations of countries which, while not members of the body, cooperate in the studies undertaken, to the Restricted Unions and to postal administrations of other member countries which ask for them.

Article 110**List of member countries**

The International Bureau shall prepare and keep up to date the list of member countries of the Union showing therein their contribution class, their geographical zone and their position with respect to the Acts of the Universal Postal Union.

Article 111

Information. Opinions. Requests for interpretation and amendment of the Acts. Inquiries. Role in the settlement of accounts.

1. The International Bureau shall be at all times at the disposal of the Executive Council, the Consultative Council for Postal Studies and postal administrations for the purpose of supplying them with any necessary information on questions relating to the service.
2. In particular it shall collect, collate, publish and distribute all kinds of information of interest to the international postal service, give an opinion, at the request of the parties involved, on questions in dispute, act on requests for interpretation and amendment of the Acts of the Union and, in general, carry out such studies and editorial or documentary work as are assigned to it by those Acts or as may be referred to it in the interest of the Union.
3. It shall also conduct inquiries requested by postal administrations to obtain the views of other administrations on a particular question. The result of an inquiry shall not have the status of a vote and shall not be formally binding.
4. It shall bring to the notice of the Chairman of the Consultative Council for Postal Studies, for any necessary action, questions which are within the competence of that organ.
5. It shall act as a clearing house in the settlement of accounts of all kinds relating to the international postal service between postal administrations requesting this facility.

Article 112**Technical cooperation**

The International Bureau shall develop postal technical assistance in all its forms within the framework of international technical cooperation.

Article 113**Forms supplied by the International Bureau**

The International Bureau shall be responsible for arranging the manufacture of postal identity cards, international reply coupons, postal travellers' cheques and cheque book covers and for supplying them, at cost, to postal administrations ordering them.

Article 114**Acts of Restricted Unions and Special Agreements**

1. Two copies of the Acts of Restricted Unions and of Special Agreements concluded under article 8 of the Constitution shall be sent to the International Bureau by the offices of such Unions, or failing that, by one of the contracting parties.
2. The International Bureau shall see that the Acts of Restricted Unions and Special Agreements do not include conditions less favourable to the public than those which are provided for in the Acts of the Union and shall inform postal administrations of the existence of such Unions and Agreements. The International Bureau shall notify the Executive Council of any irregularity discovered through applying this provision.

Article 115**Union journal**

The International Bureau shall publish, with the aid of the documents made available to it, a journal in Arabic, Chinese, English, French, German, Russian and Spanish.

Article 116**Annual Report on the work of the Union**

The International Bureau shall make an annual Report on the work of the Union, which shall be sent, after approval by the Executive Council, to postal administrations, the Restricted Unions and the United Nations.

Chapter III**Procedure for the submission and consideration of proposals****Article 117****Procedure for submitting proposals to Congress**

1. Subject to the exceptions provided for in § 3, the following procedure shall govern the submission of proposals of all kinds to Congress by postal administrations of member countries:
 - (a) proposals which reach the International Bureau at least 6 months before the date fixed for Congress shall be accepted;
 - (b) no drafting proposal shall be accepted during the period of 6 months preceding the date fixed for Congress;
 - (c) proposals of substance which reach the International Bureau in the interval between 6 and 4 months before the date fixed for Congress shall not be accepted unless they are supported by at least two administrations;
 - (d) proposals of substance which reach the International Bureau during the period of 4 months preceding the date fixed for Congress shall not be accepted unless they are supported by at least eight administrations;
 - (e) declarations of support shall reach the International Bureau within the same period as the proposals to which they refer.
2. Drafting proposals shall be headed "Drafting proposal" by the administrations which submit them and shall be published by the International Bureau under a number followed by the letter R. Proposals which do not bear this indication but which, in the opinion of the International Bureau, deal only with drafting points shall be published with an appropriate annotation: the International Bureau shall draw up a list of these proposals for Congress.

3. The procedure prescribed in §§ 1 and 2 shall not apply either to proposals concerning the Rules of procedure of Congresses or to amendments to proposals already made.

Article 118

Procedure for submitting proposals between Congresses

1. To be eligible for consideration each proposal concerning the Convention¹ or the Agreements² submitted by a postal administration between Congresses shall be supported by at least two other administrations. Such proposals shall lapse if the International Bureau does not receive, at the same time, the necessary number of declarations of support.
2. These proposals shall be sent to other postal administrations through the intermediary of the International Bureau.

Article 119

Consideration of proposals between Congresses

1. Every proposal shall be subject to the following procedure: a period of two months shall be allowed to postal administrations of member countries for consideration of the proposal notified by an International Bureau circular and for forwarding their observations, if any, to the Bureau. Amendments shall not be admissible. The replies shall be collected by the International Bureau and communicated to postal administrations with an invitation to vote for or against the proposal. Those which have not sent in their vote within a period of two months shall be considered as abstaining. The aforementioned periods shall be reckoned from the dates of the International Bureau circulars.
2. If the proposal relates to an Agreement, its Detailed Regulations or their Final Protocols, only the postal administrations of member countries which are parties to that Agreement may take part in the procedure described in § 1.

Article 120

Notification of decisions adopted between Congresses

1. Amendments made to the Convention, the Agreements and the Final Protocols to those Acts shall be sanctioned by a diplomatic declaration which the Government of the Swiss Confederation shall be charged to draw up and transmit at the request of the International Bureau to the Governments of member countries.
2. Amendments made to the Detailed Regulations and their Final Protocols shall be recorded and communicated to postal administrations by the International Bureau. The same shall apply to the interpretations referred to in article 77, § 2 (c) (ii), of the Convention and in the corresponding provisions of the Agreements.

Article 121

Implementation of decisions adopted between Congresses

Any decision which has been adopted shall not take effect until at least three months after its notification.

¹ See p. 53 of this volume.

² See p. 213 *et seq.* of this volume, as well as vol. 1004 of the United Nations *Treaty Series*.

Chapter IV

Finance

Article 122

Fixing and regulation of the expenditure of the Union

1. Subject to the provisions of §§ 2 to 5, the annual expenditure relating to the activities of bodies of the Union may not exceed the following sums for 1976 and subsequent years:

11 720 900 Swiss francs for 1976;

13 574 800 Swiss francs for 1977;

14 058 900 Swiss francs for 1978;

14 467 500 Swiss francs for 1979;

14 883 900 Swiss francs for 1980.

For the years after 1980, in case the Congress scheduled for 1979 is postponed, the annual budgets shall not exceed the sum fixed for the previous year by more than 5 per cent per annum.

2. The expenditure relating to the convening of the next Congress (travelling expenses of the secretariat, transport charges, cost of installing simultaneous interpretation equipment, cost of producing documents during the Congress, etc) shall not exceed the limit of 2 135 200 Swiss francs.

3. The Executive Council shall be authorized to exceed the limits laid down in §§ 1 and 2 to be exceeded to take account of increases in salary scales, pension contributions or allowances, including post adjustments, approved by the United Nations for application to its staff working in Geneva.

4. The Executive Council shall be authorized to exceed the limits laid down in § 1 to take account of the new edition of the International List of Post Offices and the installation of a canteen at the International Bureau. The total amounts of the overstepping authorized for this purpose shall not exceed:

— 870 000 Swiss francs for the new edition of the International List of Post Offices;

— 100 000 Swiss francs for the installation of a canteen at the International Bureau.

5. If the credits authorized in §§ 1 and 2 prove inadequate to ensure the smooth running of the Union, these limits may only be exceeded with the approval of the majority of the member countries of the Union. Any consultation shall include a complete description of the facts justifying such a request.

6. Countries which accede to the Union or are admitted to the status of members of the Union as well as those which leave the Union shall pay their contributions for the whole of the year during which their admission or withdrawal becomes effective.

7. The Government of the Swiss Confederation shall make the necessary advances and supervise book-keeping and accounting of the International Bureau within the limit of credit fixed by Congress.

8. The sums advanced by the Government of the Swiss Confederation in accordance with § 7 shall be repaid by the debtor postal administrations in the shortest possible time and at the latest before 31 December of the year in which the account is sent. After that period the sums due shall be chargeable with interest in favour of the said Government at the rate of 5 per cent per annum, reckoned from the date of expiry of that period.

Article 123

Contribution classes

1. Member countries shall contribute to defraying Union expenses according to the contribution class to which they belong. These classes are the following:

class of 50 units;

class of 25 units;

class of 20 units;

class of 15 units;

class of 10 units;

class of 5 units;

class of 3 units;

class of 1 unit.

2. Member countries shall be included in one of the above-mentioned contribution classes upon their admission or accession to the Union in accordance with the procedure laid down in article 21, § 4, of the Constitution.
3. Member countries may subsequently change contribution class on condition that this change is communicated to the International Bureau before the opening of Congress. This notification, which shall be brought to the attention of Congress, shall take effect on the date of the entry into force of the financial provisions drawn up by Congress.
4. Member countries may not insist on being lowered more than one class at a time. Member countries which have not made known their wish to change contribution class by the opening of Congress shall remain in the class to which they belonged up to that time.
5. Notwithstanding §§ 3 and 4, changes to a higher class shall not be subject to any restriction.

Article 124

Payment for supplies from the International Bureau

Supplies provided by the International Bureau to postal administrations against payment shall be paid for in the shortest possible time and at the latest within six months from the first day of the month following that in which the account is sent by the Bureau. After that period the sums due shall be chargeable with interest in favour of the Government of the Swiss Confederation which advanced them, at the rate of 5 per cent per annum reckoned from the date of expiry of that period.

Chapter V

Arbitration

Article 125

Arbitration procedure

1. If a dispute has to be settled by arbitration, each of the postal administrations party to the case shall select a postal administration of a member country not directly involved in the dispute. When several administrations make common cause, they shall count only as a single administration for the purposes of this provision.
2. If one of the administrations party to the case does not act on a proposal for arbitration within a period of six months, the International Bureau, if so requested, shall itself call upon the defaulting administration to appoint an arbitrator or shall itself appoint one *ex officio*.
3. The parties to the case may agree to appoint a single arbitrator which may be the International Bureau.
4. The decision of the arbitrators shall be taken by a majority of votes.
5. In the event of a tie the arbitrators shall select another postal administration, not involved in the dispute either, to settle the matter. Should they fail to agree on the choice, this administration shall be appointed by the International Bureau from among administrations not proposed by the arbitrators.
6. If the dispute concerns one of the Agreements, the arbitrators may be appointed only from among the administrations that are parties to that Agreement.

Chapter VI

Final provisions

Article 126

Conditions of approval of proposals concerning the General Regulations shall be approved by a majority of the member countries represented at Congress. At least two-thirds of the member countries of the Union shall be present at the time of voting.

Article 127

Proposals concerning the Agreements with the United Nations

The conditions of approval referred to in article 126 shall apply equally to proposals designed to amend the Agreements concluded between the Universal Postal Union and the United Nations, in so far as those Agreements do not lay down conditions for the amendment of the provisions they contain.

Article 128

Entry into force and duration of the General Regulations

These General Regulations shall come into force on 1 January 1976 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof the plenipotentiaries of the Governments of the member countries have signed these General Regulations in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Second Additional Protocol; see p. 11 of this volume.)

FINAL PROTOCOL
TO THE GENERAL REGULATIONS OF THE UNIVERSAL POSTAL UNION

At the moment of proceeding to signature of the General Regulations of the Universal Postal Union¹ concluded this day, the undersigned plenipotentiaries have agreed the following:

Article I

Executive Council and Consultative Council for Postal Studies

The provisions of the General Regulations relating to the organization and functioning of the Executive Council and of the Consultative Council for Postal Studies shall be applicable in advance of the coming into operation of those Regulations.

Article II

Expenditure of the Union

1. Notwithstanding article 128 a sum of 100 000 Swiss francs shall be added to the ceiling of annual expenditure relating to the work of the Union's bodies for 1975 because of the expenditure involved in the entry into force, from 1 January 1975, of the new accounting system for international reply coupons

2. Notwithstanding article 122, § 1, the Executive Council, or in case of extreme urgency the Director-General, may authorize the prescribed limits to be exceeded to meet the cost of major and unforeseen repairs to the International Bureau building, provided however that the amount of the increase shall not exceed 65 000 Swiss francs per annum.

Article III

Contribution classes

Article 123, § 1, shall be applicable before the entry into force of these Regulations.

In witness whereof, the undermentioned plenipotentiaries have drawn up this Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the General Regulations themselves, and they have signed it in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974

SIGNATURES

(The same as for the Second Additional Protocol; see p. 11 of this volume.)

¹ See p. 23 of this volume.

GENERAL REGULATIONS OF THE UNIVERSAL POSTAL UNION – ANNEX

Rules of procedure of Congresses

Summary

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1. General provisions
2. Delegations
3. Delegates' credentials
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Rules of procedure of Congresses

Article 1

General provisions

The present Rules of procedure (hereinafter referred to as "the Rules") have been drawn up pursuant to the Acts of the Union and are subordinate to them. In the event of a discrepancy between one of their provisions and a provision of the Acts, the latter shall prevail.

Article 2

Delegations

1 The term "delegation" shall denote the person or body of persons designated by a member country to take part in a Congress. The delegation shall consist of a Head of Delegation and, if appropriate, his deputy, one or more delegates and, possibly, one or more attached officials (including experts, secretaries, etc).

2. Heads of delegation, their deputies and also delegates, shall be representatives of member countries within the meaning of article 14, §2, of the Constitution¹ if in possession of credentials which comply with the conditions laid down in article 3 of these Rules.

3. Attached officials shall be admitted to meetings, but they shall not normally have the right to vote. However, they may be authorized by the Head of their delegation to vote on behalf of their country at Committee meetings. Such authorizations shall be handed, in writing, to the Chairman of the committee concerned, before the beginning of the meeting.

Article 3

Delegates' credentials

1. Delegates' credentials shall be signed by the Head of State, the Head of Government or the Minister for Foreign Affairs of the country concerned. They shall be drawn up in due and proper form. The credentials of delegates entitled to sign the Acts (plenipotentiaries) shall specify the scope of such signature (signature subject to ratification or approval, signature ad referendum, definitive signature). In the absence of such specific information, the signature shall be regarded as being subject to ratification or approval. Credentials authorizing the holder to sign the Acts shall implicitly include the right to vote. Delegates in possession of credentials which do not expressly authorize them to sign the Acts shall only be entitled to take part in the debates and to vote.

2. Credentials shall be deposited at the opening of Congress with the authority designated for that purpose.

3. Delegates who are not in possession of credentials or who have not deposited their credentials may, provided their names have been communicated by their Government to the Government of the host country, take part in the debates and vote from the moment they participate in the work of Congress. The same shall apply to those whose credentials are found to be not in order. Such delegates shall cease to be empowered to vote from the time Congress approves the report of the Credentials Committee establishing that their credentials have not been received or are not in order until such time as the position is regularized.

4. The credentials of a member country which arranges for the delegation of another member country to represent it at Congress (proxy) shall be in the same form as those mentioned in § 1.

5. Credentials and proxies sent by telegram shall not be admissible. However, telegrams sent in reply to requests for information relating to credentials shall be accepted.

6. A delegation which, after it has deposited its credentials, is prevented from attending one or more meetings, may arrange to be represented by the delegation of another country, provided that notice in writing is given to the Chairman of the meeting concerned. However, a delegation may represent only a single country other than its own.

7. The delegates of member countries which are not parties to an Agreement may take part in the debates of Congress concerning that Agreement, without the right to vote.

Article 4

Order of seating

1. At Congress and Committee meetings, delegations shall be seated in the French alphabetical order of the member countries represented.

2. The Chairman of the Executive Council shall draw lots, in due course, for the name of the country to be placed foremost before the rostrum at Congress and Committee meetings.

¹ United Nations, *Treaty Series*, vol 611, p. 7

Article 5**Observers**

1. Representatives of the United Nations may take part in the debates of Congress
2. Observers from international intergovernmental organizations designated by the Executive Council shall be admitted to meetings of Congress when questions of interest to these organizations are being discussed.
3. Qualified representatives of the Restricted Unions established in accordance with article 8, § 1, of the Constitution shall also be admitted as observers when the Unions concerned express a wish to that effect.
4. The observers referred to in §§ 1 to 3 shall take part in the debates without the right to vote.
5. Requests from non-governmental organizations to take part in Congress shall be subject to an express decision of Congress in each case.

Article 6**Doyen of Congress**

1. The postal administration of the host country of Congress shall suggest the person to be appointed as Doyen of Congress in agreement with the International Bureau. The Executive Council shall approve this appointment in due course.
2. At the opening of the first plenary meeting of each Congress, the Doyen shall act as Chairman until Congress has elected one. He shall also exercise the functions assigned to him under the present Rules.

Article 7**Chairmanships and Vice-Chairmanships of Congress and Committees**

1. At its first plenary meeting, on the proposal of the Doyen, Congress shall appoint the member country and the four member countries which are to act as Chairman and Vice-Chairmen, respectively, of Congress. These posts shall be assigned taking as much account as possible of the geographical distribution of the member countries.
2. On the Doyen's proposal, Congress shall also designate the member countries which are to act as Chairmen and Vice-Chairmen of the Committees.
3. The Chairmen shall open and close the meetings over which they preside, direct the debates, give speakers the floor, put proposals to the vote and announce what majority is required for their adoption, announce decisions and, subject to the approval of Congress, interpret such decisions if necessary.
4. The Chairmen shall see that the present Rules are observed and that order is maintained at meetings.
5. Any delegation may appeal to Congress or the Committee against a decision taken by the Chairman on the basis of a provision or interpretation of the Rules. The Chairman's decision shall nevertheless hold good unless rescinded by a majority of the members present and voting.
6. Should the member country appointed to the Chairmanship be no longer able to exercise this function, one of the Vice-Chairmen shall be appointed by Congress or the Committee to replace it.

Article B**Bureau of Congress**

1. The Bureau shall be the central body responsible for directing the work of Congress. It shall consist of the Chairman and Vice-Chairmen of Congress and also of the Chairmen of Committees. It shall meet periodically to review the progress of the work of Congress and its Committees and to make recommendations designed to facilitate such progress. It shall assist the Chairman in drawing up the agenda of each plenary meeting and in coordinating the work of the Committees. It shall make recommendations relating to the closing of Congress.

2. The Secretary-General of Congress and the Assistant Secretary-General, mentioned in article 12, § 1, shall attend the meetings of the Bureau.

Article 9

Committees

Congress shall determine the number of Committees required to carry out its work and shall specify their functions.

Article 10

Working parties

Each Committee may set up working parties to study special questions.

Article 11

Membership of Committees

1. The member countries represented in Congress shall, as of right, be members of the Committees responsible for studying proposals relating to the Constitution, the General Regulations,¹ the Convention² and its Detailed Regulations.³
2. Member countries represented in Congress which are parties to one or more of the optional Agreements shall, as of right, be members of the Committee and/or Committees responsible for the revision of these Agreements. The right to vote of members of the Committee or Committees shall be confined to the Agreement or Agreements to which they are parties.
3. Delegations which are not members of Committees dealing with the Agreements and their Detailed Regulations may attend meetings of those Committees and take part in the debates without the right to vote.

Article 12

Secretariat of Congress and of Committees

1. The Director-General and the Deputy Director-General of the International Bureau shall act as Secretary-General and Assistant Secretary-General of Congress, respectively.
2. The Secretary-General and the Assistant Secretary-General shall attend the meetings of Congress and of the Bureau of Congress and take part in the debates without the right to vote. They may also attend, under the same conditions, Committee meetings or be represented thereat by a senior official of the International Bureau.
3. The work of the Secretariat of Congress, the Bureau of Congress and the Committees shall be performed by the staff of the International Bureau in conjunction with the administration of the host country.
4. Senior officials of the International Bureau shall act as Secretaries of Congress, of the Bureau of Congress and of Committees. They shall assist the Chairman during meetings and shall be responsible for writing the minutes or reports.
5. Secretaries of Congress and of Committees shall be assisted by Assistant Secretaries.
6. Rapporteurs proficient in French shall take the minutes of Congress and Committees.

¹ See p. 23 of this volume.
² See p. 53 of this volume.
³ See p. 94 of this volume.

Article 13

Languages of debates

1. Subject to § 2, French, English, Spanish and Russian may be used for debates, by means of a system of simultaneous or consecutive interpretation.
2. The debates of the Drafting Committee shall be held in French.
3. Other languages may also be used for the debates mentioned in § 1. The language of the host country shall have priority in this connection. Delegations using other languages shall arrange for simultaneous interpretation into one of the languages mentioned in § 1, either by means of the simultaneous interpretation system, when the necessary technical alterations can be made, or by special interpreters.
4. The cost of installing and maintaining the technical equipment shall be borne by the Union.
5. The cost of the interpretation services shall be divided among the member countries using the same language in proportion to their contributions to the expenses of the Union.

Article 14

Languages used for drafting Congress documents

1. Documents prepared during Congress including draft decisions submitted to Congress for approval shall be published in French by the Secretariat of Congress.
2. To this end, documents produced by delegations of member countries shall be submitted in French, either direct or through the intermediary of the translation services attached to the Congress Secretariat.
3. The above services, organized at their own expense by the language groups set up in accordance with the relevant provisions of the General Regulations, may also translate Congress documents into their respective languages.

Article 15

Proposals

1. All questions brought before Congress shall be the subject of proposals.
2. All proposals published by the International Bureau before Congress shall be regarded as being submitted to Congress.
3. From the time Congress opens, no proposal shall be considered except those amending earlier proposals.
4. The following shall be regarded as amendments: any proposal involving a deletion from, or an addition to, part of the original proposal or the revision of a part of that proposal. No proposed change shall be regarded as an amendment if Congress or the Committee considers that it is incompatible with the original proposal.
5. Amendments submitted at Congress to proposals already made shall be handed in to the Secretariat in writing, in French, before noon on the day but one before the day on which they will be discussed, so that they can be distributed to delegates the same day. This time-limit shall not apply to amendments arising directly from the debates in Congress or in a Committee. In the latter case, if so requested, the author of the amendment shall submit a written version in French, or in case of difficulty, in any other language used for debates. The Chairman concerned shall read it out or have it read out.
6. The procedure laid down in § 5 shall also apply to the submission of proposals that are not designed to amend the text of the Acts (draft resolutions, draft recommendations, draft formal opinions, etc)
7. Any proposal or amendment shall give the final form of the text which is to be inserted in the Acts of the Union, subject, of course to revision by the Drafting Committee.

Article 16

Consideration of proposals in Congress and in Committees

1. Drafting proposals (the number of which shall be followed by the letter R) shall be assigned to the Drafting Committee either direct, if the International Bureau has no doubt as to their nature (a list of such proposals shall be drawn up for the Drafting Committee by the International Bureau), or, if the International Bureau is in doubt as to their nature, after the other Committees have confirmed that they are purely of a drafting nature (a list of such proposals shall likewise be drawn up for the Committees concerned). If, however, such proposals are linked with other proposals of substance to be considered by Congress or by other Committees, the Drafting Committee shall postpone consideration of them until after Congress or the other Committees have taken a decision on the corresponding proposals of substance. Proposals whose numbers are not followed by the letter R but which, in the opinion of the International Bureau, are of a drafting nature, shall be referred direct to the Committees concerned with the corresponding proposals of substance. When these Committees begin work, they shall decide which of the proposals shall be assigned direct to the Drafting Committee. A list of these proposals shall be drawn up by the International Bureau for the Committees concerned.
2. If the same question is the subject of several proposals, the Chairman shall decide the order in which they are to be discussed, starting as a rule, with the proposal which departs most from the basic text and entails the most significant change in relation to the status quo.
3. If a proposal can be subdivided into several parts, each part may, if the originator of the proposal or the Assembly so agrees, be considered and voted upon separately.
4. Any proposal withdrawn in Congress or in Committee by its originator may be re-submitted by the delegation of another member country.
5. If there is an amendment to a proposal, the amendment shall be voted upon first. However, any amendment to a proposal which is accepted by the delegation submitting the proposal shall be immediately included in the text thereof.
6. If there are several amendments to a proposal, that which departs most from the original text shall be put to the vote first; the remaining amendments shall then be voted on beginning with that which contains the next greatest departure from the original text, and so on until all the amendments have been considered. If one or more amendments are adopted, the proposal so amended shall then itself be put to the vote. If no amendment is adopted, a vote shall be taken on the initial proposal.
7. The Chairman of Congress and the Chairmen of Committees shall arrange for the text of the proposals, amendments or decisions adopted to be passed to the Drafting Committee, in writing, after each meeting.

Article 17

Debates

1. Delegates may not take the floor until they have been given permission to do so by the Chairman of the meeting. They shall be urged to speak slowly and distinctly. The Chairman shall afford delegates the possibility of freely and fully expressing their views on the subject discussed, so long as that is compatible with the normal course of the debate.
2. Unless a majority of the members present and voting decides otherwise, speeches shall not exceed five minutes. The Chairman shall be authorized to interrupt any speaker who exceeds the said authorized time. He may also ask the delegate not to depart from the subject.
3. During a debate, the Chairman may with the agreement of the majority of the members present and voting, declare the list of speakers closed after reading it out. When the list is exhausted, he shall declare the debate closed although even after the closing of the list he may grant the right to reply to any of the speeches delivered.
4. The Chairman may also with the agreement of the majority of the members present and voting, limit the number of speeches by any one delegation on a proposal or a certain group of proposals; but the originator of the proposal shall be given the opportunity of introducing it and speaking subsequently if he asks to do so in order to make new points in reply to the speeches of other delegations, so that he may, if he wishes, be the last speaker.

5 With the agreement of the majority of the members present and voting, the Chairman may limit the number of speeches on a proposal or a certain group of proposals; but this limit may not be less than five for and five against the proposal under discussion.

Article 18

Motions on points of order

1. It shall be permissible at any time to ask to speak on a point of order or for a personal reason. Such a request shall be discussed forthwith so that a decision may be taken without delay.
2. A delegation which submits a motion on a point of order may not touch on the substance of the problem under discussion.
3. The order of priority of motions on points of order is as follows:
 - (a) a call to order;
 - (b) suspension of the meeting;
 - (c) closure of the meeting;
 - (d) adjournment of the debate on the question under discussion;
 - (e) closure of the debate on the question under discussion;
 - (f) any other motion (eg a motion to change the order fixed by the Chairman for examining the proposals, questions of competence), the order of priority of which shall have been decided by the Chairman.
4. During the discussion of a question, a delegation may propose that the meeting be suspended or closed giving its reasons for so proposing. If this proposal is supported, two speakers shall be allowed to speak against the suspension or closure of the meeting and only on that subject, after which the motion shall be put to the vote.
5. A delegation may propose adjournment of the debate on any question for a specified period. In this case, only two speakers against the adjournment may speak, after which the motion shall be put to the vote.
6. A delegation may, at any time, propose that the debate on the question under discussion be closed. In that case, only two speakers against the motion may speak after which the motion shall be put to the vote.
7. The proposer may withdraw a motion on points of order before it has been put to the vote. Any motion, whether amended or not, which is so withdrawn may be re-introduced by another delegation.

Article 19

Quorum. General provisions concerning voting

1. Half the member countries represented at Congress or on the Committee and having the right to vote shall constitute a quorum. Regarding the Agreements, the quorum shall be formed by the presence or representation at the meeting of at least half of the member countries represented which are parties to the Agreement concerned.
2. Questions which cannot be settled by common consent shall be decided by vote.
3. Delegations which are present but do not take part in a given vote, or which state that they do not wish to take part therein, shall not be regarded as being absent for the purpose of determining whether a quorum is formed as required in § 1.
4. When the number of abstentions, and blank or null and void ballot papers exceeds half the number of votes cast (for, against and abstentions), consideration of the matter shall be deferred until a subsequent meeting, at which abstentions and blank or null and void ballot papers shall be disregarded.

Article 20

Voting procedures

1. Votes shall be taken by the traditional system or by the electronic voting system. They shall normally be taken by the electronic system when that system is available to the assembly. However, in the case of a secret ballot, the traditional system may be used if one delegation, supported by a majority of the delegations present and voting, so requests.
2. For the traditional system, the methods of voting shall be as follows:
 - (a) by show of hands. If there is doubt about the result of such a vote, the Chairman, if he so wishes or if a delegation so requests, may arrange for a roll-call vote on the same question;
 - (b) by roll-call, at the request of a delegation or if so decided by the Chairman. The roll shall be called according to the French alphabetical order of the countries represented, beginning with the country whose name is drawn by lot by the Chairman. The result of the vote together with a list of the countries grouped according to the way they voted, shall be included in the minutes of the meeting;
 - (c) by secret ballot, using ballot papers, if requested by two delegations. In this case, the Chairman of the meeting shall appoint three tellers and make the necessary arrangements for the holding of a secret ballot.
3. For the electronic system, the methods of voting shall be as follows:
 - (a) non-recorded vote: it replaces a vote by show of hands;
 - (b) recorded vote: it replaces a roll-call vote; however, the names of the countries shall not be called unless one delegation, supported by a majority of the delegations present and voting, so requests;
 - (c) secret ballot: it replaces the secret ballot by ballot papers.
4. Once the voting has begun, no delegation may interrupt it, except to raise a point of order relating to the way in which the vote is being taken.
5. After the vote, the Chairman may permit delegates to explain why they voted as they did.

Article 21

Conditions of approval of proposals

1. To be adopted, proposals involving amendments to the Acts must:
 - (a) in the case of the Constitution, be approved by at least two-thirds of the member countries of the Union,
 - (b) in the case of the General Regulations, be approved by a majority of the member countries represented in Congress; two-thirds of the member countries of the Union shall be present when the vote is taken,
 - (c) in the case of the Convention and its Detailed Regulations, be approved by a majority of the member countries present and voting;
 - (d) in the case of the Agreements and their Detailed Regulations, be approved by a majority of the member countries present and voting which are parties to the Agreements.
2. Procedural matters which cannot be settled by common consent shall be decided by a majority of the member countries present and voting. The same shall apply to decisions not concerning changes in the Acts, unless Congress decides otherwise by a majority of the member countries present and voting.
3. Subject to the provisions of article 19, § 4, "member countries present and voting" means member countries voting "for" or "against", abstentions being ignored in counting the votes required to constitute a majority as well as blank or null and void ballot papers in the case of a secret ballot.
4. In the event of a tie, a proposal shall be regarded as rejected.

Article 22

Election of the members of the Executive Council or the Consultative Council for Postal Studies

In order to decide between countries which have obtained the same number of votes in elections of members of the Executive Council or the Consultative Council for Postal Studies, the Chairman shall draw lots

Article 23

Minutes

1. The minutes of the meetings of Congress and Committees shall record the course of the meetings, briefly summarize speeches, and mention proposals and the outcome of the debates. Minutes shall be prepared of the plenary meetings and summarized minutes of the Committee meetings.
2. The minutes of Committee meetings may be entirely or partially replaced by reports to Congress if the Committee concerned so decides. As a general rule, working parties shall prepare a report for the body that set them up.
3. Each delegate, however, shall be entitled to ask for any statement made by him to be included in the minutes or in the report either verbatim or in summary form, provided the French text is handed to the Secretariat not later than two hours after the end of the meeting.
4. Delegates shall be allowed a period of twenty-four hours, from the moment when the draft minutes or the draft report are distributed, in which to make their comments to the Secretariat, which, if necessary, shall act as an intermediary between the party concerned and the Chairman of the meeting in question.
5. As a general rule and subject to the provisions of § 4, at the beginning of each meeting of Congress, the Chairman shall submit the minutes of a previous meeting for approval. The same shall apply in regard to those Committees whose proceedings are recorded in the form of minutes or a report. The minutes or reports of the last meetings which it has not been possible to approve in Congress or in a Committee shall be approved by the respective Chairmen of the meetings. The International Bureau shall also take account of any comments received from delegates of member countries within forty days of the dispatch of the minutes to them.
6. The International Bureau shall be authorized to correct in the minutes or reports of meetings of Congress and Committees any material errors which were not brought to light when the minutes were approved in accordance with § 5.

Article 24

Approval by Congress of draft decisions (Acts, resolutions, etc)

1. As a general rule, each draft Act submitted by the Drafting Committee shall be studied article by article. It can only be regarded as adopted after an overall favourable vote. The provisions of article 21, § 1, shall apply to such a vote.
2. During this study, any delegation may reopen a proposal which has been carried or rejected in Committee. An appeal relating to a rejected proposal shall be subject to the delegation's having notified the Chairman of Congress accordingly, in writing, at least one day before the meeting at which the relevant provision of the draft Act is to be submitted to Congress for approval.
3. Nonetheless, it shall always be possible, if the Chairman considers it desirable for the progress of Congress work, to consider appeals before considering the draft Acts submitted by the Drafting Committee.
4. When a proposal has been adopted or rejected by Congress, it can only be reconsidered by the same Congress if the appeal has been supported by at least ten delegations and approved by a two-thirds majority of the members present and voting. This possibility is limited to proposals submitted direct to plenary meetings, it being understood that a single question cannot give rise to more than one appeal.
5. The International Bureau shall be authorized to correct in the final Acts any material errors which have not come to light during the study of the draft Acts, the numbering of articles and paragraphs and references.
6. Paragraphs 2 to 5 shall also apply to draft decisions other than draft Acts (resolutions, formal opinions, etc).

Article 25**Reservations to Acts**

Reservations must be submitted in writing in French (proposals concerning the Final Protocol), in order that they may be considered by Congress before the signing of Acts.

Article 26**Signature of Acts**

Acts finally approved by Congress shall be submitted to the plenipotentiaries for signature.

Article 27**Amendment of the Rules**

- 1 Each Congress may amend the Rules of procedure. In order to be accepted for discussion, proposals to amend the present Rules, unless submitted by a UPU body empowered to put forward proposals, shall be supported in Congress by at least ten delegations.
2. To be adopted, proposals for amendments to the present Rules must be approved by at least two-thirds of the member countries represented in Congress.

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED, APPROVED OR ACCEDED TO GENERAL REGULATIONS, INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL OR ACCESSION WITH THE GOVERNMENT OF SWITZERLAND, OR THE DATE OF THE NOTIFICATION OF ACCESSION EFFECTED BY THAT GOVERNMENT UNDER ARTICLE 11 (5) OF THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

<i>State or Territory</i>	<i>Date of definitive signature (s) or date of deposit of instrument of ratification, approval (AA) or accession (a) or date of notification of accession (a*)</i>	
BELGIUM	23 October	1975 AA
CANADA	8 September	1975 AA
DENMARK	5 July	1974 s
FIJI	14 October	1975
FRANCE	22 October	1975 AA
The whole of the territories represented by the French Overseas Postal and Telecommunication Office	22 October	1975 AA
GERMANY, FEDERAL REPUBLIC OF	29 December	1975
(With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)		
ICELAND	6 October	1975
JAPAN	1 August	1975 AA
LIECHTENSTEIN	20 August	1975
LUXEMBOURG	11 March	1976 AA
MALAYSIA	30 January	1976 AA
NETHERLANDS	21 November	1975
(In respect of the Netherlands, Surinam and the Netherlands Antilles.)		
REPUBLIC OF KOREA	23 December	1975
SOUTH AFRICA	2 February	1976 a
SURINAM	20 April	1976 a*
SWITZERLAND	9 September	1975
THAILAND	5 March	1976 AA
TUNISIA	30 October	1975
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND	23 February	1976 AA
(In respect of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man.)		
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND	11 March	1976 AA
(In respect of Antigua, Dominica, St. Kitts-Nevis-Anguilla, St. Lucia, St. Vincent, Brunei, Belize, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands and Dependencies, Gibraltar, Gilbert Islands, Hong Kong, Montserrat, New Hebrides (British-French Condominium), Pitcairn Group, St. Helena and Dependencies, Seychelles, Solomon Islands, Southern Rhodesia, Turks and Caicos Islands and Tuvalu.)		

I

Treaties and international agreements

registered

on 26 April 1976

Nos. 14723 to 14731

No. 14723

UNIVERSAL POSTAL UNION

Universal Postal Convention (with Final Protocol and Detailed Regulations). Concluded at Lausanne on 5 July 1974

Authentic text: French.

Registered by Switzerland on 26 April 1976.

UNIVERSAL POSTAL CONVENTION

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UNIVERSAL POSTAL CONVENTION¹

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, § 3, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² have by common consent and subject to article 25, § 3, of the Constitution drawn up in this Convention the rules applicable in common throughout the international postal service and the provisions concerning the letter-post services.

Part I

Rules applicable in common throughout the international postal service

Chapter I

General provisions

Article 1

Freedom of transit

1. Freedom of transit, the principle of which is set forth in article 1 of the Constitution, shall carry with it the obligation for each postal administration to forward always by the quickest routes which it uses for its own items, closed mails and *à découvert* letter-post items which are passed to it by another administration. This obligation shall also apply to air-mail correspondence, whether or not the intermediate postal administrations take part in reforwarding it.
2. Member countries which do not participate in the exchange of letters containing perishable biological substances or radioactive substances shall have the option of not admitting these items in transit *à découvert* through their territory. The same shall apply to the items referred to in article 33, § 6.
3. Member countries not providing the insured letters service or not accepting liability for insured letters carried by their sea or air services may not, however, refuse transit of such items in closed mails through their territory or conveyance of them by their sea or air services; but those countries' liability shall be limited to that laid down for registered items.
4. Freedom of transit for postal parcels to be forwarded by land and sea routes shall be limited to the territory of the countries taking part in this service.
5. Freedom of transit for air parcels shall be guaranteed throughout the territory of the Union. Nevertheless, member countries which are not parties to the Postal Parcels Agreement shall not be required to forward air parcels by surface.
6. Member countries which are parties to the Postal Parcels Agreement but which do not provide an insured parcels service or which do not accept liability for insured items carried by their sea or air services, may not, however, refuse transit of such parcels in closed mails through their territory or conveyance of them by their sea or air services; but those countries' liability shall be limited to that laid down for uninsured parcels of the same weight.

¹ Put into effect on 1 January 1976, in accordance with article 78.
See p 211 of this volume for the list of States and territories which ratified, approved or acceded to the Convention.
² United Nations, *Treaty Series*, vol. 611, p. 7.

Article 2**Failure to give freedom of transit**

When a member country fails to observe the provisions of article 1 of the Constitution and of article 1 of the Convention regarding freedom of transit, postal administrations of other member countries may discontinue their postal service with that country. They shall give prior notice of this step to the administrations concerned by telegram, and inform the International Bureau of the fact.

Article 3**Land transit without the participation of the services of the country crossed**

The conveyance of mail in transit through a country without the participation of the services of that country shall be subject to the prior authorization of the country crossed. This form of transit shall not involve the liability of the latter country

Article 4**Temporary suspension and resumption of services**

When, owing to exceptional circumstances, a postal administration is obliged to suspend temporarily its services wholly or in part, it shall announce the fact immediately, if need be by telegram, to the administration or administrations concerned. It shall do likewise when the suspended services are resumed. In addition, the International Bureau must be notified of the suspension or resumption of services if a general announcement is considered necessary.

Article 5**Ownership of postal items**

A postal item shall remain the property of the sender until it is delivered to the rightful owner, except when the item has been seized in pursuance of the legislation of the country of destination.

Article 6**Creation of new service**

Administrations may by mutual consent create a new service not expressly provided for in this Convention. Charges for a new service shall be laid down by the administration concerned, having regard to the expenses of operating the service.

Article 7**Charges**

1. The charges for the various international postal services shall be laid down in the Convention and the Agreements.
2. No postal charge of any kind may be collected other than those provided for in the Convention and Agreements.

Article 8

Equivalents

In each member country, the charges shall be fixed on the basis of the closest possible equivalent of the value of the gold franc in the currency of that country.

Article 9

Postage stamps

Postage stamps for denoting payment of postage shall be issued by postal administrations only.

Article 10

Forms

1. The texts, colours and dimensions of forms shall be prescribed in the Detailed Regulations of the Convention and of the Agreements.
2. Forms for the use of administrations in their relations with one another shall be drawn up in French with or without interlinear translation, unless the administrations concerned arrange otherwise by direct agreement.
3. Forms for the use of the public shall bear an interlinear translation in French when they are not printed in that language.

Article 11

Postal identity cards

1. Each postal administration may issue to persons who apply for them postal identity cards valid as proof of identity for postal transactions effected in member countries which have not announced their refusal to recognize them.
2. The administration which issues a card shall be authorized to collect, on this account, a charge which may not exceed 2 francs.
3. Administrations shall be relieved of all liability when it is established that the delivery of a postal item or the payment of a monetary article was effected on presentation of a genuine card. Moreover, they shall not be liable for consequences arising from the loss, theft or fraudulent use of a genuine card.
4. A card shall be valid for a period of five years from the date of issue. Nevertheless, it shall cease to be valid.
 - (a) when the appearance of the holder is altered to such an extent that it no longer corresponds to the photograph or to the description;
 - (b) when it is damaged in such a way that it is no longer possible to check a particular entry concerning the holder;
 - (c) when it shows signs of forgery

Article 12

Settlement of accounts

Settlements between postal administrations of international accounts arising from postal traffic may be regarded as current transactions and effected in accordance with the current international obligations of the member countries concerned, when there are agreements to this effect. In the absence of such agreements, accounts shall be settled in accordance with the provisions of the Detailed Regulations.

Article 13**Undertakings regarding penal measures**

The Governments of member countries shall undertake to adopt, or to propose to the legislatures of their countries, the necessary measures:

- (a) for punishing the counterfeiting of postage stamps, even if withdrawn from circulation, of international reply coupons and of postal identity cards;
- (b) for punishing the use or uttering:
 - (i) of counterfeit postage stamps (even if withdrawn from circulation) or used postage stamps, as well as of counterfeit or used impressions of franking machines or printing presses;
 - (ii) of counterfeit international reply coupons;
 - (iii) of counterfeit postal identity cards;
- (c) for punishing the fraudulent use of genuine postal identity cards;
- (d) for prohibiting and suppressing all fraudulent operations of manufacturing and uttering adhesive stamps and stamped impressions in use in the postal service, counterfeited or imitated in such a manner that they could be mistaken for the adhesive stamps and stamped impressions issued by the postal administration of a member country;
- (e) for preventing and, if necessary, for punishing the insertion in postal items of opium, morphine, cocaine or other narcotics as well as explosive or easily inflammable substances, where their insertion has not been expressly authorized by the Convention and the Agreements.

Chapter II**Exemption from postal charges****Article 14****Exemption from postal charges**

Cases of exemption from postal charges are expressly laid down by the Convention and the Agreements.¹

Article 15**Exemption from postal charges on letter-post items relating to the postal service**

Subject to article 60, § 4, letter-post items relating to the postal service shall be exempted from all postal charges if they are:

- (a) sent by postal administrations or their offices;
- (b) exchanged between bodies of the Universal Postal Union and bodies of the Restricted Unions, between the bodies of those Unions or sent by such bodies to postal administrations at their offices.

Article 16**Exemption from postal charges of items which concern prisoners of war and civilian internees**

1 Subject to article 60, § 2, letter-post items, insured letters, postal parcels and monetary articles addressed to or sent by prisoners of war, either direct or through the Information Bureaux and the Central Prisoner-of-War Information Agency provided for in articles 122 and 123 respectively of the Geneva Convention of 12 August 1949² relative to the treatment of prisoners of war, shall be exempted from all charges. Belligerents apprehended and interned in a neutral country shall be classed with prisoners of war proper so far as the application of the foregoing provisions is concerned.

¹ See p. 213 *et seq.* of this volume, as well as vol. 1004 of the United Nations *Treaty Series*
² United Nations, *Treaty Series*, vol. 75, p. 135.

2. Paragraph 1 shall apply to letter-post items, insured letters, postal parcels and monetary articles originating in other countries and addressed to or sent by civilian internees as defined by the Geneva Convention of 12 August 1949¹ relative to the protection of civilian persons in time of war, either direct or through the Information Bureaux and the Central Information Agency prescribed in articles 136 and 140 respectively of that Convention.

3. The national Information Bureaux and the Central Information Agencies mentioned above shall also enjoy exemption from postal charges in respect of letter-post items, insured letters, postal parcels and monetary articles which concern the persons referred to in §§ 1 and 2, which they send or receive, either direct or as intermediaries, under the conditions laid down in those paragraphs.

4. Parcels shall be admitted free of postage up to a weight of 5 kg. The weight limit shall be increased to 10 kg in the case of parcels the contents of which cannot be split up and of parcels addressed to a camp or the prisoners' representatives there ("*hommes de confiance*") for distribution to the prisoners.

Article 17

Exemption of literature for the blind from postal charges

Subject to article 60, § 2, literature for the blind shall be exempted from postage, the special charges listed in article 21 and from the cash-on-delivery charge.

Part II

Provisions concerning the letter post

Chapter I

General provisions

Article 18

Letter-post items

Letter-post items shall include letters, postcards, printed papers, literature for the blind and small packets.

Article 19

Charges and general conditions

1. The postage rates for the conveyance of letter-post items throughout the entire extent of the Union shall be fixed in accordance with columns 1 to 3 of the table below. They may be increased by 70% (col 4) or reduced by 50% (col 5) at most. Except in the case provided for in article 22, § 4, these charges shall cover delivery of the items to the place of address provided that there is a delivery service in the country of destination for the items in question.

¹ United Nations, *Treaty Series*, vol 75, p 287.

Category	Weight step	Basic charges	Charges Upper limit (increase of 70%)	Charges Lower limit (reduction of 50%)
1	2	3	4	5
		c	c	c
Letters	Up to 20 g	50	85	25
	Above $\begin{bmatrix} 20 \text{ g up to } 50 \text{ g} \\ 50 \text{ g} \end{bmatrix}$ (optional weight steps)	$\begin{bmatrix} 90 \\ 120 \end{bmatrix}$	$\begin{bmatrix} 153 \\ 204 \end{bmatrix}$	$\begin{bmatrix} 45 \\ 60 \end{bmatrix}$
	or			
	Above 20 g up to 100 g	120	204	50
	100 g 250 g	240	408	120
	250 g 500 g	460	782	230
	500 g 1000 g	800	1360	400
	1000 g 2000 g	1300	2210	650
Postcards		35	59.5	17.5
Printed papers	up to 20 g	25	42.5	12.5
	Above $\begin{bmatrix} 20 \text{ g up to } 50 \text{ g} \\ 50 \text{ g} \end{bmatrix}$ (optional weight steps)	$\begin{bmatrix} 40 \\ 55 \end{bmatrix}$	$\begin{bmatrix} 68 \\ 93.5 \end{bmatrix}$	$\begin{bmatrix} 20 \\ 27.5 \end{bmatrix}$
	or			
	Above 20 g up to 100 g	55	93.5	27.5
	100 g 250 g	100	170	50
	250 g 500 g	180	306	90
	500 g 1000 g	300	510	150
	1000 g 2000 g	420	714	210
	Per additional step of 1000 g	210	357	105
Literature for the blind	See article 17			
Small packets	up to 100 g	55	93.5	27.5
	Above 100 g up to 250 g	100	170	50
	250 g 500 g	180	306	90
	500 g 1000 g	300	510	150

2. Exceptionally, member countries which have abolished postcards as a separate category of letter-post item in their internal service may apply to international service postcards the charge for letters.

3. Notwithstanding § 1, postal administrations may apply a first weight step of 50 g to printed papers.

4. The charges adopted within the limits laid down in § 1 shall, as far as possible, bear the same proportions to one another as the basic charges, each postal administration being free to round its charges up or down, whichever is best adapted to its monetary system; this latter rule shall also apply to all charges other than postage rates. Exceptionally, and within the limits prescribed in § 1, each postal administration shall be free to apply to the charges for printed papers or small packets a rate of increase higher than that applied to the charges for letters.

5. In the event of one or more revaluations or devaluations of their national currency, postal administrations shall not be bound to amend accordingly the equivalents of the charges prescribed in the Convention and in the Agreements or the sales price of international reply coupons until such revaluations or devaluations exceed 15% in total.

6. The limits of weight and size of letter-post items shall be fixed in accordance with the table below:

Category	Limits	
	of weight	of size
1	2	3
Letters	2 kg	<p>Maxima: length, width and depth combined: 900 mm but the greatest dimension may not exceed 600 mm. In roll form length plus twice the diameter, 1040 mm but the greatest dimension may not exceed 900 mm. Minima: to have a surface measuring not less than 90×140 mm, with a tolerance of 2 mm. In roll form: length plus twice the diameter: 170 mm, but the greatest dimension may not be less than 100 mm.</p>
Printed papers	2 kg (For books and pamphlets: 5 kg; this limit of weight may be raised to 10 kg after agreement between the administrations concerned)	
Literature for the blind	7 kg	
Small packets	1 kg	
Postcards		<p>Maxima: 105×148 mm, with a tolerance of 2 mm. Minima: 90×140 mm with a tolerance of 2 mm.</p>

7. Administrations may apply to letter-post items posted in their countries the maximum limit of weight laid down for articles of the same kind in their internal service provided that such items do not exceed the limit of weight mentioned in § 6.

8. In connection with the provisions of § 6 rectangular items shall be considered standardized if their length is not less than their width multiplied by $\sqrt{2}$ (approximate value 1.4) and if they satisfy, according to their presentation, the following conditions:

(a) for items in envelopes:

(i) items in ordinary envelopes:

minimum dimensions: 90×140 mm, with a tolerance of 2 mm;
 maximum dimensions: 120×235 mm with a tolerance of 2 mm;
 maximum weight: 20 g;
 maximum thickness: 5 mm;

in addition, the address shall be written on the envelope on the plain side which is not provided with the closing flap and in a rectangular area situated at least:

40 mm from the top edge of the envelope (tolerance 2 mm);

15 mm from the right-hand edge;

15 mm from the bottom edge;

and not more than 140 mm from the right-hand edge;

(ii) items in envelopes with transparent panels:

dimensions, weight and thickness of items in ordinary envelopes;

in addition to the general conditions of admission set out in article 122 of the Detailed Regulations, such items shall satisfy the following conditions:

the transparent panel shall be at least:

40 mm from the top edge of the envelope (tolerance 2 mm);

15 mm from the right-hand edge;

15 mm from the left-hand edge;

15 mm from the bottom edge;

the panel may not be bordered by a coloured band or frame;

(iii) all items in envelopes:

the sender's address, when it appears on the front, shall be placed in the top left-hand corner; this position shall also be assigned to service indications or labels, if any, which may be located beneath the sender's address;

- (b) for items in card form:
dimensions and consistency of postcards;
- (c) for items mentioned in (a) and (b)
on the address side on which the address shall be written in the direction of the length a rectangular area 40 mm (–2 mm) in depth from the upper edge and 74 mm in width from the right-hand edge shall be reserved for affixing the postage stamp or stamps and the cancellation impression. Inside this area the postage stamps or franking impression shall be applied in the top right-hand corner.

The following items shall not be considered standardized:

- items which do not comply with the above conditions;
- folded cards;
- items closed by means of staples, metal eyelets or hook fastenings;
- punched cards sent unenclosed (without an envelope).

9. The administration of origin may apply to non-standardized letters and printed papers in envelopes of the first weight step and to letters in the form of cards which do not meet the conditions laid down in § 8 first paragraph and (b), a charge which may not be higher than the charge relating to items of the second weight step.

10. The letter-post items sent on postal service as mentioned in article 15 shall not be subject to the limits of weight and size laid down in § 6. However, they shall not exceed the maximum weight of 30 kg per item.

11. Printed papers for the same addressee at the same address inserted in one or more special bags shall not be subject to the limits of weight fixed in § 6. However, they shall not exceed the maximum weight of 30 kg per bag. The charge applicable to these items shall be calculated by weight steps of 1 kg up to the total weight of the bag. Each administration may allow a reduction in the charge of up to 10% for printed papers sent by special bags.

12. Perishable biological substances made up and packed in accordance with the provisions of the Detailed Regulations shall be subject to the tariff for letters and to registration; they shall be forwarded as registered items by the quickest route, normally by air, subject to payment of the corresponding air surcharges. They may be exchanged only between officially recognized qualified laboratories. This exchange shall, moreover, be restricted to those member countries whose postal administrations have declared their willingness to admit such items, whether reciprocally or in one direction only.

13. Radioactive materials made up and packed in accordance with the provisions of the Detailed Regulations shall be subject to the tariff for letters and to registration; they shall be forwarded by the quickest route, normally by air, subject to payment of the corresponding air surcharges. They may be posted only by duly authorized senders. This exchange shall, moreover, be restricted to those member countries whose postal administrations have declared their willingness to admit such items, whether reciprocally or in one direction only.

14. Each postal administration may allow a reduction of not more than 50% of the tariff for printed papers, for newspapers and periodicals published in its country, while reserving the right to restrict this reduction to newspapers and periodicals which fulfil the conditions required by internal regulations for transmission at the tariff for newspapers. This reduction shall not extend to commercial printed papers such as catalogues, prospectuses, price-lists, etc, no matter how regularly they are issued; the same shall apply to advertisements printed on sheets annexed to newspapers and periodicals.

15. Administrations may likewise concede the same reduction for books and pamphlets, for musical scores and for maps, provided they contain no publicity matter or advertisement other than that appearing on the cover or the fly leaves.

16. Items other than registered letters in a closed envelope may not contain coin, bank notes, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, manufactured or not, precious stones, jewels and other valuable articles.

17. Administrations of countries of origin and of destination may deal, according to their legislation, with letters containing documents having the character of current and personal correspondence exchanged between persons other than the sender and the addressee or persons living with them.

18. Apart from the exceptions provided for in the Detailed Regulations, printed papers, literature for the blind and small packets.

- (a) shall not bear any inscription or contain any document having the character of current and personal correspondence;

(b) shall not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value.

19. The combining in one item of articles on which different charges are payable shall be authorized on condition that the total weight does not exceed the maximum weight of the category whose rate is the highest. The charge applicable to the total weight of the item shall be that of the category with the highest rate.

20. Apart from the exceptions provided for in the Convention and its Detailed Regulations, items not fulfilling the conditions laid down in this article and the Detailed Regulations shall not be forwarded. Items which have been wrongly admitted shall be returned to the administration of origin. Nevertheless, the administration of destination shall be authorized to deliver them to the addressees. In that event it shall collect on them, as necessary, the charges prescribed for the category of the letter post to which they belong by reason of their method of closure, contents, weight or size. Items of which the weight exceeds the maximum limits laid down in § 6 may be charged according to their actual weight

Article 20

Posting abroad of letter-post items

A member country shall not be bound to forward or deliver to the addressee letter-post items which senders resident in its territory post or cause to be posted in a foreign country with the object of profiting by the lower charges in force there; the same shall apply to such items posted in large quantities whether or not such postings are made with a view to benefiting from lower charges. The rule shall be applied without distinction both to correspondence made up in the country where the sender resides and then carried across the frontier, and to correspondence made up in a foreign country. The administration concerned may either return the items to origin or charge postage on the items at its internal rates. In the latter case, the items may be disposed of in accordance with the internal legislation of the administration concerned if the sender refuses to pay the postage.

Article 21

Special charges

The charges prescribed in the Convention which are collected in addition to the postage charges mentioned in article 19 shall be known as "special charges". Their amount shall be fixed in accordance with the indication in the table below.

Description of charge	Amount	Observations
1	2	3
(a) Additional charge for items handed over after the latest time of posting (article 22, § 1)	Same charge as in internal service	
(b) Charge for items posted outside normal counter opening hours (article 22, § 2)	Same charge as in internal service	
(c) <i>Poste restante</i> charge (article 22, § 3)	Same charge as in internal service	
(d) Charge for delivery to the addressee of a small packet exceeding 500 g (article 22, § 4)	60 centimas at most	This charge may be increased by 30 centimas at most when the item is delivered to the place of address
(e) Storage charge (article 23)	Charge collected at the rate laid down by internal legislation for any letter-post item weighing more than 500 g except literature for the blind	

Description of charge	Amount	Observations
1	2	3
(f) Charge on unpaid or underpaid unregistered items (article 27, § 1)	Charge fixed at the charge adopted for letters at the first weight step by the country of delivery multiplied by the ratio between the amount of deficient postage and the same charge adopted by the country of origin, to this charge shall be added a handling charge of 60 centimes at most or the charge prescribed by internal legislation	The handling charge shall not be collected in the cases provided for in article 137, §§ 3, 4 and 5, of the Detailed Regulations.
(g) Express charge (article 29, §§ 2, 3 and 6)	Charge which may not be less than the amount of postage prepayable on an unregistered single rate letter and not more than 1.60 francs	For each bag containing the items mentioned in article 19, § 11, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the charge per item. When express delivery involves special demands an additional charge may be levied in accordance with the provisions governing items of the same kind in the internal service. If the addressee asks for express delivery, the charge of the internal service may be collected.
(h) Charge for a request for withdrawal from the post or alteration of address (article 30, § 2)	3 francs at most	
(i) Charge for redirection (article 31, § 3)	Same charge as in internal service	
(j) Charge for redirection or return (article 31, § 4, and article 32, § 7)	Same charge as in internal service	
(k) Presentation to customs charge (article 35)	5 francs at most	For each bag containing the items mentioned in article 19, § 11, administrations shall collect, instead of the charge per item, a bulk charge not exceeding 8 francs
(l) Charge collected for delivery of an item free of charges and fees (article 37, §§ 1, 3 and 4)	<ol style="list-style-type: none"> 1. Commission charge not exceeding 2 francs collected for the benefit of the administration of destination 2. Charge not exceeding 3 francs per request made after posting, collected by the administration of origin 3. Optionally, an additional charge not exceeding 2 francs collected by the administration of origin 	
(m) Charge for inquiry (article 39, § 4)	90 centimes at most	
(n) Registration charge (article 41, §§ 1 (b) and 2)	2 francs at most	<ol style="list-style-type: none"> 1. For each bag containing the items mentioned in article 19, § 11, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the amount of the charge per item 2. In addition to the fixed charge or bulk charge, administrations may collect, from the sender or from the addressee, special charges in accordance with their internal legislation, to take account of any exceptional security measures taken with regard to registered items

Description of charge	Amount	Observations
1	2	3
(o) Charge for cover against risks due to <i>force majeure</i> (article 41, § 3)	40 centimes at most for each registered item	
(p) Advice of delivery charge (article 42, § 1)	80 centimes at most	
(q) Charge for delivery of a registered item to the addressee in person (article 43, § 1)	50 centimes at most	

Article 22

Charge on items posted after the latest time of posting Charge on items posted outside normal counter opening hours. *Poste restante* charge. Charge for delivery of small packets

1. Administrations shall be authorized to collect from the sender an additional charge, according to the provisions of their legislation, for items handed over for dispatch after the latest time of posting.
2. Administrations shall be authorized to collect from the sender an additional charge, according to their legislation, for items posted at the counter outside normal opening hours.
3. Administrations of countries of destination may collect on items addressed *poste restante* the special charge, if any, prescribed by their legislation for items of the same kind in their internal service.
4. Administrations of countries of destination shall be authorized to collect on each small packet exceeding the weight of 500 grammes delivered to the addressee, the special charge laid down in article 21 (d).

Article 23

Storage charge

The administration of destination shall be authorized to collect, according to its legislation, a storage charge for any letter-post item weighing more than 500 grammes of which the addressee has not taken delivery within the period during which the item is held at his disposal free of charge. This charge shall not apply to literature for the blind.

Article 24

Payment of postage

1. As a general rule, items mentioned in article 18, with the exception of those which are dealt with in articles 15 to 17 shall be fully prepaid by the sender.
2. Unpaid or underpaid items other than letters and postcards shall not be forwarded.
3. When unpaid or underpaid letters or postcards are posted in bulk, the administration of the country of origin may return them to the sender.

Article 25

Methods of denoting prepayment

1. Prepayment shall be denoted either by means of postage stamps, valid in the country of origin, printed on or affixed to the items, or by means of impressions of officially approved franking machines operating under the direct supervision of the postal administration, or by means of impressions made by a printing press or other printing or stamping process when such a system is authorized by the regulations of the administration of origin.
2. Prepayment of printed papers for the same addressee at the same address which are inserted in a special bag shall be denoted by one of the methods referred to in § 1 and the total amount shown on the label outside the bag.
3. The following shall be considered as duly prepaid: items properly paid for their first transmission and on which the supplementary charge has been paid before their redirection, and also newspapers or packets of newspapers and periodicals which bear on the address side the indication "*Abonnement-poste*" and which are sent under the Subscription to Newspapers and Periodicals Agreement. The inscription "*Abonnement-poste*" shall be followed by the endorsement "*Taxe perçue*" (TP) or "*Port payé*" (PP) in so far as such items have not been prepaid in one of the ways laid down in § 1.

Article 26

Prepayment of letter-post items on board ship

1. Items posted on board ship at the two terminal points of the voyage or at any intermediate port of call shall be prepaid by means of postage stamps and according to the rates of the country in whose waters the ship is lying.
2. If the items are posted on board on the high seas, they may be prepaid, in the absence of special agreement between the administrations concerned, by means of the postage stamps and according to the rates of the country to which the ship appertains or is under contract. Items prepaid in this way must be handed over to the post office at the port of call as soon as possible after the arrival of the ship.

Article 27

Charge on unpaid or underpaid correspondence

1. Unpaid or underpaid letters and postcards shall be liable to the special charge, payable by the addressee or, in the case of undeliverable items, by the sender, laid down in article 21(f).
2. The same treatment may be applied in similar circumstances to other letter-post items which have been incorrectly forwarded to the country of destination.
3. Registered items shall be regarded on arrival as duly prepaid.

Article 28

International reply coupons.

1. International reply coupons issued by the International Bureau shall be placed on sale in member countries.
2. The value of the reply coupon shall be 1 franc and the selling price fixed by the administrations concerned may not be less than this value.

3. Reply coupons shall be exchangeable in any member country for one or more postage stamps representing the minimum postage prepayable on an unregistered letter sent abroad by surface mail. If the regulations of the administration of the country of exchange permit, reply coupons shall also be exchangeable for postal stationery. When a sufficient number of reply coupons are presented, administrations shall be required to supply the postage stamps necessary for the minimum postage prepayable on an unregistered letter for dispatch by air as a surcharged item.
4. The administration of a member country may, in addition, reserve the right to require the reply coupons and the items to be prepaid in exchange for those reply coupons to be presented at the same time.
5. Notwithstanding § 1, postal administrations shall be permitted not to undertake the sale of international reply coupons, or to limit their sale.

Article 29

Express items

1. In countries where the administration performs the service, letter-post items shall, at the senders' request, be delivered by special messenger as soon as possible after their arrival at the delivery office.
2. These items, styled "express", shall be subject, in addition to the ordinary postage, to the special charge laid down in article 21 (g). This charge shall be fully paid in advance.
3. When express delivery involves special demands on the administration of destination as regards either the situation of the addressee's address or the day or time of arrival at the office of destination, the delivery of the item and the possible collection of an additional charge shall be governed by the provisions relating to items of the same kind in the internal service.
4. Express items on which the total amount of the charges payable in advance has not been completely paid shall be delivered as ordinary mail unless they have been treated as express by the office of origin. In the latter event a charge shall be collected on them in accordance with article 27.
5. Administrations may confine themselves to making only one attempt at express delivery. If that attempt fails, the item may be treated as an ordinary item.
6. If the regulations of the administrations of destination permit, addressees may ask the delivery office to deliver to them by express immediately on arrival items which are intended for them. In that case the administration of destination shall be authorized to collect, on delivery, the charge that applies in its internal service.

Article 30

Withdrawal from the post. Alteration or correction of address at the sender's request

1. The sender of a letter-post item may have it withdrawn from the post, or have its address altered, so long as the item:
 - (a) has not been delivered to the addressee,
 - (b) has not been confiscated or destroyed by the competent authorities because of infringement of article 33,
 - (c) has not been seized by virtue of the legislation of the country of destination.
2. The request to be made to this effect shall be forwarded by post or by telegraph at the expense of the sender who shall pay, for each request, the special charge laid down in article 21 (h). If the request is to be forwarded by air or by telegraph the sender shall pay in addition the appropriate air surcharge or telegraph charge. If the item is still in the country of origin, the request for withdrawal from the post, or alteration or correction of address, shall be dealt with according to the legislation of that country.
3. If its legislation permits, each administration shall be bound to accept requests for withdrawal from the post or alteration of the address in respect of any letter-post item posted in the service of other administrations.

4. If the sender wishes to be informed by air or by telegraph of the action taken by the office of destination on his request for withdrawal from the post or alteration of the address, he shall pay for this purpose the relative air surcharge or telegraph charge.
5. The charges or surcharges prescribed in § 2 shall be levied only once for each request for withdrawal from the post or alteration of address involving several items posted at the same time, at the same office, by the same sender to the same addressee.
6. A request for simple correction of address (without alteration of the name or status of the addressee) may be made direct to the office of destination by the sender, that is to say, without compliance with the formalities and without payment of the special charge prescribed in § 2.
7. An item shall be returned to origin by air following a request for withdrawal from the post when the sender undertakes to pay the corresponding air surcharge. When an item is redirected by air following a request for alteration of address, the corresponding air surcharge shall be collected from the addressee and shall remain the property of the delivering administration.

Article 31

Redirection

1. If an addressee changes his address, letter-post items shall be reforwarded to him forthwith, under the conditions prescribed in the internal service, unless the sender has forbidden redirection by means of a note on the address side in a language known in the country of destination. Nevertheless, reforwarding from one country to another shall be effected only if the items satisfy the conditions for the further conveyance. In the case of redirection by air, articles 68, §§ 2 to 5, of the Convention and 183 of the Detailed Regulations shall be applied.
2. Each administration may lay down a redirection period in accordance with that in force in its internal service.
3. Administrations which collect a charge for requests for redirection in their internal services shall be authorized to collect this same charge in the international service.
4. Apart from the exceptions provided for in the Detailed Regulations, no additional charge may be collected for the redirection of letter-post items from country to country. However, administrations which collect a charge for redirection of items in their internal service shall be authorized to collect this same charge on the international mail redirected within their own countries.
5. Letter-post items which are redirected shall be delivered to the addressees on payment of the charges incurred on departure, on arrival, or in course of transmission due to redirection after the first transmission, without prejudice to the payment of customs duty or other special charges which the country of destination does not cancel.
6. In the event of redirection to another country the *poste restante* charge, the presentation to customs charge, the storage charge, the commission charge, the additional express charge and the charge for delivery of small packets to the addressees shall be cancelled.

Article 32

Undeliverable items. Return to country of origin

1. Items which it has not proved possible to deliver to the addressee for whatever reason, shall be considered as undeliverable items.
2. Undeliverable items shall be returned forthwith to the country of origin.
3. The period of retention for items held at the disposal of the addressees or addressed *poste restante* shall be fixed by the regulations of the administration of destination. As a general rule, however, this period may not exceed one month, except in particular cases where the administration of destination considers it necessary to extend it to a maximum of two months. Return to the country of origin shall be effected within a shorter period if the sender has requested it by a note on the address side in a language known in the country of destination.

4. Postcards which do not bear the address of the sender shall not be returned. However, registered postcards shall always be returned.
5. The return to origin of undeliverable printed papers shall not be compulsory, unless the sender has asked for their return by means of a note on the item in a language known in the country of destination. Registered postcards, books and registered printed papers shall always be returned.
6. In the event of return to the country of origin by air, articles 69 of the Convention and 183 of the Detailed Regulations shall be applied.
7. Undeliverable letter-post items returned to the country of origin shall be delivered to senders according to the conditions laid down in article 31, § 5. Such items shall not give rise to the collection of any additional charge, except for the exceptions provided for in the Detailed Regulations. However, administrations which collect a charge for return of items in their internal service shall be authorized to collect this same charge on the international mail returned to them.

Article 33

Prohibitions

1. Letter-post items which, by their packing, may expose officials to danger or soil or damage other items or postal equipment shall not be admitted. Metal fasteners used for closing items shall not have sharp edges, nor shall they hamper the execution of the postal service.
2. The insertion in letter-post items of the following articles shall be prohibited:
 - (a) articles which, by their nature may cause the dangers or damage mentioned in § 1;
 - (b) opium, morphine, cocaine and other narcotics;
 - (c) live animals, except:
 - (i) bees, leeches and silk-worms;
 - (ii) parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognized institutions;
 - (d) explosive, flammable or other dangerous substances; nevertheless, the perishable biological substances and radioactive substances mentioned in article 19, §§ 12 and 13, shall not come within this prohibition;
 - (e) obscene or immoral articles;
 - (f) articles of which the importation and circulation is prohibited in the country of destination.
3. Items containing articles mentioned in § 2 which have been wrongly admitted to the post shall be dealt with according to the legislation of the country of the administration establishing their presence.
4. Nevertheless, items containing articles mentioned in § 2 (b), (d) and (e) shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to origin. The administration of destination may deliver to the addressee the part of the contents which is not subject to a prohibition.
5. When items wrongly admitted to the post are neither returned to origin nor delivered to the addressee, the administration of origin shall be told exactly how they have been dealt with.
6. Moreover, the right of every member country shall be reserved to deny conveyance in transit à *découvert* over its territory to letter-post items, other than letters and postcards, which do not satisfy the legal requirements governing the conditions of their publication or circulation in that country. Such items shall be returned to the administration of origin.

Article 34

Customs control

The postal administrations of the countries of origin and destination shall be authorized to submit to customs control, according to the legislation of those countries, letter-post items and, if necessary, to open them officially

Article 35**Presentation to customs charge**

Items submitted to customs control in the country of origin or of destination, as the case may be, may be subjected either for submission to Customs and customs clearance or for submission to Customs only, as a postal charge, to the special charge laid down in article 21 (k).

Article 36**Customs duty and other fees**

Postal administrations shall be authorized to collect from the senders or addressees of items, as the case may be, the customs duty and all other fees which may be due.

Article 37**Items for delivery free of charges and fees**

1 In the service between those member countries whose postal administrations have notified their agreement to that effect senders may, by means of a previous declaration at the office of origin, undertake to pay the whole of the charges and fees to which the items are subject on delivery. So long as an item has not been delivered to the addressee, the sender may ask after posting, on payment of the special charge laid down in article 21 (l) (ii), that the item be delivered free of charges and fees. If the request is to be forwarded by air or by telegraph, the sender shall pay in addition the appropriate air surcharge or telegraph charge.

2 In the cases provided for in § 1, senders shall undertake to pay the amounts which may be claimed by the office of destination and, if necessary, pay a sufficient deposit

3 The administration of destination shall be authorized to collect on each item the commission charge laid down in article 21 (l)(i). This charge shall be independent of that prescribed in article 35.

4 The administration of origin may collect from the sender the additional charge provided for in article 21 (l)(iii), which it retains as payment for services rendered in the country of origin.

5 Every administration may restrict to registered items the service of delivery free of charges and fees.

Article 38**Cancellation of customs duty and other fees**

Postal administrations shall undertake to seek from the appropriate services in their country cancellation of customs duty and other fees on items returned to origin, destroyed because of total damage to the contents or redirected to a third country.

Article 39**Inquiries**

1. Inquiries from users shall be entertained within a period of a year from the day after that on which the item was posted.

2. Each administration shall be bound to deal with inquiries within the shortest possible time

3. Each administration shall be bound to accept inquiries relating to any item posted in the service of another administration.
4. Unless the sender has already paid the charge for an advice of delivery, the special charge laid down in article 21 (m) may be collected on each inquiry. If a request is made for transmission by telegraph, the cost of the telegram and, where applicable, of the reply shall be collected in addition to the inquiry charge.
5. If the inquiry relates to several items posted at the same time at the same office by the same sender and addressed to the same addressee, only one charge shall be collected. However, in the case of registered items which had, at the sender's request, to be forwarded by different routes, a separate charge shall be collected for each of the routes used.
6. If the inquiry has been occasioned by a service error, the corresponding charge shall be refunded.

Chapter II

Registered items

Article 40

Admission

1. The letter-post items specified in article 18 may be sent as registered items.
2. A receipt shall be handed over free of charge to the sender of a registered item at the time of posting.
3. Registered letters in closed envelopes may contain the articles mentioned in article 19, § 16.

Article 41

Charges

1. The charge on registered items shall be paid in advance. It shall be made up of:
 - (a) the ordinary postage, according to the category of item;
 - (b) the fixed registration charge laid down in article 21 (n).
2. In cases where exceptional security measures are required, administrations may collect the special charge provided for in article 21 (n), column 3(ii).
3. Postal administrations prepared to cover risks of *force majeure* shall be authorized to collect the special charge laid down in article 21 (o).

Article 42

Advice of delivery

1. The sender of a registered item may apply for an advice of delivery on payment at the time of posting of the charge laid down in article 21 (p).
2. When the sender inquires about an advice of delivery which he has not received within a normal period, neither a second advice of delivery nor the charge prescribed in article 39 for inquiries shall be collected.

Article 43

Delivery to the addressee in person

1. In the service, between those administrations which have given their consent, registered items shall, at the sender's request, be delivered to the addressee in person. Administrations may agree to allow this option only for registered items accompanied by an advice of delivery. In both cases, the sender shall pay the special charge laid down in article 21 (q).
2. Administrations shall make a second attempt to deliver such items only if there is a presumption that it will be successful.

Chapter III

Liability

Article 44

Principle and extent of liability of postal administrations

1. Postal administrations shall be liable only for the loss of registered items. Their liability shall be as binding for items conveyed *à découvert* as for those forwarded in closed mails.
2. Administrations may agree to total theft of or total damage to the contents of registered items being equated with the loss thereof, provided that the packing was recognized as sufficient to effectively guarantee the contents against accidental risks of theft or damage and that the irregularities in question were established before delivery of the item was taken by the addressee, or by the sender in the case of return to origin.
3. In case of loss of a registered letter, the sender shall be entitled to an indemnity the amount of which shall be fixed at 40 francs per item; this amount may be raised to 200 francs for each special bag of printed papers such as is mentioned in article 19, § 11.
4. The sender may waive this right in favour of the addressee. The sender or the addressee may authorize a third person to receive the indemnity if internal legislation allows this.
5. Notwithstanding § 3, the addressee shall be entitled to the indemnity after taking delivery of a totally rifled or totally damaged item where administrations make use of the option provided in § 2. He may waive his rights in favour of the sender.

Article 45

Non-liability of postal administrations

1. Postal administrations shall cease to be liable for registered items which they have delivered according either to the conditions laid down in their regulations for items of the same kind or to those set out in article 11, § 3.

2. They shall not be liable:
 - (i) for the loss of registered items:
 - (a) in cases of *force majeure*. The administration in whose service the loss occurred shall decide, according to the laws of its country, whether the loss is due to circumstances amounting to a case of *force majeure*; these circumstances shall be communicated to the administration of the country of origin if the latter administration so requests. Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of *force majeure* (article 41, § 3);
 - (b) when they cannot account for items owing to be destruction of official records by *force majeure*, provided that proof of their liability has not been otherwise produced;
 - (c) in the case of items whose contents fall within the prohibitions specified in articles 19, §§ 16 and 18 (b), and 33, § 2, in so far as these items have been confiscated or destroyed by the competent authority because of their contents;
 - (d) when the sender has made no inquiry within the period of one year prescribed in article 39, § 1;
 - (ii) for registered items seized under the legislation of the country of destination;
 - (iii) for registered items which have suffered damage arising from the nature of the contents of the item, where article 44, § 2, is applied.
3. Postal administrations shall not be liable on account of customs declarations in whatever form these are made nor for decisions taken by the Customs on examination of letter-post items submitted to customs control.

Article 46

Sender's liability

1. The sender of a letter-post item shall be liable, within the same limits as administrations themselves, for any damage caused to other postal items as a result of the dispatch of articles not acceptable for conveyance or by the non-observance of the conditions of acceptance, provided there has been no fault or negligence on the part of administrations or carriers.
2. The acceptance by the office of posting of such an item shall not relieve the sender of his liability.
3. An administration which finds damage that is due to the fault of the sender shall inform the administration of origin, whose responsibility it is to take action against the sender where appropriate.

Article 47

Determination of liability between postal administrations

1. Until the contrary is proved, liability for the loss of a registered item shall rest with the postal administration which, having received it without comment and being furnished with all the prescribed means of inquiry, cannot prove either delivery to the addressee or, where appropriate, correct transfer to another administration.
2. Until the contrary is proved, and subject to § 3, an intermediate administration or administration of destination shall be relieved of all liability:
 - (a) when it has observed article 4 and the provisions for inspection of mails and establishment of irregularities;
 - (b) when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in article 108 of the Detailed Regulations having expired: this reservation shall not prejudice the rights of the applicant;
 - (c) when, in the case of individual entry of registered items, correct delivery of the lost item cannot be proved because the administration of origin did not observe article 151, § 1, of the Detailed Regulations concerning the detailed entry of registered items on the C 12 letter bill or on the C 13 special lists.

3. If, however, the loss occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally.
4. When a registered item has been lost due to *force majeure*, the administration in whose territory or service the loss occurred shall not be liable to the dispatching administration unless the two countries undertake to cover risks of *force majeure*.
5. Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss.
6. An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

Article 48

Payment of indemnity

1. Subject to the right of recourse against the administration which is liable, the obligation to pay the indemnity shall rest either with the administration of origin or, in the case mentioned in article 44, § 4, of the administration of destination.
2. This payment shall be made as soon as possible and, at the latest, within a period of six months from the day following the day of inquiry.
3. When the administration responsible for the payment does not undertake to cover risks of *force majeure* and when, at the end of the period prescribed in § 2, the question of whether the loss is due to such causes has not been decided, it may, exceptionally, postpone payment of the indemnity beyond that period.
4. The administration of origin or destination, as the case may be, shall be authorized to indemnify the rightful claimant on behalf of any of the other administrations sharing in the conveyance, which, although duly informed, has allowed five months to pass without finally settling the matter or without informing the administration of origin or destination, as the case may be, that the loss appeared to be due to *force majeure*.

Article 49

Reimbursing the administration which paid the indemnity

1. The administration which is liable or on behalf of which payment is made in accordance with article 48 shall be bound to reimburse the administration which paid the indemnity, and which is called the paying administration, the amount of indemnity actually paid to the rightful claimant: this payment shall be made within four months of dispatch of the notice of payment.
2. If the indemnity is due to be borne by several administrations in accordance with article 47, the whole of the indemnity shall be paid to the paying administration, within the period mentioned in § 1, by the first administration which, having duly received the item claimed for, is unable to prove its correct transfer to the next service. It shall rest with this administration to recover from the other administrations which are liable, each one's share of the indemnity paid to the rightful claimant.
3. In the case of bulk advice as provided for in article 151, § 2, of the Detailed Regulations, the administrations of origin and destination may agree that the whole of the loss shall be borne by the administration which has to make the payment to the rightful claimant.
4. Reimbursement of the creditor administration shall be made in accordance with the rules for payment laid down in article 12.
5. When liability has been admitted, as well as in the case provided for in article 48, § 4, the amount of the indemnity may also be automatically recovered from the administration which is liable through any liquidation account, either direct or through the intermediary of an administration which regularly draws up liquidation accounts with the administration which is liable.

6. Immediately after paying the indemnity, the paying administration shall communicate to the administration which is liable the date and the amount of payment made. It may only claim this reimbursement within a period of one year from the date of dispatch of notice that payment has been made to the rightful claimant.
7. The administration whose liability is duly established and which has at first declined to pay the indemnity shall assume all additional costs resulting from the unwarranted delay in payment.
8. Administrations may agree to settle periodically for the indemnities which they have paid to the rightful claimants and which they have accepted as justified.
9. Administrations may agree for the responsible administration not to reimburse the indemnity to the paying administration up to the amount decided by mutual agreement.

Article 50

Possible recovery of the indemnity from the sender or the addressee

1. If, after payment of the indemnity, a registered item or part of such an item previously considered as lost is found, the addressee and the sender shall be informed of the fact; the latter or, where article 44, § 4, applies, the addressee shall be further advised that he may take delivery of it within a period of three months on repayment of the amount of the indemnity received. If the sender or the addressee, as the case may be, does not claim the item within this period, the same approach shall be made to the addressee or the sender as the case may be.
2. If the sender or the addressee takes delivery of the item against repayment of the amount of the indemnity, that sum shall be refunded to the administration or, where appropriate, administrations which bore the loss, within one year of the date of such repayment.
3. If the sender and the addressee refuse to take delivery of the item, it shall become the property of the administration or, where appropriate, administrations which bore the loss.
4. When proof of delivery is supplied after the period of five months laid down in article 48, § 4, the indemnity paid shall continue to be borne by the intermediate administration or administration of destination if the sum paid cannot, for any reason, be recovered from the sender.

Chapter IV

Allocation of charges. Transit charges and terminal dues

Article 51

Allocation of charges

Except where otherwise provided by the Convention and the Agreements each postal administration shall retain the charges which it has collected.

Article 52

Transit charges

1. Subject to article 54, closed mails exchanged between two administrations or between two offices of the same country by means of the services of one or more other administrations (third party services) shall be subject to the transit charges indicated in the table below, payable to each of the countries which are crossed or whose services take part in the conveyance. These charges shall be payable by the administration of the country of origin of the mail.

Distances traversed		Charge per kg gross
1		2
fr		
(i) Distances traversed by land expressed in kilometres		
Up to	300 km	0.16
Above	300 up to 600	0.28
	600 1 000	0.41
	1 000 1 500	0.57
	1 500 2 000	0.74
	2 000 2 500	0.91
	2 500 3 000	1.08
	3 000 3 800	1.29
	3 800 4 600	1.55
	4 600 5 500	1.82
	5 500 6 500	2.11
	6 500 7 500	2.42
	7 500 for each additional 1 000	0.30
(ii) Distances traversed by sea		
(a) expressed in nautical miles		(b) expressed in kilometres after conversion on the basis of 1 nautical mile = 1 852 km
Up to	300 nautical miles	0.28
Above	300 up to 600	0.35
	600 1 000	0.39
	1 000 1 500	0.43
	1 500 2 000	0.46
	2 000 2 500	0.49
	2 500 3 000	0.51
	3 000 3 500	0.53
	3 500 4 000	0.55
	4 000 5 000	0.57
	5 000 6 000	0.60
	6 000 7 000	0.62
	7 000 8 000	0.64
	8 000 for each additional 1 000 nautical miles	0.02
		14 816 for each additional 1 652 km

2. When a country gives permission for its territory to be crossed by a foreign transport service without the participation of its services in accordance with article 3, mail thus forwarded shall not be subject to transit charges.

3. In the absence of special agreement direct sea conveyance between two countries by the ships of one of them shall be regarded as a third party service.

4. The distances used to determine the transit charges according to the table in § 1 shall be taken from the "List of kilometric distances relating to land sectors of mails in transit" provided for in article 111, § 2(c) of the Detailed Regulations, as regards distances traversed by land, and from the "List of shipping lines" provided for in article 111, § 2(d) of the Detailed Regulations, as regards distances traversed by sea.

5. Sea transit shall begin when the mails are deposited on the quay serving the ship in the port of departure and shall end when they are delivered on the quay of the port of destination.

6. For the payment of transit charges, mis-sent mails shall be considered to have followed their normal route, consequently, administrations concerned in the conveyance of such mails shall not be entitled on that account to demand a payment from the dispatching administrations, but the latter shall remain liable for the appropriate transit charges to the countries whose services they normally use

Article 53**Terminal dues**

1. Subject to article 54, each administration, which, in its exchanges by air and surface means, with another administration, receives a larger quantity of letter-mail items than it sends shall have the right to collect from the dispatching administration, as compensation, a payment for the costs it incurs for the excess international mail received.
2. The payment provided for in § 1 shall be 1.50 francs per kilogramme of mail received in excess.
3. Any administration may waive wholly or in part the payment provided for in § 1.

Article 54**Exemption from transit charges and terminal dues**

Items exempted from postal charges under articles 15 to 17, as well as dispatches of empty mailbags, shall be exempted from all land and sea transit charges and from all terminal dues.

Article 55**Extraordinary services**

The transit charges specified in article 52 shall not be applicable to conveyance by extraordinary services specially established or maintained by a postal administration at the request of one or more other administrations. The conditions of this class of conveyance shall be regulated by mutual consent between the administrations concerned.

Article 56**Accounting for transit charges and terminal dues**

1. General accounting for transit charges and surface mail terminal dues shall take place annually on the basis of statistical returns taken once every 3 years, over a period of 14 days. This period shall be extended to 28 days for mails made up less than 5 times a week or handled less than 5 times a week by the services of one and the same intermediate country. Detailed Regulations shall fix the incidence of the statistics and the duration of their application.
2. Terminal dues for air-mail correspondence shall be calculated according to the actual weights.
3. Notwithstanding that separate methods for assessing differences of weight apply for terminal dues for air-mail and surface mail conveyed by any means, the total volume of all letter-post items exchanged between the administrations concerned must be taken into consideration when assessing if a claim for payment of terminal dues exists.
4. When the annual balance between two administrations does not exceed 25 francs for transit charges and 2000 francs for terminal dues, the debtor administration shall be exempted from any payment.
5. By agreement between the administrations concerned, special mails may be exempted from the ordinary statistical operations. The accounts may be made up on the basis of the true weight, whether those mails are dispatched or not during the statistical period.
6. Every administration shall be authorized to submit for the consideration of a committee of arbitrators the results of statistics which in its opinion differ too much from reality. The arbitration shall be arranged as laid down in article 125 of the General Regulations.
7. The arbitrators shall be empowered to fix in a fair and reasonable manner the transit charges or terminal dues to be paid.

Article 57

Exchange of closed mails with military units placed at the disposal of the United Nations and with warships or military aircraft

1. Closed mails may be exchanged between the post offices of any member country and the commanding officers of military units placed at the disposal of the United Nations, and between the commanding officer of one of those military units and the commanding officer of another military unit placed at the disposal of the United Nations, through the intermediary of the land, sea or air services of other countries.
2. Closed mails may also be exchanged between the post offices of any member country and the commanding officers of naval or air units or warships or military aircraft of the same country stationed abroad, or between the commanding officer of one of those naval or air units or of any of those warships or military aircraft and the commanding officer of another unit or of another warship or military aircraft of the same country, through the intermediary of the land, sea or air services of other countries.
3. Letter-post items enclosed in the mails referred to in §§ 1 and 2 shall be confined to items addressed to or sent by members of military units or the officers and crews of the ships or aircraft to or from which the mails are forwarded. The rates and conditions of dispatch applicable to them shall be fixed, according to its regulations, by the postal administration of the country which has made the military unit available or to which the ships or aircraft belong.
4. In the absence of special agreement, the administration of the country which has made the military unit available or to which the warships or military aircraft belong shall be liable to the intermediate administrations for the transit charges for the mails, calculated in accordance with article 52, and for air conveyance dues, calculated in accordance with article 71.

Part III

Air conveyance of letter-post items

Chapter I

General provisions

Article 58

Air-mail correspondence

Letter-post items conveyed by air shall be called "air-mail correspondence".

Article 59

Aerogrammes

1. Each administration may admit aerogrammes, which are air-mail correspondence.
2. An aerogramme shall consist of a sheet of paper suitably folded and gummed on all sides, the dimensions of which, in that form, shall be the following:
 - (a) minimum dimensions: identical to those prescribed for letters;
 - (b) maximum dimensions: 110 × 220 mm;and such that the length is equal to or greater than the width multiplied by $\sqrt{2}$ (approximate value: 1.4).

3. The front of the aerogramme shall be reserved for the address, the pre-payment and service notes or labels. It shall bear the printed indication "Aerogramme" and may also bear an equivalent indication in the language of the country of origin. An aerogramme shall not contain any enclosure. It may be registered if the regulations of the country of origin so permit.
4. Each administration shall fix, within the limits defined in § 2, the conditions of issue, manufacture and sale of aerogrammes.
5. Items of air-mail correspondence posted as aerogrammes, but not fulfilling the conditions fixed above shall be treated in accordance with article 64. Administrations may, however, forward them in all cases by surface.

Article 60

Surcharged and unsurcharged air-mail correspondence

1. Air-mail correspondence shall be divided, as regards charges, into surcharged air-mail correspondence and unsurcharged air-mail correspondence.
2. In principle, air-mail correspondence shall be subject, in addition to the charges authorized by the Convention and various Agreements, to surcharges for air conveyance. The postal items mentioned in articles 16 and 17 shall be liable to the same surcharges. All such correspondence shall be described as surcharged air-mail correspondence.
3. Administrations shall be permitted not to collect a surcharge for air conveyance, provided that they inform the administrations of the countries of destination of the fact. Items accepted under these conditions shall be described as unsurcharged air-mail correspondence. This description shall not apply to correspondence inserted in ordinary surface mails transported by air, which are covered by special agreements with administrations receiving them at airports, and which are subsequently treated as ordinary surface mail.
4. With the exception of those originating from the bodies of the Universal Postal Union and from the Restricted Unions, items on postal service mentioned in article 15 shall be exempt from air surcharge.
5. Aerogrammes, as described in article 59, shall be subject to a charge at least equal to that applicable in the country of origin to an unsurcharged letter of the first weight step.

Article 61

Air surcharges

1. Administrations shall fix the air surcharges to be collected for forwarding. They may adopt, for fixing of surcharges, smaller weight steps than those laid down in article 19.
2. The surcharges shall be closely related to the air conveyance dues. As a general rule, the total sum of the surcharges relating to the two categories of mail LC and AO shall not exceed the costs payable for such conveyance.
3. Surcharges shall be uniform for the whole of the territory of a country of destination whatever the route used.
4. Administrations may fix average air surcharges each relating to a group of countries of destination.
5. Air surcharges shall be paid before dispatch.
6. In calculating the air surcharge for an air-mail item, each administration shall be authorized to take into account the weight of any forms used by the public which may be attached to the item. The weight of the advice of delivery shall always be taken into account.

Article 62

Combined charges

1. Notwithstanding article 61, administrations may fix combined charges for the prepayment of air-mail correspondence, taking into account:

- (a) the postal cost of the services rendered by them;
- (b) the cost of the air conveyance.

Administrations have the option of taking as the cost mentioned in (a) the basic charges set in accordance with article 19. When the weight steps adopted for fixing the combined charges are smaller than those laid down in article 19, the basic charges may be reduced in the same proportion.

2. With the exception of articles 64 and 68, the provisions relating to air surcharges shall apply by analogy to combined charges.

Article 63

Methods of denoting prepayment

Apart from the methods laid down in article 25, the prepayment of surcharged air-mail correspondence may be represented by a manuscript indication, in figures, of the sum collected, expressed in the currency of the country of origin, for example in the form: "*Taxe perçue: . . . dollars . . . cents*" (Amount collected: . . . dollars . . . cents). This indication may appear either in a special stamp impression or on a special stamp or label, or simply be marked by any method on the address side of the item. In every case the indication shall be authenticated by a date-stamp impression of the office of origin.

Article 64

Unpaid or underpaid surcharged air-mail correspondence

1. Unpaid or underpaid surcharged air-mail correspondence which it is not possible to have regularized by the senders shall be treated as follows:

- (a) in the event of complete absence of prepayment, surcharged air-mail correspondence shall be treated in accordance with articles 24 and 27; items on which the payment of postage is not obligatory before dispatch shall be forwarded by the means of transport normally used for unsurcharged correspondence;
- (b) in the event of underpayment, surcharged air-mail correspondence shall be forwarded by air if the charges paid represent at least the amount of the air surcharge; nevertheless, the administration of origin shall be permitted to send these items by air when the charges paid represent at least 75% of the surcharge or 50% of the combined charge. Below these limits, items shall be treated as laid down in article 24. In the other cases, article 27 shall be applicable.

2. If the details required for calculating the amount of the charge to be collected have not been indicated by the administration of origin, the administration of destination shall be permitted to deliver, without collecting a charge, underpaid surcharged air-mail correspondence on which the charges paid by the sender represent at least the postage for an unsurcharged item of the same weight and category.

Article 65

Routeing

1. Administrations shall be bound to forward by the air communications they use for the conveyance of their own air-mail correspondence the items of this type which reach them from other administrations

2. Administrations of countries without an air service shall forward air-mail correspondence by the most rapid means used for mails: the same shall apply if for any reason routeing by surface means is more advantageous than the use of airlines

3. Closed air mails shall be forwarded by the route requested by the administration of the country of origin, provided that it is used by the administration of the country of transit for the transmission of its own mails. If that is not possible or if there is insufficient time for the transshipment the administration of the country of origin shall be so informed.

Article 66

Operations at airports

Administrations shall take the necessary steps to ensure the best conditions for the receipt and onward transmission of air mails at airports in their country.

Article 67

Customs control of air-mail correspondence

Administrations shall take all necessary steps to speed up the operations relating to the customs control of air-mail correspondence addressed to their countries.

Article 68

Redirection of air-mail correspondence

1. In principle, all air-mail correspondence addressed to an addressee who has changed his address shall be redirected to its new destination by the means of transport normally used for uncharged correspondence. For this purpose, article 31, §§ 1 to 3, shall be applicable by analogy.
2. At the express request of the addressee and if that person concerned undertakes to pay the air surcharges or combined charges on the new air route, or indeed if these surcharges or combined charges are paid at the redirecting office by a third person, the items in question may be reforwarded by air: in the first case the air surcharge or the combined charge shall be collected, in principle, at the time of delivery of the item and retained by the delivering administration.
3. Administrations which apply combined charges may fix special fees, which must not exceed the combined charges, for the redirection by air under the conditions laid down in § 2.
4. Correspondence sent by surface on its first transmission may be reforwarded abroad by air, under the conditions laid down in § 2. Redirection by air of such articles within the country of destination shall be governed by the internal regulations of that country.
5. The special C 6 envelopes and bags, used for collective redirection, shall be forwarded to the new destination by the means of transport normally used for uncharged correspondence, unless the surcharges, the combined charges or the special fees provided for in § 3 are paid in advance to the redirecting office, or the addressee undertakes to pay the charges on the new air route in accordance with § 2.

Article 69

Return to origin of air-mail correspondence

1. Undeliverable air-mail correspondence shall be returned to origin by the means of transport normally used for uncharged correspondence.
2. For the return to origin by air of correspondence at the request of the sender, article 68, §§ 2 to 5, shall be applicable by analogy.

Chapter II

Air conveyance dues

Article 70

General principles

1. The air conveyance dues for the whole distance flown shall be borne:
 - (a) in the case of closed mails, by the administration of the country of origin of the mails;
 - (b) in the case of air-mail correspondence in transit à *découvert*, including mis-sent items, by the administration which forwards this correspondence to another administration.
2. These same regulations shall be applicable to air mails and air-mail correspondence in transit à *découvert* exempt from transit charges.
3. Conveyance dues shall, for a particular sector, be uniform for all administrations which use the sector without sharing in the running costs of the air service or services operating over it.
4. Unless agreement has been reached that no charge should be made, air conveyance dues within the country of destination shall be uniform for all air mails originating abroad whether or not this mail is reforwarded by air.
5. In the absence of special agreement between the administrations concerned, article 52 shall apply to air-mail correspondence for any transit by land or by sea: nevertheless, no transit charges shall be payable for:
 - (a) the transshipment of air mails between two airports serving the same town;
 - (b) the conveyance of such mails from an airport serving a town to a depot situated in the same town and the return of the same mails for reforwarding.

Article 71

Basic rates and calculation of air conveyance dues relating to closed mails

1. The basic rates applicable to the settlement of accounts between administrations in respect of air conveyance shall be fixed per kilogramme of gross weight and per kilometre. These rates, detailed below, shall apply proportionally to fractions of a kilogramme:
 - (a) for LC items (letters, aerogrammes, postcards, postal money orders, COD money orders, inpayment money orders, bills for collection, insured letters, advices of payment, entry and delivery): 3 thousandths of a franc at most;
 - (b) for AO items (items other than LC): 1 thousandth of a franc at most.
2. Air conveyance dues shall be calculated according to, on the one hand, the actual basic rates (fixed within the limits of the basic rates specified in § 1) and the kilometric distances given in the "List of air-mail distances", and, on the other, the gross weight of the mails; no account shall be taken of the weight of *sacs collecteurs*.
3. Where dues are payable for air conveyance in the interior of the country of destination, they shall be fixed in the form of a single rate for each of the two categories, LC and AO. These dues shall be calculated on the basis of the rates prescribed in § 1, and according to the weighted average distances of the sectors flown by international mail on the internal network. The weighted average distance shall be determined in terms of the gross weight of all the air mails arriving at the country of destination, including the mail which is not reforwarded by air in the interior of that country.
4. Dues payable for air conveyance, between two airports in the same country, of air mails in transit may also be fixed in the form of single rates for each of the categories LC and AO. These dues shall be calculated on the basis of the rates prescribed in § 1, and according to the weighted average distances of the sectors flown by international mail on the internal air network of the country of transit. The weighted average distance shall be determined in terms of the gross weight of all the air mails transiting through the intermediate country.

5. The sum of the dues referred to in §§ 3 and 4 may not exceed in total the amounts which actually have to be paid for conveyance.

6. The rates for international and internal air conveyance, obtained by multiplying the effective basic rate by the distance, which are used in calculating the dues mentioned in §§ 2, 3 and 4, shall be rounded up or down to the nearest 10 gold centimes according to whether or not the number made up by the figure of hundredths and that of thousandths exceeds 50.

Article 72

Calculation of and accounting for air conveyance dues for air-mail correspondence in transit à découvert

1. Air conveyance dues for air-mail correspondence in transit à découvert shall be calculated, in principle, as indicated in article 71, § 2, but according to the net weight of such correspondence. They shall be fixed on the basis of not more than 10 average rates, each relating to a group of countries of destination and fixed according to the weight of mail offloaded at different destinations within the group. The sum of these dues, which may not exceed the amounts which have to be paid for conveyance, shall be increased by 5%.

2. Accounting for air conveyance dues for air-mail correspondence in transit à découvert shall take place, in principle, on the basis of the data of statistical returns compiled once a year over a period of fourteen days.

3. Accounting shall take place on the basis of actual weight in the case of misrouted correspondence or correspondence posted on board ship or sent at irregular intervals or in too varying amounts. However, this accounting shall be done only if the intermediate administration asks to be paid for the conveyance of this correspondence.

Article 73

Amendments to dues for air conveyance in the interior of the country of destination and for air-mail correspondence in transit à découvert

The amendments made to the air conveyance dues mentioned in article 71, § 3 and article 72 shall:

- (a) come into effect exclusively on 1 January or 1 July, at the discretion of each administration;
- (b) be notified to the International Bureau at least three months beforehand;
- (c) be communicated to administrations at least two months before the dates laid down in subpara (a).

Article 74

Payment of air conveyance dues

1. Air conveyance dues shall be payable, apart from the exceptions provided for in § 2, to the administration of the country which controls the air service used

2. Notwithstanding § 1:

- (a) the conveyance dues may be paid to the administration of the country in which the airport is situated at which the air-mails were taken over by the air carrier, subject to an agreement between this administration and that of the country which controls the air service concerned;
- (b) the administration which hands over air mails to an air carrier may settle direct with that carrier, for administration of the countries which control the air service used.

3. Conveyance dues for air-mail correspondence in transit à découvert shall be paid to the administration which reforwards it.

Article 75**Air conveyance dues for diverted or missent mails or bags**

1. The administration of origin of a mail which has gone off its route in course of conveyance shall pay the conveyance dues for the mail as far as the airport of offloading initially provided for on the AV 7 delivery bill.
2. It shall also settle the reforwarding dues relating to the sectors actually covered subsequently by the mail in order to reach its place of destination.
3. The supplementary dues relating to the sectors subsequently covered by the diverted mail shall be reimbursed as follows:
 - (a) by the administration whose services have committed the error in the case of misrouting;
 - (b) by the administration which has collected the conveyance dues paid to the airline when the latter has offloaded in a place other than that shown on the AV 7 delivery bill.
4. Paragraphs 1 to 3 shall be applicable by analogy when part only of a mail is off-loaded at an airport other than that indicated on the AV 7 delivery bill.
5. The administration of origin of a mail or bag missent owing to a labelling error shall pay the conveyance dues relating to the whole distance flown, in accordance with article 70, § 1(a).

Article 76**Air conveyance dues for mail lost or destroyed**

In case of loss or destruction of mail as the result of an accident occurring to the aircraft or through any other cause involving the liability of the air carrier, the administration of origin shall be exempt from any payment in respect of the air conveyance of the mail lost or destroyed, for any part of the flight of the route used.

Part IV**Final provisions****Article 77****Conditions of approval of proposals concerning the Convention and its Detailed Regulations**

1. To become effective, proposals submitted to Congress relating to this Convention and its Detailed Regulations must be approved by a majority of the member countries present and voting. At least half of the member countries represented at Congress shall be present at the time of voting.
2. To become effective, proposals introduced between Congresses relating to this Convention and its Detailed Regulations must obtain:
 - (a) unanimity of votes if they involve amendments to articles 1 to 17 (part I), 18, 19, 20, 21(f) (n) (o) and (p), 24, 27, 40, 41, 42, 44 to 57 (part II), 77 and 78 (part IV) of the Convention, to any of the articles of its Final Protocol or to articles 102 to 104, 105, § 1, 125, 145, 146, §§ 1 and 3, 163, 174, 175 and 207 of its Detailed Regulations;
 - (b) two-thirds of the votes if they involve amendments of substance to provisions other than those mentioned under (a);
 - (c) a majority of the votes if they involve:
 - (i) drafting amendments to the provisions of the Convention and its Detailed Regulations other than those mentioned under (a);
 - (ii) interpretation of the provisions of the Convention, its Final Protocol and its Detailed Regulations, except in case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution

Article 78**Entry into force and duration of the Convention**

This Convention shall come into force on 1 January 1976 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof the plenipotentiaries of the Governments of the member countries have signed this Convention in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Second Additional Protocol; see p. 11 of this volume.)

FINAL PROTOCOL TO THE UNIVERSAL POSTAL CONVENTION

At the moment of proceeding to signature of the Universal Postal Convention concluded this day,¹ the undersigned plenipotentiaries have agreed the following:

Article I

Ownership of postal items

1. Article 5 shall not apply to Australia, the State of Bahrain, Barbados, the Kingdom of Bhutan, the Republic of Botswana, Canada, the Republic of Cyprus, the Arab Republic of Egypt, Fiji, Ghana, the United Kingdom of Great Britain and Northern Ireland, the Overseas Territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible, Guyana, Ireland, Jamaica, the Republic of Kenya, Kuwait, the Kingdom of Lesotho, Malawi, Malaysia, Malta, Mauritius, the Republic of Nauru, the Federal Republic of Nigeria, New Zealand, the State of Qatar, the Republic of Sierra Leone, Singapore, the Republic of South Africa, the Kingdom of Swaziland, the United Republic of Tanzania, Trinidad and Tobago, Uganda, the Yemen Arab Republic, the People's Democratic Republic of the Yemen and the Republic of Zambia.

2. Nor shall that article apply to the Kingdom of Denmark, whose internal legislation does not allow withdrawal from the post or alteration of the address of correspondence, at the request of the sender, from the time when the addressee has been informed of the arrival of an item addressed to him.

Article II

Exceptions to the exemption of literature for the blind from postal charges

1. Notwithstanding article 17, the postal administrations of Barbados, the Overseas Territory of St Vincent for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible, Mexico, the Philippines, Portugal and Turkey, which do not concede exemption from postal charges to literature for the blind in their internal service, may collect the postage and special charges mentioned in article 17 which may not, however, exceed those in their internal service.

2. Notwithstanding article 17, the administrations of Canada, the Federal Republic of Germany, the United Kingdom of Great Britain and Northern Ireland, Japan and the United States of America may collect the special charges listed in article 21 and the charge for cash-on-delivery which are applied to literature for the blind in their internal service.

Article III

Equivalentents. Maximum limits

Exceptionally and notwithstanding the provisions of article 19, § 1, member countries shall be authorized to raise the margin of increase from 70 % to 100 % at most for letters up to 100 g, for postcards, for printed papers up to 100 g, and for small packets up to 100 g, and, in consequence, to apply the following upper limits in those cases:

¹ See p 53 of this volume.

Category	Weight step	Upper limit
1	2	3
		c
Letters	Up to 20 g [Above 20 g up to 50 g 50 g 100 g] (optional weight steps) Above 20 g up to 100 g	100 [180 240 240
Postcards		70
Printed papers	Up to 20 g [Above 20 g up to 50 g 50 g 100 g] (optional weight steps) Above 20 g up to 100 g	50 [80 110 110
Small packets	Up to 100 g	110

Article IV

Exception to the application of the tariff for printed papers

Exceptionally, member countries shall be authorized to raise the charge for printed papers up to those prescribed by their legislation for items of the same nature in their internal service.

Article V

Ounce and pound avoirdupois

Notwithstanding the table in article 19, § 1, member countries which by reason of their internal system are unable to adopt the metric-decimal system of weight may substitute for the weight steps specified in article 19, § 1, the following equivalents:

Up to	20 g	1 oz
Up to	50 g	2 oz
Up to	100 g	4 oz
Up to	250 g	8 oz
Up to	500 g	1 lb
Up to	1000 g	2 lb
Per additional	1000 g	2 lb.

Article VI

Exception concerning the dimensions of items in envelopes

The administrations of Canada, Kenya, Tanzania, Uganda, and the United States of America shall not be obliged to discourage the use of envelopes whose format exceeds the recommended dimensions when those envelopes are widely used in their countries.

Article VII

Small packets

The obligation to participate in the exchange of small packets exceeding 500 g in weight shall not apply to the administrations of Australia, Bolivia, Burma, Canada, Chile, Colombia and Cuba which find it impossible to operate such an exchange.

Article VIII**Exception to the inclusion of articles of value in registered letters**

1. Notwithstanding article 19, § 16, the postal administrations of the following countries shall be authorized not to admit in registered letters the articles of value mentioned in the said § 16: the Argentine Republic, the People's Republic of Bangladesh, the Kingdom of Bhutan, the Republic of Bolivia, the Federative Republic of Brazil, the Byelorussian Soviet Socialist Republic, Chile, the Republic of Colombia, the Republic of Costa Rica, the Republic of Cuba, the Arab Republic of Egypt, the Republic of Ecuador, the Republic of El Salvador, the Republic of Honduras, Iran, Italy, the United States of Mexico, Nepal, Pakistan, the Republic of Panama, the Republic of Paraguay, the Republic of Peru, the Kingdom of Saudi Arabia, the Ukrainian Soviet Socialist Republic, the Union of Soviet Socialist Republics and the Republic of Venezuela.
2. Notwithstanding article 19, § 16, the postal administrations of the People's Republic of China, India and the Khmer Republic shall be authorized not to admit the articles of value mentioned in the said § 16 in ordinary or registered letters.
3. Notwithstanding article 19, § 16, the postal administrations of Afghanistan and of the Yemen Arab Republic shall be authorized not to admit in registered letters platinum, gold, silver, manufactured or not, precious stones and jewellery.

Article IX**International reply coupons**

1. Irrespective of the date of entry into force of the 1974 Lausanne Acts, the international reply coupon issued in accordance with article 28, § 1, shall be put into circulation from 1 January 1975.
2. For a period of four years, international reply coupons of the earlier type issued before 1 January 1975 shall be settled direct between the administrations concerned in accordance with the provisions of the 1969 Tokyo Convention. They may no longer be the subject of the General liquidation account of international reply coupons prepared by the International Bureau.
3. In the absence of a special agreement, after this transitional period international reply coupons of the earlier type shall no longer give rise to a settlement between administrations.

Article X**Withdrawal from the post. Alteration or correction of address**

Article 30 shall not apply to Australia, the Commonwealth of the Bahamas, the State of Bahrain, Barbados, the Kingdom of Bhutan, the Republic of Botswana, the Socialist Republic of the Union of Burma, Canada, the Republic of Cyprus, the Republic of Ecuador, Fiji, the United Kingdom of Great Britain and Northern Ireland, to those of the Overseas Territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible, Guyana, Ireland, Jamaica, the Republic of Kenya, Kuwait, the Kingdom of Lesotho, Malawi, Malaysia, Malta, Mauritius, the Republic of Nauru, the Federal Republic of Nigeria, New Zealand, the State of Qatar, the Republic of Sierra Leone, Singapore, the Republic of South Africa, the Kingdom of Swaziland, the United Republic of Tanzania, Trinidad and Tobago, Uganda, the People's Democratic Republic of the Yemen, and the Republic of Zambia, whose legislation does not permit withdrawal from the post or alteration of address of letter-post items at the sender's request.

Article XI**Special charges other than postage**

1. Member countries whose internal service special charges, other than the postage rates laid down in article 19, are higher than those which are fixed in article 21 shall be authorized to apply them also in the international service.

Article XII**Articles subject to customs duty**

1. With reference to article 33, the postal administrations of the Republic of Afghanistan, the People's Republic of Albania, the Federative Republic of Brazil, the People's Republic of Bulgaria, the Byelorussian Soviet Socialist Republic, the Central African Republic, Chile, the People's Republic of China, the Republic of Colombia, the Republic of Cuba, the Republic of Ecuador, the Republic of El Salvador, Ethiopia, the German Democratic Republic, Italy, the Khmer Republic, Nepal, the Republic of Panama, the Republic of Peru, the Romanian Socialist Republic, the Republic of San Marino, the Kingdom of Saudi Arabia, the Ukrainian Soviet Socialist Republic, the Union of Soviet Socialist Republics, the Republic of Venezuela, and the Socialist Federal Republic of Yugoslavia do not accept ordinary and registered letters containing articles subject to customs duty.
2. With reference to article 33, the postal administrations of the Republic of Dahomey, the Republic of Indonesia, the Republic of the Ivory Coast, the Republic of Mali, the Islamic Republic of Mauritania, the Republic of the Niger, the Sultanate of Oman, the Republic of Senegal, the Republic of Upper Volta and the Yemen Arab Republic do not accept ordinary letters containing articles subject to customs duty.
3. Notwithstanding §§ 1 and 2, the sending of serums, vaccines and urgently required medicaments which are difficult to procure shall be permitted in all cases.

Article XIII**Special transit charges for conveyance in transit by the Trans-Siberian and via Lake Nasser**

1. The postal administration of the Union of Soviet Socialist Republics shall be authorized to collect a supplement of 1 franc 50 centimes in addition to the transit charges indicated in article 52, § 1 (i) (distances traversed by land) for each kilogramme of letter-post items conveyed in transit over the Trans-Siberian route.
2. The postal administrations of the Arab Republic of Egypt and the Democratic Republic of the Sudan shall be authorized to collect a supplement of 50 centimes in addition to the transit charges indicated in article 52, § 1, for each bag of letter-post in transit via Lake Nasser between Shallal (Egypt) and Wadi Halfa (Sudan).

Article XIV**Special transit conditions for Afghanistan**

Notwithstanding article 52, § 1, the postal administration of Afghanistan shall be authorized provisionally, because of its special difficulties as regards means of conveyance and communication, to effect the transit of closed mails and à *découvert* correspondence across its territory on terms specially agreed with the postal administrations concerned.

Article XV**Special storage charges at Aden**

Exceptionally, the postal administration of the People's Democratic Republic of the Yemen shall be authorized to collect a charge of 40 centimes per bag for all mails stored at Aden, provided that that administration does not receive any payment in respect of land or sea transit for those mails.

Article XVI**Exceptional air surcharge**

By reason of the special geographical situation of the Union of Soviet Socialist Republics, the postal administration of that country shall reserve the right to apply a uniform air surcharge throughout the whole of its territory for all the countries of the world. This surcharge shall not exceed the actual costs occasioned by the conveyance of letter-post items by air.

Article XVII**Compulsory routeing indicated by the country of origin**

1. The Federal Socialist Republic of Yugoslavia will recognise only the costs of the conveyance effected in accordance with the provision concerning the line shown on the bag labels (AV 8) of air-mail dispatches.
2. The postal administrations of the Byelorussian Soviet Socialist Republic, the Romanian Socialist Republic, the Ukrainian Soviet Socialist Republic and the Union of Soviet Socialist Republics will recognise only the costs of the conveyance effected in accordance with the provision concerning the line shown on the bag labels (AV 8) of air-mail dispatches and on the AV 7 delivery bills.

Article XVIII**Routeing of closed air mails**

Having regard to article XVII, the postal administrations of Greece, Italy and Senegal will forward closed air mails only on the conditions laid down in article 65, § 3.

Article XIX**Conditions of approval of proposals by the Executive Council concerning rules for payment**

Notwithstanding article 77, § 2(a), proposals by the Executive Council to adapt article 103 of the Detailed Regulations of the Convention to a fundamental change in the general practice regarding international payments must, to become effective, obtain two-thirds of the votes.

In witness whereof, the plenipotentiaries below have drawn up this Protocol, which shall have the same force and the same validity as if its provisions were inserted in the text of the Convention itself, and they have signed it in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Second Additional Protocol; see p. 11 of this volume.)

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DETAILED REGULATIONS OF THE UNIVERSAL POSTAL CONVENTION

Having regard to article 22, § 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,¹ the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Universal Postal Convention.²

Part I

General provisions

Chapter I

Rules applicable in common throughout the international postal service

Article 101

Preparation and settlement of accounts

1. Each administration shall draw up its accounts and refer them in duplicate to the others concerned. One accepted copy, if necessary amended or accompanied by a statement of discrepancies, shall be returned to the creditor administration. This account shall serve as a basis for the preparation, as necessary, of the final liquidation account between the two administrations.
2. In the total of each account made out in gold francs on C 21, C 21^{bis}, C 23, C 24, CP 16, CP 18, and AV 5 forms, centimes shall be ignored in the total or the balance.
3. In accordance with article 111, § 5, of the General Regulations³ the International Bureau shall arrange the settlement of accounts of all kinds relating to the international postal service. To this end the administrations concerned shall consult with each other and with the Bureau and decide upon the method of settlement. Accounts of telecommunications services may also be included in these special liquidation accounts.

Article 102

Payment of gold franc debts. General provisions

1. Subject to article 12 of the Convention, the rules for payment set out below shall apply to all debts expressed in gold francs and arising out of a postal transaction, whether they result from general accounts or statements drawn up by the International Bureau or from liquidation accounts or statements not drawn up by the Bureau; they shall also relate to the settlement of discrepancies, of interest or, where applicable, of payments on account.
2. Any administration may discharge its liabilities by payments on account, from which its debts shall be deducted when these have been established.

¹ United Nations, *Treaty Series*, vol 611, p. 7

² See p. 54 of this volume.

³ See p. 23 of this volume.

3. Provided the periods for payment are observed, any administration may settle postal debts of the same or different kinds, expressed in gold, by offsetting credits and debits in its relations with another administration. The offsetting may be extended by mutual agreement to debts arising from telecommunications services when both administrations operate postal and telecommunications services. Offsetting may not be effected with debts in respect of transactions contracted out to an organization or company under the control of a postal administration if that administration objects.

Article 103

Rules for payment

1. Debts shall be paid in the currency selected by the creditor administration after consultation with the debtor administration. If there is disagreement, the choice of the creditor administration shall prevail in all cases, subject to § 7. If the creditor administration does not specify a currency, the choice shall rest with the debtor administration.
2. The amount of the payment, as determined hereafter in the selected currency, shall be equivalent in value to the balance of the account expressed in gold francs.
3. Subject to § 4, the amount to be paid in the selected currency (which is equivalent in value to the balance of the account expressed in gold francs) shall be determined by the relationship in effect on the day before payment between the value of the gold franc and:
 - (a) the gold par value of the selected currency approved by the International Monetary Fund (hereinafter designated as IMF);
 - (b) or the gold par value of the selected currency fixed unilaterally by the appropriate Government or official issuing authority (hereinafter designated as "fixed unilaterally").
4. If, subsequent to the approval given by the IMF to the gold par value or subsequent to the unilateral fixing of a gold par value, a central rate of the selected currency has been established either under IMF Executive Board decision or unilaterally, the gold value of that central rate shall be used in determining the equivalent value. Where the central rate is in terms of another IMF member's currency (hereinafter described as "such other currency"), the amount of the selected currency shall be determined by first relating the gold franc amount to the IMF-approved par value of such other currency and then by converting the result thus obtained to the selected currency by applying the central rate. Where such other currency has no IMF-approved par value in effect, § 5 shall apply.
5. If the selected currency does not satisfy the conditions laid down in §§ 3 and 4 above or if the margins of fluctuation of the central rate recognized by the articles or Executive Board decisions of the IMF or established beforehand by the appropriate Government or issuing authority are not being observed, the equivalent value of the selected currency shall be determined by its relationship on the official or generally accepted foreign exchange market, as provided in § 6, to another currency which itself satisfies the conditions laid down in §§ 3 or 4.
6. For the purpose of determining the official or generally accepted foreign exchange market equivalent of a currency, the rate used shall be the closing rate for currency which can be used in the majority of merchandise trade transactions for spot delivery cable transfers in the official or generally accepted foreign exchange market of the main financial centre of the debtor country on the day prior to payment or the most recent rate quoted.
7. If a creditor administration selects a currency with a gold par or central rate fixed unilaterally or a currency the equivalent value of which is to be determined by its relationship to a currency with a gold par or central rate fixed unilaterally, the use of the selected currency must be acceptable to the debtor administration.
8. The debtor administration shall transmit, on the date of payment, the amount of the selected currency as computed above by a bank cheque, transfer or any other means, acceptable to both administrations. If the creditor administration expresses no preference, the choice shall fall to the debtor administration.

9. The payment charges (fees, clearing charges, deposits, commission, etc) collected in the debtor country shall be borne by the debtor administration. The charges collected in the creditor country, including payment charges collected by banks in intermediate countries, shall be borne by the creditor administration. When the postal giro transfer system, with exemption from charges, is used, exemption shall also be granted by the office of exchange in the third country or countries acting as intermediary between the debtor administration and the creditor administration when there are no direct exchanges between these.

10. If, between the dispatch of remittance (cheque, for example) and its receipt by the creditor administration, a variation occurs in the equivalent value of the selected currency calculated as described in §§ 3, 4, 5 or 6, and if the difference resulting from such variation exceeds 5% of the amount due (as calculated following such variation), the total difference shall be shared equally between the two administrations.

11. Payment shall be made as quickly as possible and at the latest within six weeks from the date of receipt of the general or special liquidation accounts, accounts or statements drawn up by common consent, notifications, requests for payments on account, etc, indicating the amounts or balances to be settled; after that period the amounts due shall be chargeable with interest at the rate of 6% per annum reckoned from the day following the day of expiry of the said period. By payment is meant the dispatch of funds or of the instrument of payment (cheque, draft, etc) or the signing of the order for transfer or deposit by the organization responsible for the transfer in the debtor country.

12. If there should be a radical change in the international monetary system (eg a substantial general change in the official price of gold, or if gold ceased to be used generally as a basic reference for currencies) which invalidates or makes inappropriate the provisions laid down in one or more of the foregoing paragraphs, administrations shall be free to adopt, by mutual agreement, different procedures for the payment of debts.

Article 104

Fixing of equivalents

1. Administrations shall fix the equivalents of the postal charges prescribed in the Convention, the Agreements and their Final Protocols and the selling price of international reply coupons after consultation with the International Bureau which is responsible for announcing them. To this end each administration shall be required to notify the International Bureau of the conversion factor for the gold franc in the currency of its country. The same procedure shall be followed when equivalents are changed.

2. Postal administrations shall communicate equivalents or changes of equivalents of postal charges to the International Bureau as soon as possible, giving the date of their entry into force.

3. The International Bureau shall publish a compendium showing, for each country, the equivalents of the charges, the conversion factor and the selling price of the international reply coupons mentioned in § 1 and indicating, where applicable, the percentage increase or reduction in postage applied under articles 19, § 1, of the Convention and III of its Final Protocol.

4. Monetary fractions resulting from the supplementary charge applied to underpaid letter-post items may be rounded off by the administration which collects the charge. The sum to be added on this account shall not exceed 5 centimes in value.

5. Each administration shall notify the International Bureau direct of the equivalent it has adopted for the indemnities prescribed in article 44, § 3, of the Convention.

Article 105

Postage stamps. Notification of issues and exchange between administrations

1. Each new issue of postage stamps shall be notified by the administration concerned to all other administrations, with the necessary information, through the intermediary of the International Bureau.

2. Administrations shall exchange through the intermediary of the International Bureau three sets of their postage stamps.

Article 106

Postal identity cards

1. Each administration shall appoint the offices or departments which issue postal identity cards.
2. These cards shall be made out on forms conforming to the annexed specimen C 25 which are supplied by the International Bureau
3. Upon application the applicant shall hand in his photograph and prove his identity. Administrations shall issue the necessary instructions to ensure that cards are issued only after careful inquiry into the identity of the applicant.
4. The official shall enter the application in a register, he shall fill up in ink and in roman characters by hand or by typewriter, without erasure or alteration, all the particulars required by the form and affix the photograph to it in the space indicated; then he shall affix a postage stamp representing the charge collected, partly on the photograph and partly on the card. He shall then make, in the space reserved for the purpose, a clear impression of the date stamp or of an official seal, in such a way that it appears partly on the postage stamp, the photograph and the card. Finally, he shall sign the card and issue it to the applicant after having obtained his signature.
5. Administrations may issue identity cards without affixing a postage stamp thereto and record in some other way the amount of the charge collected
6. Each administration shall retain the right to issue the cards for the international service in accordance with the rules applied to the cards in use in its internal service.
7. Postal identity cards may after they have been made out be laminated in plastic material as desired by each administration.

Article 107

Distant countries and those considered as such

1. Countries shall be considered as distant when the time taken in conveyance between them by the most rapid surface route exceeds ten days, or when the average frequency of the mail service between them is less than twice a month.
2. As regards the periods prescribed in the Convention and Agreements, countries covering a very large area or those with limited internal communications shall be treated as distant countries in matters in which these factors play a major part.

Article 108

Period of retention of documents

1. Documents of the international service shall be kept for a minimum period of eighteen months from the day following the date to which they refer
2. Documents concerning a dispute or inquiry shall be kept until the matter has been settled. If the initiating administration, being duly informed of the result of the inquiry, allows six months to pass from the date of the communication without raising any objections, the matter shall be regarded as closed

Article 109

Telegraphic addresses

1. For telegraphic communications exchanged between one another, administrations shall use the following telegraphic addresses:
 - (a) "Postgen" for telegrams intended for central administrations,
 - (b) "Postbur" for telegrams intended for post offices;
 - (c) "Postex" for telegrams intended for offices of exchange.

2. These telegraphic addresses shall be followed by the indication of the place of destination and, where appropriate, any other details considered necessary.
3. The telegraphic address of the International Bureau shall be "UPU Berne".
4. The telegraphic addresses indicated in §§ 1 and 3, completed as necessary by the indication of the dispatching office, shall also serve as the signature to telegraphic communications.

Chapter II

International Bureau. Information to be supplied. Publications

Article 110

Communications and information to be forwarded to the International Bureau

- 1 Administrations shall communicate or forward to the International Bureau:
 - (a) their decision on the optional application of certain general provisions of the Convention and of its Detailed Regulations;
 - (b) the expression they have adopted, under article 178, §§ 2 and 3, as the equivalent of the phrase "*Taxe perçue*" or "*Port payé*";
 - (c) the reduced charges they have adopted under article 8 of the Constitution and details of the services to which the charges apply;
 - (d) the extraordinary conveyance dues collected under article 55 of the Convention together with the names of the countries to which the dues apply and, where appropriate, particulars of the services for which the dues are payable;
 - (e) the necessary information concerning customs or other regulations, as well as the prohibitions or restrictions governing the entry and transit of postal items in their services;
 - (f) the number of customs declarations required for items subject to customs control addressed to their country and the languages in which declarations or customs labels may be completed;
 - (g) a list of kilometeric distances for land sectors followed in their countries by mails in transit;
 - (h) a list of the shipping lines operating from their ports and used for the conveyance of mails, with details of the voyages, the distance and duration of the voyage between the port of embarkation and each of the successive ports of call, the frequency of the service and the countries to which the sea transit charges shall be paid if the ships are used;
 - (i) their list of distant countries and countries treated as such;
 - (j) any useful information about their organization and internal services;
 - (k) their internal postal charges
- 2 Any amendment to the information mentioned in § 1 shall be notified without delay
- 3 Administrations shall supply the International Bureau with two copies of the documents which they publish, whether relating to the internal or international service. They shall also furnish, as far as possible, other works published in their country concerning the postal service.

Article 111

Publications

1. The International Bureau shall publish, on the basis of information supplied in accordance with article 110, an official compendium of information of general interest relating to the implementation of the Convention and of its Detailed Regulations in each member country. It shall also publish similar compendia relating to the implementation of the Agreements and their Detailed Regulations, on the basis of the information supplied by the administrations concerned in accordance with the relative provisions in the Detailed Regulations of each of the Agreements.

2. It shall also publish, from information supplied by administrations and, if appropriate by the Restricted Unions as regards letter (a), or the United Nations as regards letter (g):
 - (a) a list of addresses, of heads and senior officials of postal administrations and the Restricted Unions;
 - (b) an international list of post offices;
 - (c) a list of kilometric distances relating to land sectors of mails in transit;
 - (d) a list of shipping lines;
 - (e) a list of distant countries and countries treated as such,
 - (f) a list of equivalents;
 - (g) a list of prohibited articles; this list shall also include narcotics prohibited under the multilateral treaties on narcotics;
 - (h) a compendium of information about the organization and internal services of postal administrations;
 - (i) a compendium of postal administrations' internal charges;
 - (j) statistical data relating to the postal services (internal and international);
 - (k) studies, opinions, reports and other statements relating to the postal service;
 - (l) a general catalogue of information of every kind concerning the postal service and of the documents in the lending service (UPU Catalogue).
3. Finally, it shall publish a multilingual vocabulary of the international postal service.
4. Amendments to the various documents listed in §§ 1 to 3 shall be notified by circular, bulletin, supplement or other appropriate means.

Article 112

Distribution of publications

1. The documents published by the International Bureau shall be distributed to administrations in accordance with the following rules:
 - (a) all documents excepting those specified in subparagraph (b): three copies of which one copy shall be in the official language and the two others either in the official language or in the other language requested in accordance with article 107 of the General Regulations;
 - (b) the journal "Union Postale" and the International List of Post Offices, according to the number of contribution units assigned to each administration under article 123 of the General Regulations. However, where administrations so request, the International List of Post Offices may be distributed at the maximum rate of ten copies per contribution unit.
2. Over and above the number of copies distributed free of charge by virtue of § 1, administrations may purchase International Bureau documents at cost price
3. Documents published by the International Bureau shall also be sent to Restricted Unions.

Part II

Provisions concerning the letter post

Section I

Conditions of acceptance of letter-post items

Chapter I

Provisions applicable to all categories of items

Article 113

Address. Make-up

1. Administrations shall recommend users:
 - (a) to use envelopes which are adapted to their contents;
 - (b) to write the address on the envelope, on the plain side which is not provided with the closing flap;
 - (c) to reserve the whole of the right-hand half at least of the address side for the address of the addressee, prepayment of postage and relevant service instructions or labels. In the case of standardized items in envelopes, the service instructions and labels shall be positioned in accordance with article 19, § 8 (a) (iii), of the Convention,
 - (d) to write the address legibly in roman letters and in arabic figures setting it out on the right-hand side lengthwise. If other letters and figures are used in the country of destination, it shall be recommended that the address be given also in these letters and figures;
 - (e) to write the name of the place with the correct post code number or delivery zone number, if any and country of destination in capital letters,
 - (f) to show the address precisely and completely, giving the correct post code number or delivery zone number, if any, so that the forwarding of the item and its delivery to the addressee may be effected without inquiry or misunderstanding,
 - (g) to show the name and address of the sender with the post code number or delivery zone number, if any, of the sender either on the front, at the left-hand side so as to interfere neither with the clarity of the address nor with the addition of service instructions or labels, or on the back. In the case of standardized items in envelopes, however, the sender's address shall be positioned in accordance with article 19, § 8 (a) (iii), of the Convention;
 - (h) to add the word "Letter" to the address side of letters which, because of their volume or make-up, might be confused with items prepaid at a reduced rate;
 - (i) to show the addresses of the sender and the addressee inside the item and as far as possible on the contents, or, where applicable, on a tie-on label, preferably of parchment, securely attached to the item, particularly in the case of unsealed items;
 - (j) to show also the addressee's address on each packet of printed papers included in a special bag and sent to the same addressee at the same address
2. No manner of item shall be admitted of which the whole or part of the address side has been marked off into several divisions intended to provide for successive addresses.
3. In all cases in which the item is under wrapper, the addressee's address shall be written on it except for articles sent in accordance with article 121, § 3.
4. Postage stamps or postal franking impressions shall be applied to the address side, and as far as possible, at the upper right-hand corner. However, it shall be up to the administration of origin to treat items whose payment does not conform to this condition, according to its internal legislation.
5. Non-postal stamps and charity or other labels as well as designs, likely to be mistaken for postage stamps or service labels may not be affixed to or printed on the address side. This shall also apply to stamp impressions which could be mistaken for franking impressions.
6. Envelopes, the edges of which are provided with coloured bars shall be reserved for air-mail correspondence.

Article 114

Poste restante items

The address of items sent *poste restante* shall show the name of the addressee. The use of initials, figures, forenames only, fictitious names or code marks of any kind shall not be permitted for these items

Article 115

Items sent free of postal charges

Items exempt from postal charges shall bear, at the front top right-hand corner, the following indications, which may be followed by a translation

- (a) "*Service des postes*" (Postal Service) or a similar indication for the items mentioned in article 15 of the Convention;
- (b) "*Service des prisonniers de guerre*" (Prisoners-of-war service) or "*Service des internés*" (Civilian Internees Service) for the items mentioned in article 16, of the Convention and the forms relating to them;
- (c) "*Cécogrammes*" (Literature for the blind) for the items mentioned in article 17 of the Convention.

Article 116

Items subject to customs control

1. Items to be submitted to customs control shall bear on the front an adhesive green label in the form of the annexed specimen C 1, or be provided with a tie-on label in the same form. If the value of the contents declared by the sender exceeds 300 francs, or if the sender prefers, the items shall also be accompanied by the prescribed number of separate customs declarations in the form of the annexed specimen C 2/CP 3; in this case, only the upper part of the C 1 label shall be affixed to the item.
2. C 2/CP 3 customs declarations shall be securely attached to the outside of the item by a string tied crosswise or, if the administration of the country of destination so requests, inserted in the item itself. Exceptionally, these declarations may, if the sender prefers, also be inserted in the items referred to in article 19, § 16, of the Convention, sent as registered letters.
3. For small packets, the formalities prescribed in § 1 shall be compulsory in every case.
4. The absence of a C 1 label shall not, in any circumstances, involve the return to the office of origin of consignments of printed papers, serums, vaccines, perishable biological substances, radioactive materials and urgently required medicines which are difficult to obtain.
5. The contents of the item shall be shown in detail on the customs declaration. Descriptions of a general character shall not be admitted.
6. Administrations shall do their utmost to inform senders of the correct way to complete the C 1 labels or customs declarations, although they shall accept no liability for the customs declarations.

Article 117

Items for delivery free of charges and fees

1. Items for delivery to addresses free of charges and fees shall bear in bold letters on the front the heading "*Franc de taxes et de droits*" (Free of charges and fees) or a similar indication in the language of the country of origin. These items shall be provided on the address side with a yellow label also bearing in bold letters the indication "*Franc de taxes et de droits*".
2. Every item sent free of charges and fees shall be accompanied by a franking note on yellow paper in the form of the annexed specimen C 3/CP 4. The sender of the item and, as regards the postal service indications, the dispatching office, shall complete the text of the right-hand side of the front of parts A and B of the franking note. The sender's entries may be made with the use of carbon paper. The text shall include the undertaking prescribed in article 37, § 2, of the Convention. The franking note, duly completed, shall be securely attached to the item.
3. When the sender asks after posting for the item to be delivered free of charges and fees, the procedure shall be as follows:
 - (a) if the request is to be forwarded by post, the office of origin shall inform the office of destination in an explanatory note. This latter, bearing the prepayment of the charge due, shall be forwarded as a registered item to the office of destination accompanied by a franking note duly completed. If air

transmission is involved, the prepayment of the air surcharge shall also be represented on the explanatory note. The office of destination shall affix the label prescribed in § 1 to the item,

- (b) if the request is to be forwarded by telegraph, the office of origin shall inform the office of destination by telegraph and at the same time advise the relative particulars of the posting of the item. The office of destination shall automatically make out a franking note.

Chapter II

Rules relating to the packing of items

Article 118

Make-up. Packing

1. Letter-post items shall be made up securely and in such a way that there is no risk of other items getting trapped in them. The packing shall be adapted to the shape and nature of the item and the conditions of transport. Every item shall be made up in such a way as not to affect the health of officials and so as not to present any danger if it contains articles of a kind likely to injure officials called upon to handle it or soil or damage other parcels or postal equipment.

2. Items containing articles of glass or other fragile materials, liquids, fatty substances, dry powders, colouring or not, live bees, leeches, silk-worm eggs or the parasites referred to in article 33, § 2 (c) (ii), of the Convention shall be packed in the following manner:

- (a) articles of glass or other fragile objects shall be packed in a box of metal, wood, strong plastic material or strong cardboard, filled with paper, wood shavings or any other appropriate protective material, to prevent any friction or knocks during transport either between the objects themselves or between the objects and the sides of the box;
- (b) liquids and substances which easily liquefy shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special box of metal, wood, strong plastic material or strong corrugated cardboard, containing enough sawdust, cotton wool or any other appropriate protective material to absorb the liquid should the container break. The lid of the box shall be fixed so that it cannot easily work loose;
- (c) fatty substances which do not easily liquefy, such as ointments, soft-soap, resins, etc, and silk-worm eggs, the conveyance of which presents few difficulties, shall be enclosed in a first packing (box, bag of cloth, plastic, etc) which is itself placed in a box of wood, metal or any other material stout enough to prevent the contents from leaking;
- (d) dry colouring powders, such as aniline blue, etc, shall be admitted only in perfectly leak-proof metal boxes, placed in turn in boxes of wood, strong plastic material or good quality corrugated cardboard with sawdust or any other appropriate absorbent and protective material between the two containers;
- (e) dry non-colouring powders shall be placed in containers (box, bag) of metal, wood, strong plastic material or cardboard; these containers shall themselves be enclosed in a box made of one of those materials;
- (f) live bees, leeches and parasites shall be enclosed in boxes so constructed as to avoid any danger.

3. Packing shall not be required for articles in one piece, such as pieces of wood, metal, etc, which it is not the custom of the trade to pack. In this case, the address of the addressee should be given on the article itself.

Article 119

Make-up. Perishable biological substances

Letters containing perishable biological substances shall be subject to the following special packing conditions.

- (a) perishable biological substances consisting of living pathogenic micro-organisms or of living pathogenic viruses shall be enclosed in a bottle or tube of glass or plastic material with thick sides, well

stoppered, or in a sealed phial. This container shall be non-porous, and hermetically sealed. It shall be surrounded with a thick and absorbent material (medicated cotton wool, swan's down cloth or flannelette) wrapped round the container several times and bound both above and below it so as to form a sort of cocoon. The container so wrapped shall be placed in a solid, well-fastened, metal box. The absorbent material placed between the inner container and the metal box shall be of sufficient quantity to absorb, in case of a breakage, all the liquid contained, or capable of being formed, in the inner container. The metal box shall be made and fastened in such a way as to make any contamination of the outside of the box impossible. The metal box itself shall be wrapped in cotton or spongy material and enclosed in its turn in a protective box in such a way as to prevent any movement. This outer protective box shall be hollowed out from a block of solid wood, or shall be of metal, or may be of material and construction of equivalent strength, and furnished with a well-fitting lid fastened so that it cannot open in course of transmission. Special provision such as drying by freezing or packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures. Air transmission, which entails changes in atmospheric pressure, makes it necessary that the packing be strong enough to withstand these variations in pressure. Moreover, the outer box (as well as the outer wrapping if there is any) shall be furnished on the side which bears the addresses of the officially recognised laboratories sending and receiving the item, with a violet coloured label with the following text and symbol:

For illustration see French text.¹ The translation "Perishable biological substances" will also appear in accordance with article 10, § 2, of the Convention.

- (b) perishable biological substances which contain neither living pathogenic micro-organisms nor living pathogenic viruses shall be packed in an inner non-porous container with an outer protective container and with absorbent material placed either in the inner container or between the outer and inner container; this material shall be of sufficient quantity to absorb, in case of breakage, all the liquid contained, or capable of being formed, in the inner container. Moreover, the contents of the inner as well as of the outer container shall be packed in such a way as to prevent any movement. Special provision, such as drying by freezing and packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures. Air transmission, which entails changes of atmospheric pressure, makes it necessary, if the substances are packed in sealed phials or well-stoppered bottles, that these containers be strong enough to withstand variations in pressure. The outer container, as well as the outer wrapping of the item, shall be furnished, on the side which bears the addresses of the laboratories sending and receiving it, with a violet coloured label with the following text and symbol:

For illustration see French text.¹ The translation "Perishable biological substances" will also appear in accordance with article 10, § 2, of the Convention.

Article 120

Make-up. Radioactive materials

1. Items containing radioactive materials, whose contents and make-up comply with the regulations of the International Atomic Energy Agency providing special exemptions for certain categories of items, shall be admitted for conveyance by post subject to prior consent from the competent authorities of the country of origin.
2. Items containing radioactive materials shall be provided by the sender with a special white label bearing the words "*Matières radioactives*" (Radioactive materials), which label shall be officially crossed out should the packing be returned to the place of origin. These items shall also bear in addition to the name and address of the sender, a request in bold letters for the return of the items in the event of non-delivery.

¹ United Nations, *Treaty Series*, vol. 1004 p. 71

3. The sender shall give his name and address and the contents of the item on the inner wrapping.
4. Administrations may designate special post offices for the posting of items containing radioactive materials

Article 121

Make-up Verification of contents

1. Printed papers and literature for the blind shall be made up in such a way that their contents are sufficiently protected while permitting quick and easy verification. They shall be placed in a wrapper, on a roller or between cardboard, in open envelopes or containers, in closed unsealed envelopes or containers, but which can be easily and safely opened and reclosed or tied with a string which is easy to unknot. The administration of origin shall determine whether the closing of these items allows for quick and easy verification of the contents.
2. Administrations may authorize the closing of bulk-posted printed papers, issuing for that purpose a permit to users who make a request for one. To be admitted at the printed papers rate, items closed on these conditions shall bear the indication "*Imprimé*" (Printed papers) and the number of the relevant permit. These indications shall constitute proper authority for verification of the contents.
3. Printed papers posted in bulk as specified in § 2 may, notwithstanding § 1, be inserted in closed, transparent plastic wrapping. The address of the addressee shall be written on an address label placed under or on the plastic film in the direction of the greatest dimension. A white, opaque band, which shall be an integral part of the wrapping and placed on the same side and in the same direction as the address label, shall bear the name and address of the sender, the postage paid imprint prescribed in article 178, § 3, as well as preprinted instructions enabling possible reasons for non-delivery or, if applicable, the new address of the addressee to be specified.
4. No special conditions of closing shall be required for small packets; items designated as such may be opened for verification of their contents. However, by analogy with the conditions laid down in § 2 for printed papers, administrations of origin may restrict the closing of small packets to items posted in bulk. Articles which would be spoilt if packed according to the general rules and items of merchandise packed in a transparent packing permitting verification of their contents, shall be admitted in a hermetically sealed packing. The same shall apply to industrial and vegetable products posted in a packing sealed by the manufacturer or by an examining authority in the country of origin. In those cases, the administrations concerned may require the sender or the addressee to assist in checking the contents, either by opening certain of the items indicated by them or in some other satisfactory manner.

Article 122

Items in panel envelopes

1. Items in envelopes with a transparent address panel shall be admissible on the following conditions:
 - (a) the panel shall be situated on the plain side of the envelope which is not provided with the closing flap,
 - (b) the panel shall be made of such a material and in such a way that the address can be easily read through it,
 - (c) the panel shall be rectangular, its greatest dimension parallel to the length of the envelope, so that the address of the addressee appears in the same direction and the application of the date-stamp is not interfered with;
 - (d) all the edges of the panel shall be precisely stuck down on the inside edges of the opening in the envelope. For this purpose there shall be an adequate space between the side and bottom edges of the envelope and those of the panel;
 - (e) the addressee's address shall be the only thing visible through the panel or, at the very least, shall stand out clearly from any other indications visible through the panel;
 - (f) the contents of the item shall be folded in such a way that the address remains fully visible through the panel even if the contents shift inside the envelope

2. Items in envelopes which are wholly transparent, even if an address label is affixed to them, items in envelopes which have an open panel and items in envelopes with more than one panel shall not be admitted.
3. Items in envelopes with a transparent address panel shall be considered as standardized items if they conform to the conditions laid down in article 19, § 8 (a) (ii), of the Convention

Chapter III

Special provisions applicable to each category of items

Article 123

Letters

Subject to the provisions relating to standardized items and the packing of items, no conditions shall be laid down for the form or closing of letters which do not fulfil the conditions specified for standardized items in envelopes. However, letters in envelopes must be rectangular to ensure that they do not cause difficulties during their handling. The space on the front necessary for the address, the postings and the service instructions or labels shall be left completely clear.

Article 124

Postcards

1. Postcards shall be rectangular and be made of cardboard or of paper stiff enough not to make mail handling difficult. They shall not have projecting or raised relief parts.
2. Postcards shall bear on the front the heading "*Carte postale*" (Postcard) in French or its equivalent in another language. This heading shall not be compulsory for picture postcards.
3. Postcards shall be sent unenclosed that is to say, without wrapper or envelope.
4. The right-hand half at least of the front shall be reserved for the address of the addressee, for prepayment and for service instructions or labels. The sender may make use of the back and of the left-hand half of the front, subject to § 5.
5. It shall be forbidden to affix or attach samples of merchandise or similar articles to postcards or to embellish them with cloth, embroidery, spangles or similar materials. Such cards may be sent only in closed envelopes. Nevertheless, illustrations, photographs, stamps of every kind, labels and cuttings of every kind, of paper or other very thin substance, as well as address slips or fold-back sheets may be affixed to them, provided that these articles are not such as to alter the nature of postcards and that they adhere completely to the card. These articles may be affixed only to the back or to the left-hand half of the front of postcards, with the exception of address slips, tabs or labels, which may occupy the whole of the front. Stamps of any kind liable to be mistaken for postage stamps shall be permitted on the back only.
6. Postcards not complying with the regulations for that category shall be treated as letters, except when the irregularity derives only from showing the prepayment on the back. Notwithstanding article 113, § 4, such cards shall be regarded in all cases as unpaid and treated accordingly

Article 125

Printed papers

1. Reproductions on paper, cardboard or other materials commonly used in printing produced in several identical copies by means of a mechanical or photographic process, involving the use of a block, stencil or negative, may be sent as printed papers. The administration of origin shall decide whether the object in question has been reproduced on an admissible material and by an admissible process; it shall not be bound to admit as printed paper any items which are not admitted as such in the domestic service.

2. Administrations of origin may admit at the printed paper rate:
 - (a) letters and postcards exchanged between pupils of schools, provided that these items are sent through the principals of the schools concerned;
 - (b) pupils' exercises in the original or with corrections but without any note which does not relate directly to the performance of the work;
 - (c) manuscripts of works or for newspapers;
 - (d) musical scores in manuscript;
 - (e) photocopies.
3. The items mentioned in §§ 1 and 2 shall be subject to the regulations of article 121 as regards form and make-up.
4. Printed papers shall bear in bold letters on the front the expression "*Imprimé*" or "*Imprimé à taxe réduite*" as appropriate or their equivalents in a language known in the country of destination.
5. The following may not be sent as printed papers:
 - (a) documents produced on a typewriter of any type;
 - (b) copies obtained by means of tracing and any kind of handwritten or typewritten copies;
 - (c) copies obtained by means of stamps with or without moveable type;
 - (d) articles of stationery proper, bearing reproductions, when it is clearly shown that the printed part is not the essential part of the article;
 - (e) films and sound recordings;
 - (f) punched paper tapes and ADP cards bearing perforations, marks or signs which could constitute annotations.
6. Several copies obtained by admissible processes may be sent together in a single printed papers item; they shall not bear the names and addresses of different senders or addressees.
7. Cards bearing the title "*Carte postale*" (Postcard) or the equivalent of this title in any language shall be admitted at the printed paper rate, provided that they satisfy the general conditions applicable to printed papers. Those which do not fulfil these conditions shall be treated as postcards or even as letters, in application of article 124, § 6.

Article 126

Printed papers. Authorized annotations and enclosures

1. The following may be shown on printed papers, by any process:
 - (a) the name and address of the sender and the addressee with or without showing the title, profession and style;
 - (b) the place and date of dispatch of the item;
 - (c) the serial or registration number referring solely to the item.
2. In addition to these particulars it shall be permitted:
 - (a) to delete, mark or underline certain words or certain parts of the printed text;
 - (b) to correct printing errors.
3. The additions and corrections specified in §§ 1 and 2 should have a direct bearing on the content of the reproduction; they should not be of such a nature as to constitute a code.
4. It shall also be permissible to show or to add:
 - (a) on order forms, subscription forms or offers in respect of published works, books, pamphlets, newspapers, engravings, musical scores: the works and the number of copies asked for or offered, the price of the works and notes giving essential elements of the price, the method of payment, the edition, the names of the authors and of the publishers, the catalogue number and the words "paper-backed", "stiff-backed" or "bound";
 - (b) on the forms used by the lending services of libraries: the titles of the works, the number of copies asked for or sent, the names of the authors and of the publishers, the catalogue numbers, the number of days allowed for reading, the name of the person wishing to consult the work in question;
 - (c) on illustrated cards, on printed visiting cards and on printed cards expressing felicitations or condolences: conventional formulas of courtesy expressed in five words or five initials at the most;
 - (d) on printed literary and artistic productions: a dedication consisting of a simple conventional tribute,

- (e) on cuttings from newspapers and periodicals: the title, date, number and address of the publication from which the article is taken;
 - (f) in printing proofs: alterations and additions concerned with the correction, layout and printing, as well as notes such as "Passed for press", "Read – Passed for press" or any similar note concerned with the production of the work. In case of lack of space the additions may be made on special sheets;
 - (g) on advices of change of address: the old and the new address and the date of the change
5. Finally, it shall be permitted to enclose:
- (a) with all printed papers: a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in the country in which the original item was posted. The enclosure may be prepaid for return by means of postage stamps of the country of destination of the original item;
 - (b) with literary or artistic printed works: the relative open invoice, reduced to its essential elements together with copies of the invoice deposit notes or international or internal money order forms of the country of destination of the item on which it shall be permissible, after agreement between the administrations concerned, to show by any means whatever the amount to be deposited or paid and the particulars of the postal giro account or the address of the beneficiary of the order;
 - (c) with fashion papers: cut-out patterns forming, according to the indications appearing on them, an integral part of the copy of the paper with which they are sent.

Article 127

Printed papers in the form of cards

1. Printed paper of the form, consistency and size of a postcard may be sent unenclosed without wrapper or envelope.
2. The right-hand half at least of the front of printed papers sent as cards, including illustrated cards benefiting from the reduced charge, shall be reserved for the address of the addressee, for prepayment and for service instructions or labels.
3. Printed papers sent as cards not complying with the regulations in §§ 1 and 2 shall be treated as letters, except when the irregularity derives only from showing the prepayment on the back. Notwithstanding article 113, § 4, such items shall be regarded in all cases as unpaid and treated accordingly

Article 128

Literature for the blind

Letters bearing writing used by the blind posted unsealed and plates bearing the characters of writing used by the blind may be sent as literature for the blind. The same shall apply to sound records and to the special paper intended solely for the use of the blind, provided that they are sent by or addressed to an officially recognized institute for the blind.

Article 129

Small packets

1. Small packets shall bear in bold letters on the front the expression "*petit paquet*" (small packet) or its equivalent in a language known in the country of destination.
2. It shall be permitted to enclose therein an open invoice reduced to its essential elements and to show on the outside or on the inside of items and, in the latter case, on the article itself or on a special sheet, the address of the sender and the addressee with the indications in use in commercial traffic, a manufacturer's or trade mark, a reference to correspondence exchanged between the sender and the addressee, a short note referring to the manufacturer and to the person supplying the goods or concerning the person for whom they are intended, as well as serial or registration numbers, prices and any other notes giving essential elements of the prices, particulars relating to the weight, volume and size, the quantity available and such particulars as are necessary to determine the source and the character of the goods.

3. It shall also be permitted to enclose therein any other document not having the character of current and personal correspondence, provided that the addressee or sender of the document are not other than those of the small packet. The administration of origin shall decide whether the document or documents enclosed fulfil these conditions. The same shall apply to the enclosure in small packets of gramophone records, tapes and wires whether or not bearing a sound or video recording, ADP (automatic data processing) cards, magnetic tapes or similar means as well as QSL cards.
4. The name and address of the sender shall appear on the outside of the items.

Section II

Registered items

Chapter I

Article 130

Registered items

1. Registered items shall bear in bold letters on the front the heading "*Recommandé*" (Registered), accompanied, if necessary, by a similar indication in the language of the country of origin.
2. Apart from the exceptions below, no special condition as to form, closing or method of address shall be prescribed for those items.
3. Items bearing an address written in pencil or composed of initials shall not be admitted for registration. However, the address of items other than those which are sent in an envelope with a transparent panel may be written in copying-ink pencil.
4. Registered items shall bear at the left-hand side of the address side a label in the form of the annexed specimen C 4. This label shall be placed on the special labels supplied by the senders of the special registered bags mentioned in article 21 (n), column 3 (i), of the Convention. Administrations whose internal regulations at present forbid the use of C 4 labels shall be permitted to postpone the introduction of this measure and to distinguish registered items by the use of either a framed label with the dimension of the C 4 specimen in which only the letter R has been printed and on which the other indications in accordance with the C 4 specimen have been added in a sharp, clear and indelible form by any process whatsoever, or a stamp clearly reproducing the impression of the particulars on the C 4 label. In the case of standardized items in envelopes, however, this label or stamp shall be positioned in accordance with article 19, § 8 (a) (iii), of the Convention.
5. Administrations which have adopted in their internal service the system of mechanical acceptance of registered items may, instead of using the C 4 label, specified in § 4, print directly on the items in question, on the address side, the service indications, or affix in the same place a strip reproducing the same indications.
6. With the authorization of the administration of origin, users may use for their registered items preprinted envelopes bearing, in the place provided for affixing the C 4 label, a facsimile of that label, the dimensions of which may not be less than those of the C 4 label. If need be, the serial number may be indicated therein by any process whatsoever.
7. No serial number shall be placed on the front of registered items by the intermediate administrations.

Article 131

Advice of delivery

1. Items for which the sender requests an advice of delivery shall bear in bold letters on the front the indication "*Avis de réception*" (Advice of delivery) or the stamp impression "*A R*". The sender shall give his name and address in roman letters on the outside of the item. In the case of standardized items in envelopes, however, the indication "*Avis de réception*" or the stamp impression "*A. R.*" shall be positioned in accordance with article 19, § 8 (a) (iii), of the Convention.

2 The items mentioned in § 1 shall be accompanied by a light red form, of the consistency of a postcard, conforming to the annexed specimen C 5. After the sender has written his name and address in roman letters on the front of the form, using means other than ordinary pencil, the form shall be completed by the office of origin or by any other office appointed by the dispatching administration and be securely attached to the item; if the form does not reach the office of destination that office shall automatically make out a new advice of delivery

3. In calculating the postage on an advice of delivery item, including where applicable calculation of the air surcharge, the weight of the form C 5 shall be taken into account. The advice of delivery charge shall be represented on the item with the other charges

4. The office of destination shall return the C 5 form, duly completed, to the address shown by the sender, this form shall be sent *à découvert* and post free by the quickest route (air or surface). A blue air-mail label or impression shall be affixed to advices of delivery returned by air.

5. At the sender's request, an advice of delivery which has not been returned within a normal time shall be the subject of an inquiry made free of charge on form C 9 provided for in article 143. A duplicate of the advice of delivery, bearing on the front in bold letters the word "*Duplicata*" (Duplicate), shall be attached to the C 9 inquiry form. The latter shall be dealt with in accordance with article 143. The C 5 form shall remain attached to the inquiry form C 9, unless the item has been duly delivered, in which case the office of destination shall detach this form in order to return it as prescribed in § 4 above.

Article 132

Delivery to the addressee in person

Registered items for delivery to the addressee in person shall bear in bold letters on the front the words "*A remettre en main propre*" (For delivery to the addressee in person) or the equivalent in a language known in the country of destination.

Section III

Operations on departure and arrival

Chapter I

Article 133

Application of the date-stamp

1. The imprint of a date-stamp showing, in roman letters, the name of the office responsible for cancelling and the date of that operation shall be applied to the front of letter-post items. Equivalent particulars in the characters of the country of origin may be added

2. The application of the date-stamp prescribed in § 1 shall not be compulsory

- (a) for items franked by means of impressions of postal franking machines if the name of the place of origin and the date of posting appear on these impressions;
- (b) for items franked by means of impressions obtained by a printing press or by any other process,
- (c) for unregistered reduced rate items, provided that the place of origin is shown on these items;
- (d) for letter-post items relating to the postal service as listed in article 15 of the Convention

3 All postage stamps valid for prepayment shall be cancelled

4 Unless administrations have prescribed cancellation by means of a special stamp impression, postage stamps left uncanceled through error or omission in the service of origin shall be struck through with a thick line in ink or in indelible pencil by the office which detects the irregularity. In no cases shall these postage stamps be impressed with the date-stamp.

5. Missent items, except for unregistered reduced rate items, shall be impressed with the date-stamp of the office which they have reached in error. This shall apply to both stationary offices, and, as far as possible, travelling post offices. The impression shall be made on the back of the items in the case of letters and on the front in the case of postcards.

6. The stamping of items posted on ships shall be the responsibility of the postal official or the officer on board charged with the duty, or, failing those, with the post office at the port of call at which these items are handed over. In that case, the office shall impress the correspondence with its date-stamp and add the word "*Navire*", "*Paquebot*" or any other similar note.

Article 134

Express items

Items for express delivery shall be provided, besides the name of the place of destination, with either a special bright red printed label or a stamp impression in the same colour bearing the word "*Exprès*" (Express) in bold letters. In the absence of a label or a stamp impression, the word "*Exprès*" (Express) shall be written in very bold capital letters, in red ink or red pencil. In the case of standardized items in envelopes, however, this label, or the indication "*Exprès*", shall be positioned in accordance with article 19, § 8 (a) (iii), of the Convention

Article 135

Unpaid or underpaid items

1. Items on which a charge is to be collected after posting, either from the addressee or, in the case of undeliverable items, from the sender, shall be marked with the T stamp (postage due) in the middle of the upper part of the front: beside the impression of this stamp the administration of origin shall write very legibly in the currency of its country the amount of the underpayment, and under a fraction line, that of its charge valid for the first weight step for letters dispatched by surface mail

2. In the case of reforwarding or return, applying the T stamp and giving in accordance with § 1, the amounts in the form of a fraction shall be the responsibility of the reforwarding administration. The same shall apply in the case of items originating in countries which apply reduced charges in the service with the reforwarding administration. In such a case, the fraction shall be established according to the charges laid down in the Convention and valid in the country of origin of the item.

3. When the administration of origin undertakes to prepay automatically unpaid items or make up automatically the postage on underpaid items in order to collect the missing amount from the sender afterwards, the postage or the remainder of the postage may be denoted.

either by one of the methods of prepayment laid down in article 25, § 1, of the Convention, or by a manuscript indication, in figures, of the sum collected, expressed in the currency of the country of origin, for example in the form: "*Taxe perçue: . . . dollars . . . cents*" ("Amount collected: . . . dollars . . . cents").

This indication may appear in a special stamp impression or on a special stamp or label, it may also simply be marked by any method, on the address side of the item. In every case the indication shall be authenticated by a date-stamp impression of the office of posting or the office of exchange of the country of origin.

4. The delivering administration shall mark the item with the charge to be collected. It shall determine this charge by multiplying the fraction resulting from the data mentioned in § 1 by the amount, in its national currency, of the charge applied in the international service to the first weight step for letters dispatched by surface mail. To this charge, it shall add the handling charge prescribed in article 21 (f), of the Convention.

5. Every item not bearing the T stamp impression shall be considered as duly prepaid and treated accordingly unless there is an obvious error.

6. If the fraction laid down in § 1 has not been shown beside the T stamp by the administration of origin or the reforwarding administration in the case of non-delivery, the administration of destination may deliver the underpaid item without collecting a charge.

7. Postage stamps and postal franking impressions not valid for prepayment of postage shall not be taken into account. In that case, the figure nought (0) shall be placed beside such postage stamps or impressions, which shall be marked around in pencil.

Article 136

Return of part A of franking notes. Recovery of charges and fees

1. After delivery to the addressee of an item for delivery free of charges and fees, the office which has advanced the customs or other charges on behalf of the sender shall complete, so far as it is concerned, with the use of carbon paper, the details appearing on the back of parts A and B of the franking note. It shall send part A, accompanied by the supporting vouchers, to the office of origin of the item; these shall be sent in a closed envelope, without indication of the contents. Part B shall be retained by the administration of destination of the item for settlement with the debtor administration.
2. However, any administration may arrange for part A of franking notes on which charges have been levied to be returned by specially appointed offices and request that this part be forwarded to a specified office.
3. The name of the office to which part A of the franking notes are to be returned shall be entered in every case on the front of this part by the office dispatching the item.
4. When an item bearing the words "*Franc de taxes et de droits*" (Free of charges and fees) reaches the service of destination without a franking note, the office responsible for customs clearance shall prepare a duplicate note, on parts A and B of this note it shall show the name of the country of origin and, as near as possible, the date of posting of the item.
5. When the franking note is lost after delivery of an item, a duplicate shall be prepared under the same conditions.
6. Parts A and B of the franking notes relating to items which for any reason are returned to origin shall be cancelled by the administration of destination.
7. On receipt of part A of a franking note showing the charges paid out by the service of destination, the administration of origin shall convert the amount of those charges into its own currency at a rate which shall not be higher than the rate fixed for the issue of postal money orders intended for the country concerned. The result of the conversion shall be shown in the body of the form and on the coupon at the side. After recovering the amount of the charges, the office appointed for that purpose shall hand to the sender the coupon from the note and any supporting vouchers.

Article 137

Redirected items

1. Items addressed to addressees who have changed their address shall be considered as addressed direct from the place of origin to the place of the new destination.
2. Items unpaid or underpaid for their first transmission shall be subject to the charge which would have been applied to them if they had been addressed direct from the point of origin to the place of the new destination.
3. Items properly prepaid for their first transmission, but on which the additional charge for the further transmission has not been paid before their redirection, shall be subject, in accordance with articles 21 (f) and 27, § 1, of the Convention, to a charge representing the difference between the postage already paid and that which would have been charged if the items had been dispatched originally to their new destination. If reforwarded by air, the items shall be, in addition, subject to the air surcharge for the further transmission.
4. Items originally for an address within a country and duly prepaid according to the internal regulations shall be considered as items properly prepaid for their first transmission.
5. Items having originally circulated free of postal charges within a country shall be subject, in accordance with articles 21 (f) and 27, § 1, of the Convention, to the postage charge which would have been payable if these items had been addressed directly from the place of origin to the place of the new destination.
6. On redirection, the reforwarding office shall apply its date-stamp to the front of items in the form of cards and on the back of all other categories of items.
7. Items, unregistered or registered, which are returned to senders for completion or correction of the address shall not be considered as redirected items on reposting; they shall be treated as new correspondence and consequently become liable to a new charge.

8 The customs duty and other fees of which it has not been possible to secure cancellation on redirection or on return to origin (article 139), shall be collected COD from the administration of the new destination. In that case, the administration of the original destination shall attach to the item an explanatory note and a COD money order (R 3, R 6 or R 8 forms of the Cash-on-Delivery Agreement). If there is no cash-on-delivery service between the administrations concerned, the charges in question shall be recovered by correspondence.

9 If the attempt to deliver an express item at the place of address by a special messenger has failed, the reforwarding office shall strike through the label or the indication "*Exprès*" (Express) with two thick horizontal lines.

Article 138

Collective redirection of letter-post items

1. Unregistered items to be redirected to the same person at a new address may be enclosed in special envelopes in the form of the annexed specimen C 6 supplied by administrations and on which only the name and the new address of the addressee shall be written. Moreover, when the number of items to be collectively reforwarded justifies it, a bag may be used. In this case the details required shall be entered on a special label provided by the administration and printed, generally, on the pattern of the C 6 envelope.

2. Neither items to be submitted to customs control nor items of which the shape, volume and weight may cause tears shall be enclosed in these envelopes or bags.

3. The envelope or bag shall be presented open at the redirecting office to enable that office to collect, if necessary, the additional charges to which the items it contains may be subject or to mark on the items the charge to be collected on arrival when the additional charge has not been paid. After checking it, the forwarding office shall close the envelope or bag and apply to the envelope or label, where necessary, the T stamp indicating that charges shall be collected for all or some of the items included in the envelope or bag.

4. On arrival at its destination, the envelope or bag may be opened and its contents checked by the delivering office which shall collect, where necessary, the unpaid additional charges.

5. Unregistered items addressed either to sailors and passengers aboard the same ship, or to persons travelling as a party, may also be treated as provided for in §§ 1 to 4. In that case, the envelopes or bag labels shall bear the address of the ship or of the shipping or travel agency, etc, to which the envelopes or bags shall be delivered.

Article 139

Undeliverable items

1. Before returning to the administration of origin items which for any reason have not been delivered, the office of destination shall show clearly and concisely, in French, as far as possible on the front of these items, the reason for non-delivery, in the following form "*inconnu*" (not known), "*refusé*" (refused), "*en voyage*" (travelling), "*parti*" (gone away), "*non réclamé*" (not claimed), "*décédé*" (deceased), etc. As regards postcards and printed papers in the form of cards the reason for non-delivery shall be shown on the right-hand half of the front.

2. This information shall be shown by the application of a stamp or by affixing a label. Each administration may add the translation, in its own language, of the reason for non-delivery and other appropriate particulars. In the service with administrations which have so agreed the indications may be made in a single agreed language. Manuscript notes regarding the non-delivery made by officials or by post offices may also be regarded as sufficient in that case.

3. The office of destination shall strike out the address particulars with which it is concerned while leaving them legible and write "*Retour*" (Return) on the front of the item beside the name of the office of origin. It shall also apply its date-stamp on the back of letters and on the front of postcards.

4. Undeliverable items shall be returned to the office of exchange of the country of origin, either individually or in a special bundle labelled "*Envois non distribuables*" (Undeliverable items), as if they were items addressed to that country. Undeliverable and unregistered items which bear adequate return details shall be returned direct to the sender.
5. Undeliverable internal items which have to be sent abroad to be returned to the senders shall be dealt with in accordance with article 137. The same shall apply to international correspondence when the sender has moved to another country.
6. Items for third persons, addressed care of a consul and returned by him to the post office as unclaimed, as well as items for individuals, addressed to hotels, lodgings or agencies of air or maritime companies and returned to the post office because they cannot be delivered to the addressees, shall be treated as undeliverable items. In no case shall they be considered as new items subject to payment of postage.

Article 140

Withdrawal from the post Alteration of address

1. Every request for withdrawal of items from the post or for alteration of address shall entail completion by the sender of a form conforming to the annexed specimen C 7. one form may be used for several items posted at the same time at the same office by the same sender to the address of the same addressee. In handing in this request at the post office the sender shall prove his identity and produce the certificate of posting, if any. After the proof of identity, for which the administration of the country of origin shall assume responsibility, the procedure shall be as follows:
 - (a) if the request is to be sent by post, the form, accompanied by a perfect facsimile of the envelope or of the address of the item, shall be sent under registered cover direct to the office of destination,
 - (b) if the request is to be made by telegraph, the form shall be handed over to the telegraph service which shall be instructed to transmit its terms to the post office of destination.
 2. On receipt of the C 7 form or of the telegram sent instead, the office of destination shall search for the item in question and take the necessary action.
 3. The action taken by the office of destination on every request for withdrawal from the post or alteration of the address shall be communicated immediately to the office of origin by means of the reply portion of the C 7 form, which shall be automatically prepared if the request has been made by telegraph. The office of origin shall inform the applicant. The same shall apply in the following circumstances
 - fruitless searches,
 - items already delivered to the addressee,
 - request by telegraphic means not sufficiently explicit to permit the item to be identified with certainty;
 - item confiscated, destroyed or seized.
- If the sender of a request sent by telegraphic means, has asked to be notified by telegram, the reply shall be sent by this means to the office of origin, which shall inform the applicant as quickly as possible.
4. Any administration may ask through notification of the International Bureau, for requests concerning it to be exchanged through its central administration or through a specially appointed office; this notification shall include the name of this office.
 5. If requests are exchanged through the central administrations, a copy of the request may, in an emergency, be sent direct to the office of origin by the office of destination. Requests sent direct shall be acted on in that the items concerned shall be withheld from delivery until the arrival of the request from the central administration.
 6. Administrations which exercise the option allowed by § 4 shall bear the charges which may result from the transmission in their internal service by post or telegraph of the communications to be exchanged with the office of destination. Recourse to telegraphic means shall be compulsory when the sender has himself used this means and the office of destination cannot be advised in time by post.

Article 141

Withdrawal from the post. Alteration of address.

Items posted in the country other than that which receives the request

1. Any office which receives a request for withdrawal from the post or alteration of address, made in accordance with article 30, § 3, of the Convention, shall verify the identity of the sender of the item. It shall send the C 7 form, accompanied if necessary by the certificate of posting, to the office of origin or destination of the item, according to whether a registered or an ordinary item is involved. It shall ascertain, in particular, that the address of the sender appears clearly in the place provided for this purpose on the C 7 form, so as to be able at the right time, to inform the sender how his request was dealt with, or return to him the item which is the subject of withdrawal, as the case may be.
2. If, for some reason, the certificate produced cannot be attached to the C 7 form, the latter shall bear the notation: "*Vu récépissé de dépôt N° . . . délivré le . . . par le bureau de . . .*" (Seen, certificate of posting N° . . . issued on . . . by the office of . . .). The certificate of posting shall bear the following notation: "*Demande de retrait (ou de modification d'adresse) déposée le . . . au bureau de . . .*" (Request for withdrawal from the post [or for alteration of address] made on . . . at the office of . . .). This note shall be accompanied by an impression of the date-stamp of the office receiving the request.
3. Any telegraph request made under the conditions laid down in § 1 shall be sent direct to the office of destination of the item. If, however, it refers to a registered item, a C 7 form accompanied if possible by the receipt of posting and clearly marked "*Demande télégraphique déposée le . . . au bureau de . . .*" (Telegraph request made on . . . at the office of . . .) shall, in addition, be sent to the office of origin of the item. After verifying the details, the office of origin shall write at the top of the C 7 form, in coloured pencil, the note "*Confirmation de la demande télégraphique du . . .*" (Confirmation of the telegraphic request of . . .) and shall send it to the office of destination. The office of destination shall hold the registered item until receipt of this confirmation.
4. So that it can inform the sender, the office of destination of the item shall inform the office which receives the request how it has been dealt with. However, when a registered item is concerned, this information shall pass through the office of origin of the item. In the case of withdrawal, the withdrawn item shall be attached to this information.
5. Article 140 shall apply, by analogy, to the office which receives the request and to its administration.

Article 142

Inquiries. Unregistered items

1. Every inquiry about an unregistered item shall involve the preparation of a form conforming to the annexed specimen C 8 which shall be accompanied, as far as possible, by a facsimile of the address of the item on a small sheet of thin paper. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures. Whenever possible this form shall be completed by typewriter.
2. The office which receives the inquiry shall automatically forward the form direct by the most rapid route (air or surface) without a covering letter and in a closed envelope, to the corresponding office. The latter, after obtaining the necessary information from the addressee or the sender, as the case may be, shall automatically return the form by the most rapid route (air or surface) in a closed envelope to the office which prepared it.
3. If the inquiry is acknowledged to be justified the latter office shall forward the form to its central administration for further investigation.
4. A single form may be used for several items posted at the same time by the same sender to the address of the same addressee.
5. Any administration may ask through notification of the International Bureau for inquiries concerning its service to be forwarded to its central administration or to a specially appointed office.
6. The C 8 form shall be returned to the administration of origin of the item under inquiry in accordance with the conditions prescribed in article 143, § 12.

7. If a request is made for transmission of an inquiry by telegraph, a telegram shall be sent, instead of a C 8 form, direct to the office of destination or, where applicable, either to the central administration of the country of destination or to a specially appointed office. If the sender has asked to be advised by telegraph, the reply shall be thus transmitted to the service which initiated the telegraph inquiry; if not, the reply can be given by post.

Article 143

Inquiries. Registered items

1. Every inquiry about a registered item shall be made on a form conforming to the annexed specimen C 9 which shall be accompanied, as far as possible, by a facsimile of the address of the item on a small sheet of thin paper. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures. Whenever possible this form shall be completed by typewriter. In the case of an inquiry about registered items exchanged under the system of bulk advice, the number and the date of dispatch of the mail must be entered on the C 9 inquiry form.
2. If the inquiry concerns a cash-on-delivery item, it shall also be accompanied by a duplicate R 3, R 6 or R 8 money order form of the Cash-on-Delivery Agreement or by deposit note, as the case may be.
3. One form may be used for several items posted at the same time at the same office by the same sender and sent by the same route to the address of the same addressee.
4. The inquiry, furnished with the forwarding data, shall be sent from office to office following the same route as the item; it shall be sent automatically without a covering letter and in a closed envelope, and always by the most rapid route (air or surface).
5. Any administration may ask through notification of the International Bureau for inquiries concerning its service to be forwarded duly furnished with the forwarding data, to its central administration or to a specially appointed office.
6. If the administration of origin or the administration of destination so requests, the inquiry shall be forwarded direct from the office of origin to the office of destination.
7. If, upon receipt of the inquiry, the office of destination or the central administration of the country of destination or the specially appointed office, as the case may be, is able to say what finally happened to the item, it shall complete table 3 of the form. In cases of delayed delivery, retention or return to origin the reason shall be shown briefly on the C 9 form.
8. The administration which is unable to establish either delivery to the addressee or correct transmission to another administration shall immediately order the necessary inquiry. It shall record in table 4 of the C 9 form its decision on liability.
9. The form, duly completed as prescribed in §§ 7 and 8, shall be returned by the most rapid route (air or surface) to the address given at the end of the form or, if no address is given, to the office which prepared it.
10. Any intermediate administration which forwards a C 9 form to the next administration shall be responsible for informing the administration of origin of the fact by means of a form conforming to the annexed specimen C 9^{bis}.
11. If an inquiry has not been returned within a suitable period a duplicate of the C 9 form, furnished with the forwarding data, may be sent to the central administration of the country of destination, but not sooner than a month after the dispatch of the original inquiry. The word "*Duplicata*" (Duplicate) and the date of dispatch of the original inquiry shall be written very conspicuously on the duplicate.
12. The C 9 form and the annexed documents including the addressee's declaration certifying the non-receipt of the item under inquiry shall invariably be returned to the administration of origin of the item under inquiry as soon as possible and at the latest within five months from the date of the inquiry.
13. The foregoing provisions shall not apply to cases of theft from a mail, loss of a mail or to other similar cases, which necessitates a more detailed exchange of correspondence between administrations.

14. If a request is made for transmission of an inquiry by telegraph, a telegram shall be sent, instead of a C 9 form, direct to the office of destination or, where appropriate, either to the central administration of the country of destination or to a specially appointed office. If the sender has asked to be advised by telegraph, the reply shall be thus transmitted to the service which initiated the telegraph inquiry, if not, the reply can be given by post. If the telegraphic inquiry is unable to establish what happened to the item concerned, the inquiry can be made again by post using form C 9.

Article 144

Inquiries concerning items posted in another country

1. In the cases provided for in article 39, § 3, of the Convention, C 8 and C 9 forms concerning inquiries shall be forwarded to the office of origin of the item, unless the administration concerned has requested that these forms be sent to its central administration or a specially appointed office. The C 9 form shall be accompanied by the certificate of posting. If, for some reason, the certificate produced cannot be attached to the C 9 form, the latter shall be endorsed: "Vu récépissé de dépôt N° . . . délivré le . . . par le bureau de . . ." (Seen, certificate of posting N° . . . issued on . . . by the office of . . .).

2. The form must reach the administration of origin within the period prescribed in article 108, § 1.

Section IV

Exchange of items. Mails

Chapter I

Article 145

Exchange of items

Administrations may exchange, via one or more of their number, both closed mails and *à découvert* items according to needs and service requirements.

Article 146

Transit *à découvert*

1. The transmission of *à découvert* items to an intermediate administration shall be strictly limited to cases where the making up of closed mails is not justified, either for the country of destination itself or for a country nearer to it.

2. In the absence of a special agreement, all items posted on board a ship and not included in a closed bag mentioned in article 57 of the Convention shall be handed over *à découvert* by the ship's agent direct to the post office at the port of call, whether these items have been stamped on board or not.

3. When their number and make-up permit, items sent *à découvert* to an administration shall be made up in separate labelled bundles for each country of destination.

Article 147

Land transit without the participation of the country crossed

When an administration wishes to use a transport service conveying mails in transit across another country without the participation of the services of that country in accordance with article 3 of the Convention, it shall make a request to that effect to the postal administration of the country crossed; in addition it must provide the administration, if the latter so requests, with any desired information about the mail thus forwarded.

Article 148

Exchange in closed mails

1. It shall be obligatory to make up closed mails whenever one of the intermediate administrations so asks on grounds that the amount or the weight of *à découvert* items is such as to hinder its work. Dispatches of *à découvert* items with an average weight exceeding 5 kilogrammes can be considered as being likely to hinder work as regards weight.
2. The exchange of items in closed mails shall be regulated by common consent between the administrations concerned.
3. Administrations via which closed mails are to be forwarded shall be given suitable notice.
4. In cases where an exceptionally large number of unregistered items have to be sent to a country to which mail is normally sent in transit *à découvert*, administrations may agree to the country of origin making up closed mails without a letter bill for the country of destination.
5. The administration of the country of origin shall advise administrations concerned of the dispatch of the extraordinary closed mails mentioned in § 6 and shall, to that effect, use the C 16 verification note referred to in article 166, § 3, which it shall send direct to them by the fastest route (air or surface).

Article 149

Make-up of mails

1. Ordinary items which can be bundled shall be classified by size (standardized items and other items) and bundled according to categories, letters and postcards being included in the same bundle and newspapers and periodicals mentioned in article 155, § 1 (b) (iii), being made up in bundles separate from other AO items. The bundles shall be distinguished by labels in the form of the annexed C 30 specimens and showing the indication of the office of destination or of the reforwarding office of the items enclosed in the bundles. Items which can be bundled shall be arranged with the addresses facing the same way. Prepaid items shall be separated from those which are unpaid or underpaid and the labels of bundles of unpaid or underpaid items shall be impressed with the T stamp. The bundles of unpaid or underpaid items shall be placed in the bag containing the letter bill. The thickness of the bundles of standardized items shall be limited to 150 mm after bundling. The weight of bundles of non-standardized items may not exceed 5 kilogrammes.
2. If letters show signs of opening, deterioration or damage, a note of the fact shall be made on them and they shall be marked with the date-stamp of the office which discovered it. In addition, when the security of the contents so requires the items shall be placed if possible in a transparent envelope or in a fresh packing on which the details appearing on the envelope shall be reproduced.
3. Mails, including those made up solely of empty bags, shall be contained in bags the number of which shall be kept to the strict minimum. The bags shall be in good condition to protect their contents; they shall also be suitably closed, sealed with or without lead and labelled. The seals may also be made of light metal or plastic. However, when administrations are in agreement on this subject, bags containing only unregistered AO items, as well as empty bags, need not be sealed either with or without lead. When string is used it shall be passed twice round the neck of the bag in such a way that one of the two ends is drawn under the loops and then tied. The impressions of the seals, lead or otherwise, shall reproduce, in very legible roman letters, the name of the office of origin or an indication sufficient to identify that office.
4. The bags shall show legibly in roman letters the office or country of origin and bear the word "*Postes*" (Posts) or any other similar expression distinguishing them as postal dispatches.

5. In the absence of special agreement small mails shall simply be wrapped in strong paper so as to prevent any damage to the contents, then tied with string and sealed with lead, light metal or plastic seals. If lead, light metal or plastic seals are used, these mails shall be made up so that the string cannot be detached. When they contain only unregistered items they may be closed by means of gummed seals bearing the printed indication of the dispatching office of administration. Administrations may agree to use the same means of closing for mails containing registered items which, because of their small number are transported in packets or envelopes. The addresses of the packets and envelopes shall conform, as regards the printed details and the colours, to the provisions prescribed in article 155 for the labels of bags of mails.
6. When the number or volume of the items necessitates the use of more than one bag, separate bags shall, as far as possible, be used:
 - (a) for letters and postcards and, where applicable, for the newspapers and periodicals mentioned in article 155, § 1 (b) (iii);
 - (b) for the periodicals mentioned in article 155, § 1 (c); and for other items, in addition, as applicable, separate bags shall be used for small packets; the labels on those bags shall bear the words "*Petits paquets*".
7. The packet or bag of registered items shall be placed in one of the bags of letters or in a special bag; the outer bag shall invariably bear the red label prescribed in article 155, § 1 (a). When there are several bags of registered items, all the bags must bear a red label.
8. The special envelope containing the letter bill shall be dealt with in accordance with article 150, § 1.
9. The weight of each bag shall in no circumstances exceed 30 kilogrammes.
10. As far as possible, offices of exchange shall include in their own mails for a particular office all the small mails (packets or bags) which reach them for that office.
11. For conveyance purposes, mails may be placed in containers, subject to special agreement between the administrations concerned on the methods of using the containers.

Article 150

Letter bills

1. A letter bill in the form of the annexed specimen C 12 shall accompany each mail. It shall be placed in a blue envelope marked in bold letters "*Feuille d'avis*" (Letter bill). This envelope shall be fastened to the outside of the packet or bag of registered items, if there are no registered items, the envelope shall whenever possible be attached to a bundle of ordinary items. In relations between countries whose administrations have reached agreement, the dispatching office of exchange shall send one copy of the C 12 by air to the office of exchange of destination. Administrations may, by means of special agreements, decide that mails containing exclusively ordinary letter-post items or empty bags shall not be accompanied by a letter bill.
2. The dispatching office shall complete the letter bill with all the details called for, taking into account this article and articles 151, 153 and 161:
 - (a) Heading: in the absence of special agreement, dispatching offices shall not number the letter bills when mails are made up only once every day. In every other case they shall number them according to an annual series for each office of destination. Each mail shall in that event bear a separate number. In the case of the first dispatch of each year the bill shall bear, in addition to the serial number of the mail, that of the last mail of the preceding year. If a mail is suppressed, the dispatching office shall enter beside the number of the mail, the indication "Last mail". The name of the ship transporting the mail or the official abbreviation of the flight used shall be shown when the dispatching office knows it;
 - (b) Table I: the presence of unregistered express or air-mail items shall be shown by a cross (x) in the corresponding box;
 - (c) Table II: the number of bags, broken down by category, shall be entered in this table. Administrations may agree that only red label bags shall be entered on the letter bills;
 - (d) Table III: the number of bags and packets of registered or insured items shall be entered in this table, as shall be the number of special lists of registered items (article 151), VD 3 dispatch lists (Insured Letters Agreement, Detailed Regulations, article 107) and AV 2 bills (article 196);
 - (e) Table IV: this table is intended for the entry of small transit mails which are placed in the bag of the office of exchange reforwarding the mail;

- (f) Table V: the number of bags used by the dispatching administration and the number of empty bags returned to the administration of destination shall be entered in this table; where applicable, the number of empty bags belonging to an administration other than that to which the mail is addressed shall be shown separately with a reference to that administration. When two administrations have agreed to enter red label bags only (subpara (c)), the number of bags used for the make-up of the mail or the number of empty bags belonging to the administration of destination shall not be given in table V. Unclosed official letters and the various communications or recommendations from the dispatching office relating to the service shall also be mentioned in this table;
- (g) Table VI: this table is intended for the entry of registered items when special lists are not used exclusively. If the administrations concerned have agreed to the bulk advice of registered items, the number of these items inserted in the bag containing the letter bills shall be shown in words and in figures (art 151, § 2). When the mail does not contain registered items the indication "Néant" (Nil) shall be entered in table VI.
3. Administrations may arrange with each other to include additional tables or headings in the letter bill or modify the tables to suit their needs when they consider it necessary.
4. When an office of exchange has no item to pass forward to a corresponding office and when, in the service between the administrations concerned, the letter bills are not numbered in accordance with § 2(a), that office shall merely send a "Nil" letter bill in the next mail.

Article 151

Transmission of registered items

1. Except where § 2 applies, registered items shall be transmitted entered individually in table VI of the letter bill. One or more special lists in the form of the annexed specimen C 13 may be used, either in place of table VI or as a supplement to the letter bill. The use of special lists shall be compulsory if the administration of destination so requests. The lists in question shall show the same serial number as that shown on the letter bill of the corresponding mail. When several special lists are used they shall also be numbered in their own series for each mail. The number of registered items which can be entered on a single special list or in table VI of the letter bill shall be restricted to the number for which the layout of the respective form provides.
2. Administrations may agree to the bulk advice of registered items. The total number of items shall be entered in table III of the letter bill. When the mail comprises several bags of registered items, every bag except the one in which the letter bill is inserted shall contain a special list showing, in words and figures in the space provided, the total number of registered items it contains. The number of items inserted in the bag containing the letter bill shall be mentioned thereon in the box in table VI reserved for that purpose.
3. Administrations may agree among themselves that § 2 shall not apply to MP 1 money orders subject to automatic registration.
4. Registered items and, where applicable, the special lists provided for in § 1 shall be made up in one or more separate packets or bags which shall be suitably wrapped or closed and sealed with or without lead so as to protect the contents. The seals may also be made of light metal or plastic. The impressions of the seals, whether of lead or other material, shall reproduce, in very legible roman letters, the name of the office of origin or an indication sufficient to identify that office. The registered items shall be arranged in each packet according to their order of entry. When one or more special lists are used each of them shall be tied up with the registered items to which it refers and placed after the first item in the bundle. When several bags are used each of them shall contain a special list detailing the items which it contains.
5. Subject to agreement between the administrations concerned and when their volume permits, registered items may be enclosed in the special envelope containing the letter bill. This envelope shall be sealed.
6. In no case may registered items be included in the same bundle as unregistered items.
7. Subject to agreement between administrations, registered items sent in separate bags may be accompanied by special lists on which they are advised in bulk.
8. As far as possible a single bag shall not contain more than 600 registered items.
9. If there is more than one packet or bag of registered items each of the additional packets or bags shall bear a red label showing the nature of its contents.

Article 152

Transmission of money orders

Postal money orders sent unenclosed shall be made up in a separate bundle and placed in a packet or bag containing registered items or, if there is one, in the packet or bag with insured items. The same shall apply to unregistered COD items exchanged in accordance with article 2, § 1, of the Cash-on-Delivery Agreement. If the mail contains neither registered nor insured items, the money orders and, if any, the unregistered COD items shall be placed in the envelope containing the letter bill or bundled with the latter

Article 153

Transmission of express items and air-mail correspondence sent in surface mails

1. The presence of unregistered express or air-mail items shall be shown by a cross (×) in the corresponding box of table I on the letter bill (article 150, § 2(b)).
2. Unregistered express items and unregistered air-mail correspondence shall be made up in separate bundles bearing labels marked in bold letters either "*Exprès*" (Express) or "*Par avion*" (By air mail). These bundles shall be enclosed by the offices of exchange in the envelope containing the letter bill which accompanies the mail.
3. If, however, this envelope has to be fixed to the packet or the bag of registered items (article 150, § 1), the bundles of express items and air-mail correspondence shall be placed in the outer bag
4. Registered express items and registered air-mail correspondence shall be arranged in their order among the other registered items and the word "*Exprès*" (Express) or "*Par avion*" (By air mail) written opposite the appropriate entries in the "*Observations*" column of table VI of the letter bill or the C 13 special lists. In the case of bulk advice, the presence of these registered items shall be shown simply by the words "*Exprès*" (Express) or "*Par avion*" (By air mail) in table VI of the letter bill
5. In the case of mails not accompanied by a letter bill, the label of the outer bag containing express items shall bear either the red "*Exprès*" (Express) label or the word "*Exprès*" (Express) written in red.

Article 154

Transmission of printed papers for a single addressee

All printed papers for the same addressee at the same address may be inserted in one or more special bags. In addition to the regulation labels which, in this case, bear the letter "M", these bags shall be furnished with special labels provided by the sender of the items and giving all the information concerning the addressee of the items. The special rectangular labels provided by the sender of the items shall be made of canvas, strong cardboard with an eyelet, strong, thick plastic material or paper glued to wood; they shall not be smaller than 125×60 mm. In the absence of any advice to the contrary, these special bags may be sent registered. In the latter case they shall be entered in table VI of the C 12 letter bill or on a C 13 special list as a single registered item and the letter "M" shall be added in the "*Observations*" column. The label of special bags containing items to be submitted to customs examination shall compulsorily bear the green C 1 label specified in article 116, § 1.

Article 155

Labelling of mails

1. The labels of the bags shall be made of canvas, plastic, strong cardboard with an eyelet, parchment or of paper glued to wood. Their layout and text shall conform to the annexed specimen C 28. In the service between neighbouring offices, strong paper labels may be used; these shall, however, be strong enough to withstand the various handling processes the mails undergo during transmission. Labels are made in the following colours

- (a) in vermilion red, for bags containing registered items and the letter bill,
- (b) in white, for bags containing only ordinary items of the following categories:
- (i) letters and postcards dispatched by surface and air,
 - (ii) mixed items (letters, postcards, newspapers and periodicals and other items,
 - (iii) newspapers posted in bulk by publishers or their agents and dispatched by surface only, except those returned to sender; the reference "Newspapers" or the reference "Jx" shall be written on the white label, when the bags contain only items of this category. Administrations of origin may also insert in the bags with white labels news periodicals published at least once a week and posted in bulk to which they give in their domestic service the priority treatment given to newspapers.
- (c) in light blue, for bags containing only printed papers, literature for the blind, ordinary small packets and periodicals other than those mentioned in subpara (b) (iii). The reference "Periodicals" may be written on the blue label when the bags contain only items of this category.
- (d) in green for bags containing only empty bags returned to origin
2. The label of the bag or packet containing the letter bill (article 150) shall always bear a bold letter "F" and the number of bags comprised in the mail may be written on it
3. A white label may also be used in conjunction with a tab 5×3 cm in one of the colours mentioned in § 1: a blue label may also be used in conjunction with a similar tab in red
4. Each bag which has in it one or more letters containing dangerous perishable biological substances as defined in article 119 (a) shall be provided with an identification label, similar in colour and form to the labels provided for in article 119 but made bigger to make room for affixing an eyelet. Besides the special symbol for items containing perishable biological substances, this label shall bear the phrase "*matières biologiques périssables*" (Perishable biological substances) and "*Dangereux en cas d'endommagement*" (Dangerous if damaged).
5. Each bag which has in it one or more letters containing radioactive materials as defined in article 120, § 1, shall be provided with an identification slip, similar to the label provided for in article 120 and not smaller than 125×60 mm but made bigger to make room for affixing an eyelet
6. The labels shall bear the name of the dispatching office printed in small roman letters and the name of the office of destination in large roman letters, preceded respectively by the words "*de*" (from) and "*pour*" (for), as well as, as far as possible, indication of the transmission route, and, if the mails are going by sea, the name of the vessel. The name of the office of destination shall also be printed in small letters, vertically, on either side of the eyelet of the label. In exchanges between distant countries not made by direct sea services, and in exchanges with other countries which expressly request it, the date of dispatch, the number of the mail and the port of disembarkation shall also be given
7. Intermediate offices shall not enter any serial number on the labels of bags or packets of closed mails in transit
8. When closed mails are to be forwarded by ships, appertaining to the intermediate administration, but which the latter does not use regularly for its own traffic, the weight of the letters and other items shall be shown on the label of the mails if the administration responsible for arranging the embarkation so requests

Article 156

Routing of mails and preparation of mail notes

1. When a mail consists of several bags, these shall as far as possible remain together and be forwarded by the same post
2. The administration of the country of origin may prescribe the route to be followed by the closed mails which it dispatches, provided that the use of that route does not entail special costs for an intermediate administration
3. To determine the most favourable route and the time of transmission of a mail, the office of exchange of origin may send to the office of destination of the mail a mail note in the form of the annexed specimen C 27. This note shall be included in the mail and attached to the letter bill, the indication "C 27" being entered in

table V. If the C 27 form is missing when the mail arrives, the office of destination shall make out a duplicate. The trial note, duly completed by the office of destination, shall be returned by the most rapid route (air or surface).

4. In the event of a change in a service for the exchange of closed mails established between two administrations via one or more third party countries, the administration of origin of the mail shall inform the administrations of those countries of the fact.

5. If it is a question of an alteration in the routing of mails, the new route to be followed shall be reported to the administrations which previously provided the transit, while the old route shall be reported, for information, to the administrations which will provide the transit in the future.

Article 157

Transfer of mails

1. In the absence of special agreement between the administrations concerned, the transfer of mails between two corresponding offices shall be carried out by means of a delivery bill in the form of the annexed specimen C 18. Two copies of the bill shall be prepared. The first shall be for the receiving office and the second for the dispatching office. The receiving office shall acknowledge receipt on the second copy of the delivery bill.

2. The delivery bill may be prepared in triplicate in the following cases:

- (a) when the transfer of mails between two corresponding offices is made through a transport service. In that case, the first copy shall be for the receiving office and shall accompany the mail; the second shall receive the acknowledgement of receipt by the transport service and shall be given to the dispatching office; the third shall be retained by the transport service after being signed by the receiving office;
- (b) when the transmission of mails is effected by a means of transport without accompanying staff, the first two copies shall be sent with the mail and the third retained by the dispatching office. The first copy shall be for the receiving office and the second shall be returned by the fastest route, duly signed by the latter, to the dispatching office.

3. Because of their internal organization, certain administrations may request that separate C 18 bills be made out for letter-post mails on the one hand, and for parcels on the other.

4. When the transfer of mails between two corresponding offices involves a sea service, the dispatching office of exchange may prepare a fourth copy which the receiving office of exchange shall return after certifying it. In this case the third and fourth copies shall accompany the mail. In relations between countries whose administrations have reached agreement in this respect, one copy of the C 18 bill shall be sent by air either to the receiving office of exchange or to its central administration.

5. Only the bags and packets distinguished by red labels shall be detailed on the C 18 delivery bill. Other bags and packets shall be entered in bulk by category on the C 18 delivery bill and each category shall be transferred *en bloc*. The administrations concerned may, however, agree that only bags and packets distinguished by red labels shall be entered on the delivery bill.

6. For the delivery of air-letter surface mails the C 18 bill shall be replaced by the annexed C 18^{bis} bill.

7. The mails shall be handed over in good condition. However, a mail may not be refused because of damage or theft.

Article 158

Checking of mails and use of verification notes

1. Every office receiving a mail shall check not only the origin and destination of the bags making up the mail and entered on the delivery bill, but also the sealing and make-up of the bags bearing red labels.

2. When an intermediate office receives a mail in bad condition, it shall put it in new packing just as it is, checking the contents if it thinks that these have not remained intact. The office which repacks the mail shall copy the particulars from the original label onto the new one and apply to the latter an impression of its date-stamp, preceded by the endorsement "*Remballé à . . .*" (Repacked at . . .). It shall make out a verification note in the form of the annexed specimen C 14, in accordance with §§ 6, 7 and 9 and shall insert one copy thereof in the repacked mail.
3. Upon receipt of a mail, the office of exchange of destination shall check whether it is complete and whether the entries on the letter bill and, where applicable, on the special lists of registered items are correct. It shall check whether the mail has arrived in the sequence in which it was dispatched. If a mail or one or more bags thereof, registered items, a letter bill or a special list of registered items are missing or when there is any other irregularity, the facts shall be immediately established by two officials. These shall make the necessary corrections on the bills or lists; taking care to cross out, where necessary, the incorrect entries in such a way as to leave the original entries legible. Unless there is an obvious error the corrections shall be accepted in preference to the original statement. If the letter bill or a special list is missing the inward office shall, in addition, prepare a fresh letter bill or special list or make a precise note of the registered items received.
4. When the receptacles are opened, the constituent parts of the fastening (string, lead seal, label) shall be kept together as far as possible; to achieve this the string shall be cut in one place only.
5. When an office receives letter bills or special lists which are not intended for it, it shall send them or, if its internal regulations so require, certified true copies to the office of destination.
6. The irregularities established shall be reported, by means of a verification note in duplicate, to the office of origin of the mail and, where necessary, to the last intermediate office which transmitted the mail in bad condition, by the first available mail after the complete check of the mail. The details on the note shall specify as precisely as possible the bag, cover, packet or item concerned.
7. In the case of serious irregularities which give grounds for presuming loss or theft, the condition in which the packing of the mail was found shall be indicated in as much detail as possible on the verification note. Unless impossible for a stated reason, the envelope or the bag used for registered items, the outer envelope or bag, with the string, labels and lead or seals, as well as the packing of any damaged items which can be recovered from the addressee, shall be kept intact for a period of six weeks from the date of verification and shall be sent to the administration of origin if the latter so requests.
8. When the mails are transmitted through the intermediary of a carrier, the C 18 or AV 7 delivery bill mentioning the irregularities established by the intermediate administration or administration of destination on taking over the mails shall where possible be countersigned by the carrier or his representative. The copies of the C 18 or AV 7 delivery bill — the third and fourth copies of the C 18 bill provided for in article 157 and the first and second copies of the AV 7 bill provided for in article 188 — must indicate the reservations made with respect to the carrier service. Where the mails are transported in containers, these reservations shall relate solely to the condition of the container and of its fastening and seals.
9. In the cases provided for in §§ 2, 3 and 5, the office of origin and, where appropriate, the last intermediate office of exchange may, in addition, be advised by telegram at the expense of the administration which sends it. A telegraphic advice shall be sent whenever the mail shows obvious traces of having been tampered with, so that the dispatching or intermediate office may investigate the matter without delay and, where necessary, advise the preceding administration also by telegram for the continuation of the inquiry.
10. When the absence of a mail is the result of a missed mail connection or when it is duly explained on the waybill, the preparation of a verification note shall be necessary only if the mail does not reach the office of destination by the next post.
11. As soon as a mail which had been reported as missing to the office of origin and, where appropriate, to the last intermediate office comes to hand, a second verification note announcing the receipt of the mail shall be sent to these offices by the first post.
12. The offices to which the verification notes are sent shall return them as promptly as possible, after having examined them and indicated thereon their observations, if any. If the notes are not returned to the administration of origin within a period of two months from the date of their dispatch, they shall be considered, until the contrary is proved, as duly accepted by the offices to which they were sent.
13. When a receiving office responsible for checking a mail has not sent a note reporting irregularities of any kind to the office of origin and, where appropriate, to the last intermediate office of exchange by the fastest route, it shall be considered, until the contrary is proved, as having received the mail and its contents.

The same assumption shall be made in respect of irregularities to which no reference has been made or which have been incompletely reported in the verification note; the same shall apply when the provisions of the present article regarding the formalities to be fulfilled have not been observed.

14. Verification notes and any associated evidence shall be sent under registered cover by the most rapid route (air or surface). Articles mentioned in § 7, together with a copy of the verification note, may be sent by separate registered surface mail

15. Verification notes shall be forwarded in envelopes marked in bold letters "*Bulletin de vérification*" (Verification note). These envelopes may either be pre-printed or distinguished by a stamp impression clearly reproducing the indication.

Article 159

Missent items

Missent items of all kinds shall be redirected to their destination without delay by the quickest route.

Article 160

Steps to be taken in the event of an accident occurring to surface conveyance facilities

1. When, as a result of an accident in course of surface conveyance, a ship, train or any other transport facility is unable to continue its journey and deliver the mail at the scheduled ports of call or stations, the crew shall hand over the mails to the post office nearest to the place of the accident or to the office best able to reforward the mail. If the crew are unable to do this, that office, having been informed of the accident, shall take immediate action, taking over the mail and reforwarding it to its destination by the most rapid route after its condition has been checked and any damaged correspondence put in order.

2. The administration of the country in which the accident occurred shall inform all administrations of previous ports of call or stations, by telegraph, of the fate of the mail, and these administrations in turn shall advise by telegraph all other administrations concerned.

3. Administrations of origin which had mail on the transport facility involved in the accident shall send a copy of the C 18 mail delivery bills to the administration of the country where the accident occurred

4. The qualified office shall then notify the offices of destination of the mails involved in the accident by C 14 verification note giving details of the circumstances of the accident and the results of the check of the mails. One copy of each verification note shall be sent to the offices of origin of the relative mails and another to the administration of the country to which the transport company belongs. These documents shall be sent by the most rapid route (air or surface).

Article 161

Return of empty bags

1. In the absence of special agreement between corresponding administrations, bags shall be returned empty by the next post in a direct mail for the country to which they belong and if possible by the normal route followed on the outward journey. The number of bags returned by each mail shall be noted in table V of the letter bill (article 150, § 2 (f) except when article 150, § 2 (c), is applied

2. The return shall be carried out between offices of exchange appointed for the purpose. The administrations concerned may agree among themselves as to the procedure for the return. In long distance services, they shall, as a general rule, appoint only one office responsible for receiving the empty bags returned to them.

3. The empty bags shall be rolled into suitable bundles; where appropriate the label blocks, labels of canvas, parchment or other stout material shall be placed inside the bags. The bundles shall bear a label showing the name of the office of exchange from which the bags were received whenever they are returned via another office of exchange.
4. If there are not too many of them, the empty bags to be returned may be placed in the bags containing letter-post items; otherwise, they shall be placed in separate bags, sealed, or unsealed (if the administrations concerned agree on this), and labelled with the name of the offices of exchange. The labels shall be endorsed "*Sacs vides*" (Empty bags).
5. If the check made by an administration establishes that bags belonging to it have not been returned to its service within a period longer than that required for their transmission (round trip), it shall be entitled to claim reimbursement of the value of the bags as provided for in § 6. The administration in question may refuse this reimbursement only if it can prove the missing bags were returned.
6. Each administration shall fix, periodically and uniformly for each kind of bag used by its offices of exchange, an average value in francs and communicate it to the administrations concerned through the International Bureau. In case of reimbursement, the cost of replacing the bags shall be considered.

Article 162

Mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft

1. Intermediate administrations shall be informed, as far as possible in advance, of the establishment of an exchange of closed mails between a postal administration and naval units or warships of the same nationality, or between one naval unit or warship and another naval unit or another warship of the same nationality.
2. The address of these mails shall be worded as follows.

From the office of
 For { the (nationality) naval unit of (designation of the unit) at } (Country)
 { the (nationality) ship (name of ship) at }

or

From the (nationality) naval unit of (designation of the unit) at } (Country)
 From the (nationality) ship (name of ship) at }
 For the office of }

or

From the (nationality) naval unit of (designation of the unit) at } (Country)
 From the (nationality) ship (name of ship) at }
 For { the (nationality) naval unit of (designation of the unit) at } (Country)
 { the (nationality) ship (name of ship) at }

3. The mails concerned shall be forwarded by the fastest route (air or surface), according to the indication written on the address, and under the same conditions as mails exchanged between post offices.
4. The captain of a mail-boat conveying mails for a naval unit or a warship shall hold them at the disposal of the commanding officer of the naval unit or ship of destination, should the latter ask him for delivery en route.
5. If the ships are not at the place of destination when the mails addressed to them arrive there, the mails shall be kept at the post office until they are collected by the addressee or redirected to another point. Redirection may be requested either by the administration of origin, by the commanding officer of the naval unit or ship of destination, or by a Consul of the same nationality.

6. Those mails which are marked "*Aux soins du Consul d'...*" (Care of the Consul of ...) shall be delivered to the Consulate indicated. At the request of the Consul they may afterwards be received back into the postal service and redirected to the place of origin or to another address.

7. Mails addressed to a warship shall be regarded as being in transit up to the time of their delivery to the commanding officer of that ship, even when they have been originally addressed to the care of a post office or to a Consul charged to act as forwarding agent, they shall not, therefore, be regarded as having reached their address until they have been delivered to the warship concerned.

8. By agreement between the administrations concerned, the above procedure shall also be applicable, if necessary, to mails exchanged with military units placed at the disposal of the United Nations and with military aircraft.

Section V

Provisions concerning transit charges and terminal dues

Chapter I

Statistical operations

Article 163

Incidence and duration of the statistics

1. The transit charges provided for under article 52, and in the absence of special agreement between the administrations concerned, the surface mail terminal dues mentioned in article 53 of the Convention shall be established on the basis of statistics prepared once every three years and alternately during the first fourteen or twenty-eight days starting on 2 May or during the first fourteen or twenty-eight days starting on 15 October.
2. The statistics shall be drawn up in the second year of each triennial period
3. Mails made up on board ship shall be included in the statistics if they are landed during the statistical period.
4. The statistics of May 1973 shall apply, on the basis of the provisions of the Convention of Tokyo 1969, to the years 1972, 1973 and 1974; those of October/November 1976 shall apply to the years 1975, 1976 and 1977.
5. The annual payments of transit charges and surface mail terminal dues to be made on the basis of a set of statistics shall be continued provisionally until the accounts prepared in accordance with the next statistics are approved or regarded as fully accepted (article 172). The provisional payments shall then be adjusted.

Article 164

Air mails

In the absence of special agreement between the administrations concerned air mails conveyed by surface for part of their journey in a third country shall also be included in the transit charges statistics.

Article 165

Make-up and designation of closed mails during the statistical period

1. During the statistical period every surface mail subject to transit charges or terminal dues except for mails containing only empty bags shall be provided, in addition to the ordinary labels, with a special label bearing in bold letters:

- (a) the number and the date of make-up of the mail;
- (b) the word "*Statistique*" followed by the note "*5 kilogrammes*", "*15 kilogrammes*" or "*30 kilogrammes*" according to the weight category (article 166, § 1).

Except for these details of make-up, mails shall be made up in the normal way, as laid down in article 149, § 3.

2. As regards bags containing only items exempted from transit charges and terminal dues (article 54 of the Convention), the indication "*Statistique*" shall be followed by the word "*Exempt*".

3. The letter bill of the last mail dispatched during the statistical period shall be endorsed "*Dernier envoi de la période de statistique*" (Last dispatch of the statistical period). When the dispatching office, as a result primarily of the uncertainty of connections, has been unable to make this endorsement, it shall advise the office of destination as soon as possible, by the most rapid route (air or surface), of the date and serial number of the last mail included in statistics.

Article 166

Establishing the number of bags and weight of closed mails

1. For surface mails subject to transit charges or terminal dues, the dispatching office of exchange shall use a special letter bill in the form of the annexed specimen C 15 which shall replace the specimen C 12 during the statistical period. It shall enter on this letter bill the number of bags, dividing them as appropriate into the categories mentioned thereon.

2. The number of bags exempted from transit charges and terminal dues shall be the total of those containing only empty sacks and of those bearing the indication "*Statistique – Exempt*" in accordance with article 165, § 2.

3. The entries on the letter bills shall be checked by the office of exchange of destination. If that office finds an error in the numbers entered, it shall correct the bill and immediately notify the dispatching office of exchange of the mistake by means of a verification note in the form of the annexed specimen C 16. However, as regards the weight of a bag, the entry of the dispatching office of exchange shall hold good unless the actual weight exceeds by more than 250 grammes the maximum weight of the category in which the bag has been entered.

Article 167

Preparation of statements of closed mails

1. As soon as possible after receipt of the last mail made up during the statistical period the offices of destination shall prepare:

- (a) for mails subject to transit charges, statements in the form of the annexed specimen C 17, with a copy for each administration of transit plus one (for the country of origin); these statements shall give the fullest possible details of the route followed and the services used;
- (b) for surface mails subject to terminal dues, statements in the form of the annexed specimen C 17^{bis}.

2. The offices of destination shall send the C 17 and C 17^{bis} statements to the offices of exchange of the dispatching administration for acceptance. They shall be sent by air when this presents an advantage. After accepting the statements, the offices of exchange shall forward them to their central administration which shall distribute the C 17 statements among the intermediary administrations and return the C 17^{bis} statements to the administrations of destination.

3. If within 3 months (4 months in the service with distant countries) from the date of dispatch of the last mail to be included in the statistics the offices of exchange of the dispatching administration have not received the number of C 17 statements indicated in § 1 (a), these offices themselves shall prepare the said statements on the basis of their own information, endorsing each: "*Les relevés C 17 du bureau de destination ne sont pas parvenus dans le délai réglementaire*" (C 17 statements not received from the office of destination within the prescribed period). They shall then forward the statements to their central administration which shall distribute them among the administrations concerned.

4. If within six months from the expiry of the statistical period the dispatching administration has not distributed the C 17 statements among the administrations of the intermediate countries, the latter themselves shall prepare them on the basis of their own information. These documents, endorsed "*Etabli d'office*" (Routinely prepared), shall be attached to the C 20 account sent to dispatching administrations in accordance with article 172, § 7 (a).

Article 168

Closed mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft

1. It shall be the responsibility of the postal administrations of countries to which military units, warships or military aircraft belong to prepare the C 17 statements in respect of the mails sent or received by those military units, ships or aircraft. Mails dispatched to military units, warships or military aircraft during the statistical period shall bear the date of dispatch on the labels.

2. If these mails are redirected, the redirecting administrations shall report the fact to the administration of the country to which the military unit, ship or aircraft belongs.

Article 169

Transit bulletin

1. To obtain all the information necessary to prepare C 17 statements, the administration of destination may ask the administration of origin to attach to each mail a green transit bulletin in the form of the annexed specimen C 19. This request shall reach the administration of origin three months before the beginning of the statistical operations.

2. The transit bulletin shall be used only if, during the statistical period, the route followed by mails is uncertain or if the transport services used are unknown to the administration of destination. Before requesting its preparation, the administration of destination shall satisfy itself that it has no other way of finding out the routing of the mails it receives.

3. Exceptionally, the administration of origin may, without a formal request from the administration of destination, send a transit bulletin with its mails when it cannot ascertain in advance the route they will follow.

4. The presence of a transit bulletin accompanying a mail shall be shown by the endorsement "C 19" written in bold lettering

- (a) at the head of the letter bill of the mail;
- (b) on the special "*Statistique*" ("Statistics") label of the bag containing the letter bill;
- (c) in the "*Observations*" column of the C 18 delivery bill.

5. The transit bulletin annexed to the C 18 delivery bill shall be forwarded unenclosed, with the mails to which it refers, to the different services participating in the conveyance of these mails. In each transit country, the inward and outward offices of exchange, and no other (intermediate) office, shall enter on the bulletin particulars of the transit performed by them. The last intermediate office of exchange shall forward the C 19 bulletin to the office of destination which shall record on it the exact date of arrival of the mail. The C 19 bulletin shall be returned to the office of origin in support of the C 17 statement

6. When a transit bulletin, dispatch of which is advised on the delivery bill or on the special "*Statistique*" labels, is missing, the intermediate office of exchange or the office of exchange of destination which notices its absence shall make immediate inquiries about it to the preceding office of exchange; nevertheless the intermediate office of exchange shall without delay prepare a new bulletin bearing the words "*Etabli d'office par le bureau de . . .*" (Routinely prepared by the office of . . .), and forward it with the mail. When the C 19 bulletin prepared by the office of origin reaches the office which has been inquiring about it, the latter shall send it direct to the office of destination, under sealed cover, having endorsed it accordingly

Article 170

Transmission of C 16, C 17, C 17^{bis} and C 19 forms. Exceptions

1. Each administration may notify other administrations, through the International Bureau, that C 16 verification notes, C 17 and C 17^{bis} statements as well as C 19 transit bulletins shall be sent to its central administration
2. In that case, the latter shall take the place of the offices of exchange for the preparation of the C 17 statements in accordance with article 167, § 3

Article 171

Extraordinary services

The only services considered as extraordinary services giving rise to the collection of special transit charges shall be the Syria-Iraq motor services.

Chapter II

Preparation, settlement and revision of accounts

Article 172

Preparation, transmission and approval of transit charges accounts and terminal dues accounts

1. For the preparation of transit charges accounts and surface mail terminal dues accounts, the light, medium or heavy bags, as defined in article 166, shall be reckoned as having average weights of 3, 12 or 26 kilogrammes respectively.
2. The total amounts of the credits for closed mails shall be multiplied by 26 or 13, as the case may be, and the product shall serve as the basis for the detailed accounts specifying in francs the annual sums due to each administration.
3. If the use of the multiplier 26 or 13 gives a result which does not correspond to normal traffic, each administration concerned may request that another multiplier be adopted. This new multiplier shall be valid during the years to which the statistics apply
4. In the absence of agreement on the new multiplier, the administration which considers itself unfairly treated may – provided it furnishes all the necessary supporting evidence – submit the question to the International Bureau or to a committee of arbitrators for the purposes laid down in article 56, § 6, of the Convention.
5. However, in the absence of any special arrangement between the administrations concerned, a new multiplier may be adopted only if the established difference between the traffic as revealed by the statistics and the actual traffic involves a modification of more than 5000 francs per annum in the transit charges account, or surface mail terminal dues account and on no other condition.
6. The creditor administration shall be responsible for preparing the accounts and forwarding them to the debtor administration

7. The detailed accounts shall be prepared in duplicate:

- (a) on forms conforming to the annexed specimen C 20 and on the basis of the C 17 statements for transit charges,
- (b) on forms conforming to the annexed specimen C 20^{bis} on the basis of the C 17^{bis} statements relating to surface mails and on the basis of AV 7 delivery bills for air mails for terminal dues.

They shall be forwarded to the dispatching administration as soon as possible and at the latest within 10 months following the expiry of the statistical period. The C 17 statements shall be forwarded in support of the C 20 accounts only if they have been routinely prepared by the intermediate administration (article 167, § 4) or if the dispatching administration so requests.

8. If the administration sending the detailed account receives no notice of amendment within three months from the date of dispatch the account shall be regarded as fully accepted.

Article 173

Annual general liquidation account. Role of the International Bureau

1. The annual general liquidation account prepared by the International Bureau shall serve as the basis for settling transit charges and terminal dues between administrations.

2. As soon as the detailed accounts between two administrations are accepted or regarded as fully accepted (article 172, § 8) each of those administrations shall forward without delay to the International Bureau a separate statement for transit charges and terminal dues in the form of the annexed specimens C 21 and C 21^{bis} respectively, indicating the total amounts of the accounts. At the same time a copy of each of the statements shall be sent to the administration concerned.

3. A C 21 statement and a C 21^{bis} statement shall be prepared for each of the three years to which the statistics apply.

4. In the event of discrepancy between corresponding particulars furnished by two administrations, the International Bureau shall invite them to reach agreement and to supply it with the finally agreed sums.

5. When only one administration has furnished C 21 or C 21^{bis} statements, the International Bureau shall so inform the other administration concerned and tell it the amounts on the C 21 statements received. If, one month from the date of the dispatch of the statements, the International Bureau has received no comment, the amounts on these statements shall be accepted as final.

6. In the case provided for in article 172, § 8, the statements shall be endorsed, "*Aucune observation de l'Administration débitrice n'est parvenue dans le délai réglementaire*" (No comment received from debtor administration within the prescribed period).

7. At the end of each year the International Bureau shall prepare, on the basis of the statements which it has received up to that time and which are regarded as fully accepted, an annual general liquidation account of transit charges and terminal dues. If necessary it shall conform to article 163, § 5, for annual payments.

8. The account shall show separately for transit charges and terminal dues.

- (a) the debit and credit of each administration,
- (b) the debit balance or the credit balance of each administration,
- (c) the amounts payable by the debtor administrations,
- (d) the amounts receivable by the creditor administrations.

9. The International Bureau shall offset balances so as to restrict to a minimum the number of payments to be made.

10. The annual general liquidation accounts shall be forwarded by the International Bureau to administrations as soon as possible and at the latest before the expiry of the first quarter of the year following that of their preparation.

11. Two administrations may, exceptionally, arrange to settle their accounts direct between themselves, if they consider it essential. In this case, no C 21 or C 21^{bis} statement shall be sent to the International Bureau.

Article 174

Payment of transit charges and terminal dues

1. If the amounts payable in respect of transit charges or terminal dues as a result of the annual general liquidation account of the International Bureau have not been paid one year after the expiry of the prescribed period (article 103, § 11), the creditor administration may notify the International Bureau, which shall invite the debtor administration to pay within a period of not more than four months.
2. If the amounts due have not been paid on the expiry of this new period the International Bureau shall include these amounts in the next annual general liquidation account to the credit of the creditor administration. In this case compound interest shall be chargeable, that is to say, the interest shall be added to the principal at the end of each year until full settlement.
3. When § 2 is applied, the general liquidation account in question and those of the following four years shall not, as far as possible, include in the balances due as a result of the offsetting table amounts payable by the defaulting administration to the creditor administration concerned.

Article 175

Revision of transit charges accounts

1. When a postal administration establishes that traffic varies very considerably from that resulting from the transit charges statistics, it may request that the results of these statistics should be revised.
2. Administrations may agree to make this revision.
3. In the absence of agreement, each administration may request, in the following cases, the preparation of special statistics with a view to the revision of transit charges accounts
 - (a) use of air instead of surface means for the conveyance of mails;
 - (b) a major change in the surface routing of mails from one country for one or more other countries,
 - (c) when an intermediate administration establishes within a year following the statistical period that there exists between the dispatches made by an administration during the statistical period and the normal traffic a difference of 20% at least in the total weight of mails dispatched in transit, these weights being calculated by multiplying the number of bags in each category by the corresponding average weights;
 - (d) when an intermediate administration establishes at any time during the period of application of the statistics that the total weight of mails in transit has increased by at least 50% or decreased by at least 50% compared with the results of the last statistics, this weight being calculated by multiplying the number of bags in each category by the corresponding average weights
4. The special statistics shall cover either all or only part of the traffic depending on circumstances.
5. Also in the absence of agreement, the results of the special transit statistics taken on the basis of § 3 shall be taken into consideration only if they affect by more than 5000 francs per annum the accounts between the administration of origin and the administration concerned.
6. Modifications resulting from the application of §§ 3 and 5 shall be taken into account in the general accounts of the administration of origin with the administrations which performed the transit before, and the administrations which provided it after the modifications which have occurred, even when for certain administrations the modification in the accounts does not reach the minimum fixed.
7. Notwithstanding §§ 3, 5 and 6 and in the event of complete and permanent diversion of mails from an intermediate country by another country, the transit charges payable by the administration of origin, on the basis of the last statistics, to the country which previously effected the transit shall, in the absence of any special agreement, be paid by the administration concerned to the new transit country from the date the diversion was established

Article 176

Revision of surface mail terminal dues accounts

1. When a postal administration establishes that traffic varies very considerably from that resulting from the surface mail terminal dues statistics, it may request that the results of these statistics should be revised.
2. Administrations may agree to make this revision.
3. In the absence of agreement, each administration may request, in the following cases, the preparation of special statistics with a view to the revision of surface mail terminal dues accounts.
 - (a) use of air instead of surface means for the conveyance of mails;
 - (b) when it establishes within a year following the statistical period that there exists between the traffic counted during the statistical period and the normal traffic a difference of 20% at least in the total weight of mail received or sent, these weights being calculated by multiplying the number of bags in each category by the corresponding average weights;
 - (c) when it establishes at any time during the period of application of the statistics that the total weight of surface mails received or sent has increased by at least 50% or decreased by at least 50% compared with the results of the last statistics, this weight being calculated by multiplying the number of bags in each category by the corresponding average weights.
4. Also in the absence of agreement, the results of the special surface mail terminal dues statistics taken on the basis of § 3 shall be taken into consideration only if they affect by more than 5000 francs per annum the accounts between the administration of origin and the administration concerned.

Section VI

Miscellaneous provisions

Chapter I

Article 177

Routine correspondence between administrations

For the exchange of routine correspondence administrations may use a form conforming to the annexed specimen C 29.

Article 178

Characteristics of postage stamps and postal franking impressions

1. Impressions produced by postal franking machines shall be bright red, whatever the value they represent.
2. Postage stamps and impressions of postal franking machines used by private individuals with a permit from the postal administration of the country of origin shall bear, in roman letters, the name of the country of origin and show their postage value according to the List of equivalents. The number of units or fractions of a monetary unit used to express this value shall be written in arabic figures. The postal franking impressions used by administrations themselves shall bear the same particulars as those of private individuals with a permit from the administration or, alternatively, the name of the country of origin and the phrase "*Taxe perçue*" (Charge collected), "*Port payé*" (Postage paid) or a similar expression. This phrase may be given in French or in the language of the country of origin, it may also be in an abridged form, eg "*TP*" or "*PP*".

3. As regards items prepaid by means of impressions obtained from a printing press or by another printing or stamping process (article 25 of the Convention) the name of the country of origin and the postage value may be replaced by the name of the office of origin and the phrase "*Taxe perçue*" (Charge collected), "*Port payé*" (Postage paid) or a similar expression. This phrase may be given in French or in the language of the country of origin; it may also be in an abridged form, eg "*TP*" or "*PP*". In every case the form adopted shall be shown in bold letters in a separate clearly drawn frame the area of which shall be not less than 300 mm²

4. Commemorative or charity postage stamps, on which a supplementary charge is payable in addition to their postage value, shall be so designed as to leave no doubt about that value.

5. Postage stamps may be distinctively marked with punched perforations or embossed impressions produced by means of an embossing-stamp, subject to the conditions laid down by the administration which has issued them, provided that those processes do not interfere with the clarity of the particulars prescribed in § 2.

Article 179

Use of postage stamps or of impressions presumed to be fraudulent

1. Subject expressly to the provisions of the legislation of each country, the following procedure shall be observed in reporting the fraudulent use, for pre-payment of postage stamps and impressions of postal franking machines or printing presses:

- (a) when, in outgoing mail, a postage stamp or a postal franking machine or printing machine impression on any item causes fraudulent use (presumption of being counterfeit or re-used) to be suspected and the sender is not known, the stamp or impression shall not be tampered with in any way and the item, accompanied by an advice in the form of the annexed specimen C 10, shall be sent to the delivery office in an officially registered envelope. A copy of the advice shall be forwarded, for information, to the administrations of the countries of origin and of destination. Any administration may ask through notification of the International Bureau for C 10 advices concerning its service to be sent to its central administration or to a specially appointed office;
- (b) the item shall be delivered to the addressee, who shall be invited to see the evidence, only if he pays the charge due, discloses the name and address of the sender and places at the disposal of the postal service, after acquainting himself with the contents, either the entire item, if it is inseparable from the presumed corpus delicti, or the part of the item (envelope, wrapper, portion of letter, etc) which contains the address and the impression or stamp reported as suspect. The result of the interview shall be set down in an official report in the form of the annexed specimen C 11 signed by the postal official and by the addressee. If the addressee refuses, this shall be recorded on the document.

2. The official report shall be sent with the supporting papers, officially registered, to the administration of the country of origin, which shall take action according to its legislation.

3. Administrations whose legislation does not permit the procedure provided for in § 1 (a) and (b) shall inform the International Bureau to that effect so that the other administrations may be notified.

Article 180

International reply coupons

1. International reply coupons shall conform to the annexed specimen C 22. They shall be printed, on paper bearing as a watermark the initials UPU in large letters, under arrangements made by the International Bureau, which shall supply them to administrations together with a delivery bill in the form of the annexed specimen C 24, prepared in duplicate. After verification, the administration of destination shall return one copy duly signed to the International Bureau.

2. Each administration shall have the option:

- (a) of giving the reply coupons a distinctive perforation provided it does not detract from the legibility of the text or hamper the checking of their authenticity,
- (b) of indicating by means of a printing process the selling price on the reply coupons or of asking the International Bureau for this price to be indicated at the time of printing.

3. There shall be no limit to the period of exchange for reply coupons. Post offices shall satisfy themselves as to the genuineness of the documents when they exchange them and check particularly the presence of the watermark. Reply coupons may bear the impression of the relative office of the administration of origin. Reply coupons on which the printed text does not agree with the official text shall be refused as invalid. Exchanged reply coupons shall be marked with an impression of the date stamp of the office exchanging them.
4. Exchanged reply coupons shall be returned to the International Bureau in packets of a thousand or a hundred, together with a statement in the form of the annexed specimen C 23 prepared in duplicate and showing their total number and value, which should be calculated according to the rate provided for at article 28, § 2, of the Convention. In case of change in this rate, all reply coupons exchanged before the date of the change shall be sent in a single consignment including, by way of exception, broken lots, they shall be accompanied by a special G 23 statement made out in the old value.
5. The International Bureau shall also take back damaged reply coupons sent together with a separate C 23 statement prepared in duplicate.
6. By way of exception, the International Bureau may take account of international reply coupons destroyed before sale or after exchange. In such cases, the C 23 statement, prepared in duplicate by the administration concerned, shall be accompanied by an official certificate of destruction.
7. The International Bureau shall keep the appropriate accounts, in which shall be entered:
 - (a) to the debit of each administration, the value of the reply coupons supplied as well as the amount of the allowance made to the administration under the preceding biennial period;
 - (b) to the credit, the value of the exchanged reply coupons returned to the International Bureau. A statement of account shall be sent for approval to each administration concerned. If, one month from the date of the dispatch of the statement, the International Bureau has received no comment, the amounts on this statement shall be accepted as final.
8. The International Bureau shall prepare a biennial general liquidation account comprising:
 - (a) the debits and credits mentioned in § 7;
 - (b) the allowances made to administrations by apportionment of the overall excess of the value of the reply coupons supplied over the value of the reply coupons exchanged during the biennial period, at the rate of 80% of the reply coupons supplied by the International Bureau and 20% of the reply coupons exchanged by administrations;
 - (c) the amounts payable and receivable by administrations.
9. The general liquidation account shall be sent to administrations together with an offset table which shall serve as the basis for settlements.
10. Articles 173, §§ 9 and 10, and 174 shall apply.

Article 181

Accounting for customs, etc charges with the administration of origin of items sent free of charges and fees

1. Accounting in respect of customs, etc charges paid out by each administration on behalf of another shall be carried out by means of detailed monthly accounts in the form of the annexed specimen C 26, which shall be drawn up by the creditor administration in the currency of its own country. Parts B of the franking notes which have been retained shall be entered in the alphabetical order of the offices which have advanced the charges and in the numerical order given to them.
2. If the two administrations concerned also operate the postal parcel service in their relations with each other, they may, in the absence of notice to the contrary, include in the accounts for the customs, etc charges of that service those of the letter post.
3. The detailed account, accompanied by parts B of the franking notes, shall be forwarded to the debtor administration at the latest by the end of the month following that to which it relates. "Nil" accounts shall not be prepared.
4. The accounts shall be checked under the conditions laid down by the Detailed Regulations of the Postal Money Orders and Postal Travellers' Cheques Agreement.
5. The accounts shall be settled separately. Each administration may, however, request that these accounts be settled with those for postal money orders, for CP 16 postal parcels or, lastly, with R 5 COD accounts, without being incorporated in them.

Article 182

Forms for the use of the public

For the purpose of applying article 10, § 3, of the Convention, the following shall be considered as forms for the use of the public:

- C 1 (Customs label),
- C 2/CP 3 (Customs declaration),
- C 3/CP 4 (Franking note),
- C 5 (Advice of delivery),
- C 6 (Redirection envelope),
- C 7 (Request for withdrawal from the post,
alteration of address,
cancellation or alteration of the COD amount),
- C 8 (Inquiry concerning an unregistered item),
- C 9 (Inquiry concerning a registered item, etc),
- C 22 (International reply coupon),
- C 25 (Postal identity card).

Part III

Provisions concerning air conveyance

Chapter I

Rules for dispatch and routing

Article 183

Marking of surcharged air-mail correspondence

At the time of dispatch surcharged air-mail correspondence shall bear, on the left-hand side of the front, either a special blue label or a stamp impression in the same colour bearing the words "*Par avion*" (By air mail), or if need be these two words in handwritten or typewritten capital letters, with an optional translation in the language of the country of origin. However, in the case of items in standardized envelopes, this special label, stamp impression or indication must be applied in conformity with article 19, § 8 (a) (iii), of the Convention.

Article 184

Deletion of the indications "*Par avion*" (By air mail) and "*Aérogramme*"

1. The words "*Par avion*" (By air mail) and any note relating to air conveyance shall be struck through with two thick horizontal lines when unpaid or underpaid surcharged air-mail correspondence is forwarded or surcharged air-mail correspondence is redirected or returned to origin by means of transport normally used for unsurcharged correspondence; in the first case, the reasons shall be briefly given.
2. The word "*Aérogramme*" shall be struck through with two thick horizontal lines if the item is sent by surface in implementation of article 59 of the Convention.

Article 185

Make up of air mails

1. Air mails shall consist of air-mail correspondence arranged and bundled according to categories (LC, newspapers and periodicals, other AO) and distinguished by the corresponding labels in the form of the annexed AV 10 specimens. These mails shall be made up with bags either entirely blue or with wide blue bands and bear the indications referred to in article 149, § 4. For registered or unregistered air-mail correspondence in small numbers, envelopes in the form of the annexed specimen AV 9, made either of strong blue paper, plastic, or other material and bearing a blue label, may be used.
2. VD 3 letter bills and dispatch lists which accompany air mails shall bear at the head a "Par avion" (By air mail) label or the stamp impression referred to in article 183.
3. The layout and text of air-mail bag labels shall be in the form of the annexed AV 8 specimens. The labels themselves, or the optional tabs provided for in article 155, § 3, shall be in the colours prescribed in article 155, § 1 (a) to (d).
4. Unless the administrations concerned object, mails may be included in another dispatch of the same kind, ie containing items of the same category (LC or AO).
5. Late postings at airport post offices of unregistered air-mail correspondence shall be sent, by aircraft about to leave, in AV 9 envelopes to the exchange offices of destination.

Article 186

Establishing and verifying the weight of air mails

1. The serial number of the mail and the gross weight of each bag, envelope or packet forming part of the mail, as well as the category of the items (LC or AO) included in it, shall be shown on the AV 8 label or with the external address.
2. If the two categories (LC and AO) are included in the same packing, the weight of each, as well as the total weight, shall be shown on the AV 8 label or with the external address; the weight of the outer packing shall be added to the weight of those items included therein that are chargeable at the lowest conveyance rate. If a *sac collecteur* is used, its weight shall not be taken into account.
3. The weight of each bag of air-mail, or, where applicable, the weight of each of the categories (LC and AO) shall be rounded up or down to the nearest hectogramme according to whether or not the fraction of the hectogramme exceeds 50 g; weights of 50 g or less shall be shown as "0". If the weight of each category is less than 50 g but the total weight exceeds 50 g, the weight of the heavier category shall be rounded up to one hectogramme.
4. If an intermediate office establishes that the actual weight of a bag in a mail differs by more than 100 g from the weight recorded, it shall amend the AV 8 label and immediately notify the dispatching office of exchange of the mistake by C 14 verification note; when a bag containing more than one category of item is concerned the correction shall be made to the category having the greatest weight. If the discrepancies noted are within the above-mentioned limits, the entries made by the dispatching office shall hold good.

Article 187

Sacs collecteurs

1. Where warranted by the number of light-weight bags, envelopes or packets to be conveyed on the same sector, post offices responsible for handing over air mails to the airline undertaking the conveyance shall make up, as far as possible, *sacs collecteurs*.
2. The labels of *sacs collecteurs* shall bear in bold letters the indication "Sac collecteur", the administrations concerned shall agree as to the address to be put on the labels.

Article 188

AV 7 delivery bill

1. Mails to be handed over at the airport, except those subject to the special agreement with the receiving administration provided for in article 60, § 3, of the Convention, shall be accompanied by not more than five copies of a white delivery bill in the form of annexed specimen AV 7 for each stop.
2. A copy of the AV 7 delivery bill signed by the representative of the authority (airline or special airport service) responsible for the ground services shall be retained by the dispatching office, the other four copies shall accompany the mails for use in the following way
 - (a) the first, duly signed at the airport of off-loading as a receipt for the mails, shall be kept by the air crew on behalf of their company;
 - (b) the second shall accompany the mails to the post office to which the delivery bill is addressed,
 - (c) the third shall be kept, at the airport of loading, by the authority responsible for the ground services; the fourth shall be handed over at the airport of off-loading, to the authority responsible for the ground services at the airport;
 - (d) the fourth shall be handed over at the airport of off-loading, to the authority responsible for the ground services at that airport.
3. When air mails are sent by surface to an intermediate administration for reforwarding by air, they shall be accompanied by an AV 7 delivery bill for the intermediate office.

Article 189

Preparation and checking of AV 7 delivery bills

1. The serial number of the mail, the weight, by category of items for each bag, envelope or packet and all other necessary particulars appearing on the AV 8 label or with the external address shall be copied on the AV 7 delivery bill. Nevertheless, in exchanges between administrations which have so agreed, the total weight of each category may be given instead of the weight, by category of item, of each bag, envelope or packet.
2. The following shall also be entered on the AV 7 delivery bill
 - (a) mails included in a *sac collecteur*, entered individually with an indication that they are so included;
 - (b) AV 9 envelopes containing late postings of unregistered correspondence
3. Any intermediate office or office of destination which notices errors in the entries on the AV 7 delivery bill shall immediately report them by C 14 verification note, to the last dispatching office of exchange and to the office of exchange which made up the mail.

Article 190

Missing AV 7 delivery bill

1. When a mail reaches the airport of destination – or an intermediary airport responsible for forwarding it with another carrier – without an AV 7 delivery bill, the administration, under whose jurisdiction this airport is, shall report this fact by C 14 verification note to the office responsible for loading this mail and request a duplicate of the missing document
2. If, however, the airport of loading cannot be determined, the verification note shall be sent straight to the office of dispatch of the mail for it to forward the note to the office through which the mail transited.

Article 191

Transshipment of air mails

1. In the absence of special agreement between the administrations concerned, the transshipment at the same airport of mails in course of transmission shall be performed by the administration of the country in which the transshipment takes place.

2. The rule in § 1 shall not apply when the transshipment takes place between aircraft of the same carrier performing successive stages of the journey. The administration of the transit country may also authorize a transshipment direct from one aircraft to another between two different carriers; where required, the carrier making the transshipment shall send to the office of exchange of the country where this transshipment takes place a copy of the AV 7 delivery bill or any other document giving details of the operation.

Article 192

Steps to be taken in the event of an interrupted flight or diversion or missending of mails

1. When an aircraft interrupts its flight for a length of time likely to delay the mails or when, for any reason whatsoever, the mails are unloaded at an airport other than that given on the AV 7 delivery bills, or if mails which have been documented for direct transshipment fail to connect with the scheduled flight at the transshipment airport, officials of the administration of the country where the stop has been made shall take charge of such mails, and reforward them by the most rapid route (air or surface).

2. Paragraph 1 shall not apply when:

- (a) the transshipment takes place between aircraft of the same company performing successive stages of the journey,
- (b) the administration dispatching mail on such aircraft has provided for dispatch on a subsequent flight of the same carrier;
- (c) the time span up to departure of the subsequent flight will not adversely affect expeditious delivery of the mail.

3. The administration which receives missent air-mail dispatches or bags owing to a labelling error shall attach a new label to the dispatch or bag, with an indication of the office of origin, and reforward it to its correct destination.

4. In the cases referred to §§ 1 and 3, the office which did the reforwarding shall, in this case, inform the office of origin of each dispatch or bag by C 14 verification note, indicating in particular on the verification note the air service from which the mail was taken and the services used (air or surface) for onward transmission to its destination.

Article 193

Steps to be taken in the event of an accident

1. When as a result of an accident in course of conveyance an aircraft is unable to continue its flight and deliver the mail at the scheduled stops, the crew of the aircraft shall hand over the mails to the post office nearest to the place of the accident or to the office best able to re-forward the mail. If the crew are unable to do this, that office, having been informed of the accident, shall take immediate action, taking over the mail and re-forwarding it to its destination by the most rapid route after their condition has been checked and any damaged correspondence put in order.

2. The administration of the country in which the accident occurred shall inform all administrations of previous airports of call, by telegraph, of the fate of the mail, and these administrations in turn shall advise by telegraph all other administrations concerned.

3. Administrations which have loaded mail on the aircraft involved in the accident shall send a copy of the AV 7 delivery bills to the administration of the country where the accident occurred.

4. The qualified office shall then notify the offices of destination of the mails involved in the accident by verification note giving details of the circumstances of the accident and the results of the check of the mails. One copy of each verification note shall be sent to the offices of origin of the relative mails and another to the administration of the country to which the airline belongs. These documents shall be sent by the most rapid route (air or surface).

Article 194

Air-mail correspondence sent in surface mail

Article 153 shall apply to air-mail correspondence sent in surface mails

Article 195

Transmission of transit air-mail correspondence *à découvert*

Air-mail correspondence in transit *à découvert* arriving in an air mail or a surface mail for reforwarding by air mail shall be gathered, according to groups of countries of destination, sorted into categories, in bundles identified by the appropriate AV 10 labels

Article 196

Preparation and checking of AV 2 bills

1. When, in the conditions laid down in articles 197 and 198, air-mail correspondence *à découvert* is accompanied by bills in the form of the annexed specimen AV 2, their weight shall be shown separately for each group of countries of destination. The AV 2 bills shall be specially numbered in two consecutive series, one for unregistered items and the other for registered items. The number of AV 2 bills shall be entered in the corresponding item of table III of the C 12 letter bill. Transit administrations may request the use of special AV 2 bills listing in a set order the most important groups of countries

2. The weights of each category of *à découvert* correspondence for each group of countries shall be rounded up or down to the nearest decagramme according to whether or not the fraction of the decagramme exceeds 5 g.

3. If the intermediate office establishes that the actual weight of *à découvert* correspondence differs by more than 20 g from the weight recorded, it shall amend the AV 2 bill and immediately notify the dispatching office of exchange of the mistake by C 14 verification note. If the discrepancy noted is within the above-mentioned limits the entries made by the dispatching office shall hold good.

4. In the absence of an AV 2 bill, air-mail correspondence *à découvert* shall be forwarded by air, unless the surface route would be quicker, in appropriate cases, the AV 2 bill shall be prepared automatically and the irregularity pointed out to the office of origin by C 14 note.

Article 197

Air-mail correspondence in transit *à découvert*. Statistical operations

1. The air conveyance dues of air-mail correspondence in transit *à découvert* provided for by article 72 of the Convention shall be calculated on the basis of statistics taken annually and alternately during the periods from 2 to 15 May inclusive and from 15 to 28 October inclusive, in such a way that these periods coincide with those relating to the triennial statistics on surface mail in transit provided for in article 163.

2. During the statistical period, *à découvert* transit air-mail correspondence shall be accompanied by AV 2 bills, prepared and verified as laid down in article 196, the AV 10 bundle label and the AV 2 bill shall be overprinted with the letter "S". When there is no *à découvert* air-mail correspondence in a mail which normally includes such correspondence, an AV 2 bill endorsed "*Néant*" (Nil) shall accompany the letter bill of the mail

3. Each administration dispatching transit air-mail correspondence *à découvert* shall inform intermediate administrations of any change occurring during an accounting period in the provisions laid down for the exchange of this mail.

Article 198

Air-mail correspondence in transit à *découvert* which is excluded from statistical operations

1. Air-mail correspondence in transit à *découvert* which is excluded from statistical operations in accordance with article 72, § 3, of the Convention and for which accounts are prepared on the basis of the actual weight shall be accompanied by AV 2 bills prepared and checked as laid down in article 196. If the weight of missent air-mail correspondence originating at one and the same office of exchange and contained in a dispatch from that office does not exceed 50 grammes, routine preparation of an AV 2 bill in accordance with article 196, § 4, shall not take place

2. Air-mail correspondence posted on board ship on the high seas, prepaid by means of postage stamps of the country whose flag the ship flies or in which it is registered, shall be accompanied by an AV 2 bill when handed over à *découvert* to the administration at an intermediate port of call, or, if the ship does not have a post office, by a statement of weights which shall serve as a basis for the intermediate administration to claim the air conveyance dues. The AV 2 bill or statement of weights shall include the weight of the correspondence for each country of destination, the date, and the name and flag of the ship, and be numbered in a consecutive annual series for each ship; these particulars shall be checked by the office to which the correspondence is handed over from the ship

Article 199

Return of empty air-mail bags

1. Empty air-mail bags shall be returned to the administration of origin in accordance with the rules of article 161. Nevertheless, a special mail shall be made up as soon as the number of empty bags reaches ten.

2. Empty air-mail bags returned by air shall be made up as special dispatches, described on statements in the form of the annexed specimen AV 7 S.

3. By prior agreement, an administration may use the bags belonging to the administration of destination for making up its own mails.

Chapter II**Accounting. Settlement of accounts****Article 200**

Accounting for air conveyance dues

1. Accounting for air conveyance dues shall be effected in accordance with articles 71 and 72 of the Convention

2. Notwithstanding § 1, administrations may, by common consent, decide that accounts for air-mail dispatches shall be settled on the basis of statistical returns. In that case, they shall arrange between themselves the method of compiling the statistics and preparing the accounts.

Article 201

Accounting for surface transit charges relating to air mails

If air mails transported by surface are not included in the statistics provided for in article 163, the relative sea or land transit charges shall be calculated in accordance with the actual gross weight of the air mails shown on the AV 7 statements.

Article 202

Preparation of AV 3 and AV 4 statements of weight

1. Each creditor administration shall prepare a statement in the form of the annexed specimen AV 3, monthly or quarterly as preferred, using the air-mail particulars entered on AV 7 delivery bills. Mails carried over the same air sector shall be entered on the AV 3 statement by office of origin, then by country and office of destination, and in chronological order for each office of destination. When separate AV 3 statements are prepared for air conveyance inside the country of destination in accordance with article 70, § 4, of the Convention, these shall be marked "*Service intérieur*" (Internal service).
2. For *à découvert* correspondence reforwarded by air, the creditor administration shall prepare a yearly statement in the form of the annexed specimen AV 4. This shall be done at the end of each statistical period as laid down in article 197, § 1, and based on the particulars appearing on the AV 2 "S" bills. The total weights shall be multiplied by 26 on the AV 4 statement. If the accounts have to be prepared on the basis of the actual weight of *à découvert* air-mail correspondence, AV 4 statements shall be drawn up as often as is provided for in § 1 for AV 3 statements and on the basis of the corresponding AV 2 bills.
3. If, during an accounting period, a change occurring in the arrangements made for the exchange of air-mail correspondence in transit *à découvert* results in a variation of at least 20% and exceeding 500 francs in the total amounts to be paid by the dispatching administration to the intermediate administration, these administrations, at the request of one or the other, shall agree to replace the multiplier 26 referred to in § 2 by another valid only for the year in question.
4. When the debtor administration so requests, separate AV 3 and AV 4 statements shall be drawn up for each office of exchange which dispatches air mails or air correspondence in transit *à découvert*.

Article 203

Preparation of AV 5 detailed accounts

1. The creditor administration shall prepare a form, conforming to the annexed specimen AV 5, detailed accounts showing the amounts due to it according to the AV 3 and AV 4 statements of weight. Separate detailed accounts shall be prepared for closed air mails and for air-mail correspondence *à découvert*, as often as indicated in article 202, §§ 1 and 2 respectively.
2. The amounts to be included in the AV 5 detailed accounts shall be calculated.
 - (a) for closed mails, on the basis of the gross weights appearing on the AV 3 statements;
 - (b) for air-mail correspondence *à découvert* according to the net weights shown on the AV 4 statements, increased by 5%
3. Monthly or quarterly AV 5 accounts may be summarized by the creditor administration in a quarterly, half-yearly or annual recapitulative air-mail account, as agreed between the administrations concerned.
4. AV 5 detailed accounts may be summarized in a quarterly general account in the form of the annexed specimen AV 11, prepared by the creditor administrations which have adopted the offset system of settling accounts; this account may, however, be prepared half-yearly after agreement between the administrations concerned.

Article 204

Submission and acceptance of AV 3 and AV 4 statements of weight and AV 5 detailed accounts

1. As soon as possible and at the latest within six months from the end of the period to which they refer, the creditor administration shall send the debtor administration AV 3 statements, AV 4 statements, when payment for *à découvert* air-mail correspondence is made on the basis of the actual weight, and the relevant AV 5 detailed accounts, all in duplicate. The debtor administration may refuse to accept accounts not forwarded to it within that period.

2. After verifying the AV 3 and AV 4 statements and accepting the relative AV 5 detailed accounts, the debtor administration shall return one copy of the AV 5 accounts to the creditor administration. If the verification reveals any discrepancies, the corrected AV 3 and AV 4 statements shall be attached in support of the AV 5 accounts duly amended and accepted. If the creditor administration disputes the amendments made to its AV 3 or AV 4 statements, the debtor administration shall confirm the actual data by sending photocopies of AV 7 or AV 2 forms drawn up by the office of origin upon dispatch of the disputed mails. A creditor administration which has received no notice of amendment within four months from the date of dispatch of the accounts shall consider the accounts as fully accepted.
3. Paragraphs 1 and 2 shall also apply to air-mail correspondence for which payment is made on the basis of statistics. However, in this case the time-limits of six and four months shall be reduced to four and two months respectively.
4. Whenever the statistics provided for in article 197, § 1, fall in October, annual payments for air-mail correspondence in transit *à découvert* may be made provisionally on the basis of statistics compiled during May of the previous year. The provisional payments shall then be adjusted in the following year when the accounts based on the October statistics are approved or regarded as fully accepted.
5. Discrepancies in the accounts shall not be taken into consideration if they do not exceed 10 francs per account.
6. In the absence of special agreement between the administrations concerned, AV 3 and AV 4 statements and the corresponding AV 5 detailed accounts shall always be sent by the most rapid postal route (air or surface).
7. If the total of AV 5 detailed accounts does not exceed 25 francs per annum the debtor administration shall be excused all payment.

Chapter III

Information to be supplied by administrations and by the International Bureau

Article 205

Information to be supplied by administrations

1. Each administration shall send to the International Bureau, on the forms sent to it by the latter, the necessary information concerning the operation of the air-mail service. This information shall include, in particular, the following:
 - (a) as regards the internal service:
 - (i) the districts and principal towns to which mails or air-mail correspondence originating abroad are forwarded by internal air services;
 - (ii) the rates per kilogramme of the air conveyance dues calculated in accordance with article 71, § 3, of the Convention and their date of application;
 - (b) as regards the international service:
 - (i) the decisions taken as regards the application of certain optional air-mail provisions,
 - (ii) the rates per kilogramme of the air conveyance dues, which it collects direct in accordance with article 74 of the Convention and their date of application;
 - (iii) the rates per kilogramme of the air conveyance dues for air mails in transit between two airports in the same country, fixed in accordance with article 71, § 4, of the Convention, and their date of application;
 - (iv) the countries for which it makes up air mails;
 - (v) the offices transferring transit air mails from one line to another and the minimum time necessary for such transhipment;
 - (vi) the conveyance rates fixed for the onward transmission of air-mail correspondence received *à découvert* in accordance with the system of average rates laid down in article 72, § 1, of the Convention and their date of application;

- (vii) the air surcharges or combined charges for the various categories of air-mail correspondence and for the various countries, with an indication of the names of the countries for which uncharged mail is admitted;
 - (viii) where applicable, the special charges for redirection or return to origin fixed in accordance with articles 68, § 3, and 69, § 2, of the Convention
2. Any amendment to the information mentioned in § 1 shall be communicated to the International Bureau without delay, by the most rapid means. Amendments concerning the information mentioned under subparas (a) (ii) and (b) (vi) must reach the International Bureau within the time-limits prescribed in article 73, of the Convention.
3. Administrations may agree to exchange direct any information about air services in which they are interested, particularly timetables and the latest times of arrival for air-mail correspondence from abroad to catch various deliveries.

Article 206

Documents to be supplied by the International Bureau

1. The International Bureau shall be responsible for preparing the following documents and distributing them to administrations:
- (a) "*Liste générale des services aéropostaux*" (Known as "*Liste AV 1*") (General list of air-mail services) published from the information supplied under article 205, § 1;
 - (b) "*Liste des distances aéropostales*" (List of air-mail distances) drawn up in collaboration with the air carriers and published on condition that its contents have been agreed by administrations.
 - (c) "*Liste des surtaxes aériennes*" (List of air surcharges) article 205, § 1 (b) (vii) and (viii).
2. The International Bureau shall also be responsible for supplying to administrations at their request and expense, maps of the airlines and air timetables regularly published by a specialist private organization and recognized as being best suited to the needs of air-mail services.
3. Any amendments to the documents listed in § 1 and the date on which the amendments take effect shall be notified to administrations by the most rapid means (air or surface), with the minimum of delay and in the most appropriate form.

Part IV

Final provisions

Article 207

Entry into force and duration of the Regulations

1. These Regulations shall come into force on the day on which the Universal Postal Convention comes into operation
2. They shall have the same duration as that Convention unless renewed by common consent between the parties concerned.

Done at Lausanne, 5 July 1974

SIGNATURES

(The same as for the Second Additional Protocol; see p. 11 of this volume.)

LIST OF FORMS

No	Title or nature of form	References
1	2	3
C 1	Customs label	Art 116, § 1
C 2/CP 3	Customs declaration	Art 116, § 1
C 3/CP 4	Franking note	Art 117, § 2
C 4	"R" label combined with the name of the office of origin and the serial number of the item	Art 130, § 4
C 5	Advice of [delivery] payment	Art 131, § 2
C 6	Collective envelope for redirection of letter-post items	Art 138, § 1
C 7	Request [for withdrawal from the post] for alteration of address] for cancellation or alteration of the COD amount	Art 140, § 1
C 8	Inquiry concerning an unregistered item	Art 142, § 1
C 9	Inquiry concerning a registered item, insured letter or a postal parcel	Art 143, § 1
C 9 ^{bis}	Advice of direction of a C 9 form	Art 143, § 10
C 10	Advice concerning the presumed fraudulent use of postage stamps or franking impressions	Art 179, § 1 (a)
C 11	Report concerning the presumed fraudulent use of postage stamps or franking impressions	Art 179, § 1 (b)
C 12	Letter bill concerning the exchange of mails	Art 150, § 1
C 13	Special list of registered items	Art 151, § 1
C 14	Verification-note concerning the exchange of mails	Art 158, § 2
C 15	Special letter bill showing statistical information	Art 166, § 1
C 16	Verification note concerning statistical information	Art 166, § 3
C 17	Statistical statement of mails in transit	Art 167, § 1 (a)
C 17 ^{bis}	Statistical statement of mails received	Art 167, § 1 (b)
C 18	Bill for delivery of mails	Art 157, § 1
C 18 ^{bis}	Bill for delivery of air-lifted surface mails	Art 157, § 6
C 19	Transit bulletin concerning mail statistics	Art 169, § 1
C 20	Detailed account of transit charges	Art 172, § 7 (a)
C 20 ^{bis}	Detailed account of terminal dues	Art 172, § 7 (b)
C 21	Statement of transit charges	Art 173, § 2
C 21 ^{bis}	Statement of terminal dues	Art 173, § 2
C 22	International reply coupons	Art 180, § 1
C 23	Detailed statement of reply coupons exchanged	Art 180, § 4
C 24	Detailed statement of reply coupons supplied	Art 180, § 1
C 25	Postal identity card	Art 106, § 2
C 26	Detailed monthly account of customs, etc., charges	Art 181, § 1
C 27	Trial note for determination of the most favourable route for a letter or parcel mail	Art 156, § 3
C 28	Bag label	Art 155, § 1
C 29	Routine correspondence	Art 177
C 30	Bundle labels	Art 149, § 1
AV 1	General list of air-mail services, List AV 1	Art 206, § 1 (a)
AV 2	Weight bill of <i>à découvert</i> air-mail correspondence	Art 196, § 1
AV 3	Statement of weights of air mails	Art 202, § 1
AV 4	Statement of weights of <i>à découvert</i> air-mail correspondence	Art 202, § 2
AV 5	Detailed account concerning air mail	Art 203, § 1
AV 7	Delivery bill of air mails	Art 188, § 1
AV 7 S	Delivery bill of air mails of empty bags	Art 199, § 2
AV 8	Air-mail bag label	Art 185, § 3
AV 9	Envelope for the make-up of air mails	Art 185, § 1
AV 10	Bundle labels	Art 185, § 1
AV 11	General account — air mail	Art 203, § 4

ANNEXES

Forms C 1 to C 30, AV 1 to AV 5, AV 7 to AV 11

(Front)

CUSTOMS		C 1
May be opened officially		
(Part to be detached if the item is accompanied by a customs declaration, otherwise to be filled up)		
See instructions on the back		
Detailed description of contents		
Insert a cross if the item contains		
a gift	<input type="checkbox"/>	
a sample of merchandise	<input type="checkbox"/>	
Value (specify the currency):	Net weight	

Convention, Lausanne 1974, Art. 116, § 1
—Size: 52 x 74 mm, colour: green

(Back)

Instructions
If the value of the contents exceeds 300 gold francs or the equivalent in the currency of the country of dispatch, only the upper part of this label should be affixed to the item and customs declaration C 2/CP 3 should be completed.
The contents of your item (even if a gift or a sample) must be described fully and accurately. Non-observance of this condition may lead to delay of the item and inconvenience to the addressee, or even lead to the seizure of the item by the customs authorities abroad.

Note. Postal administrations are recommended to indicate the equivalent of 300 gold francs in their national currency.

C 4



Convention, Lausanne 1974, Art. 130, § 4—Size: 37 x 13 mm

(Front)

CUSTOMS DECLARATION **C 2/CP 3**

Postal administration

(1) Name and address of sender

(2) Sender's reference, if any

(3) Full name and address of addressee, including country of destination

(4) Insert a cross (x), if the item contains a gift samples of merchandise

(5) The undersigned certifies that the particulars given in this declaration are correct.

(6) Place and date

(7) Observations

(8) Signature

(9) Country of origin of the goods

(10) Country of destination

(11) Total gross weight
kg g

(12) Number of items

(13) Detailed description of contents

(14) Tariff No.

(15) Net weight
kg g

(16) Value

BEFORE COMPLETING THIS FORM YOU SHOULD READ CAREFULLY THE INSTRUCTIONS OVERLEAF

Convention, Lausanne 1974, Art. 116, § 1; Parcels, Lausanne 1974, Art. 106, § 1, (b)—Size: 210 x 148 mm

Instructions

The customs declaration should be completed in French or in a language which is accepted in the country of destination.

To clear your item the Customs in the country of destination need to know what the contents are. You must therefore complete your declaration fully, accurately and legibly, otherwise delay and inconvenience may be caused for the addressee. Moreover, a false, misleading or incomplete declaration may lead, for instance, to the seizure of the package.

It is also your responsibility to find out what documents, if any (certificate of origin, health certificates, invoices, etc.), are required in the country of destination and to attach them to this form.

Item (4): The insertion of a cross in this space does not relieve you of the obligation of completing the declaration in detail; nor does it necessarily imply that the goods will be admitted free of duty in the country of destination.

Item (7): See note 1 below.

Item (13): Indicate separately different kinds of goods. General terms, such as "foodstuffs", "samples", "spare parts", etc. are not permitted.

Item (14): If known, state customs tariff number in the country of destination.

Item (15): State net weight of each kind of goods.

Item (16): State the value of each kind of goods separately, indicating the monetary unit used.





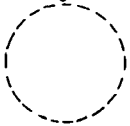
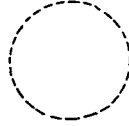
¹ Insert in space (7) any other relevant information (e.g., "returned goods", "temporary admission").

(Front)

C 3/CP 4
Part A

COUPON TO BE HANDED TO THE SENDER

DETAILS OF CHARGES DUE
in the currency of the country of destination of the item

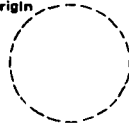
Charge for delivery free of charges ²			TOTAL OF CHARGES ADVANCED	Stamp of the office which has advanced the charges 
Customs duty				
Presentation to Customs charge			Amount in figures, in the currency of the country of destination of the item 	Date 
Other charges			Office which has made the advance	
Total			No. of register	Signature of the official
Total after conversion			Amount in figures after conversion 	Administration of origin 
Signature of the office which has recovered the charges 			No. In-register	
			Signature of the official who has converted the amount	

² Also called "Commission charge"

Postal administration **C 3/CP 4**

FRANKING NOTE

Part B

Nature of the item	No.	Weight ¹
Insured value	Office of posting	
Name and address of sender		
Name and full address of addressee		
The item is to be delivered free of charges and fees, which I undertake to pay		Stamp of the office of origin 
Signature of sender		

¹ For parcels only

Part A (back)

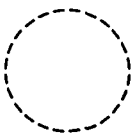
Part B (front)

(Back)

C 3/CP 4 Part B																													
<p>DETAILS OF CHARGES DUE</p> <p>in the currency of the country of destination of the item</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Charge for delivery free of charges²</td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td rowspan="5" style="text-align: center; vertical-align: middle;"> <p>TOTAL OF CHARGES ADVANCED</p> <p>Amount in figures, in the currency of the country of destination of the item</p> <p>Office which has made the advance</p> <p>No. of register</p> </td> <td rowspan="5" style="text-align: center; vertical-align: middle;"> <p>Stamp of the office which has advanced the charges</p> <div style="border: 1px dashed black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"></div> </td> </tr> <tr> <td>Customs duty</td> <td></td> <td></td> </tr> <tr> <td>Presentation to Customs charge</td> <td></td> <td></td> </tr> <tr> <td>Other charges</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> </tr> </table>	Charge for delivery free of charges ²			<p>TOTAL OF CHARGES ADVANCED</p> <p>Amount in figures, in the currency of the country of destination of the item</p> <p>Office which has made the advance</p> <p>No. of register</p>	<p>Stamp of the office which has advanced the charges</p> <div style="border: 1px dashed black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"></div>	Customs duty			Presentation to Customs charge			Other charges			Total														
Charge for delivery free of charges ²			<p>TOTAL OF CHARGES ADVANCED</p> <p>Amount in figures, in the currency of the country of destination of the item</p> <p>Office which has made the advance</p> <p>No. of register</p>			<p>Stamp of the office which has advanced the charges</p> <div style="border: 1px dashed black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"></div>																							
Customs duty																													
Presentation to Customs charge																													
Other charges																													
Total																													
<p>Postal administration C 3/CP 4</p> <p>FRANKING NOTE</p> <p style="text-align: right;">Part A</p>																													
<p>COUPON</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Nature of the item</td> <td style="width: 50%;">Weight</td> </tr> <tr> <td>No</td> <td>Insured value</td> </tr> <tr> <td colspan="2">Office of posting</td> </tr> <tr> <td colspan="2">Name and full address of addressee</td> </tr> </table> <p>The sender has paid the charges and fees indicated on the back</p> <p>Stamp of the office of origin</p> <div style="border: 1px dashed black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"></div>	Nature of the item	Weight	No	Insured value	Office of posting		Name and full address of addressee		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Nature of the item</td> <td style="width: 50%;">No</td> <td style="width: 50%;">Weight¹</td> </tr> <tr> <td>Insured value</td> <td colspan="2">Office of posting</td> </tr> <tr> <td colspan="3">Name and full address of sender</td> </tr> <tr> <td colspan="3">Name and full address of addressee</td> </tr> <tr> <td colspan="2">The item is to be delivered free of charges and fees, which I undertake to pay</td> <td>Stamp of the office of origin</td> </tr> <tr> <td colspan="2">Signature of sender</td> <td rowspan="2" style="text-align: center; vertical-align: middle;"> <div style="border: 1px dashed black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"></div> </td> </tr> <tr> <td colspan="2">To be returned to the office of</td> </tr> </table>	Nature of the item	No	Weight ¹	Insured value	Office of posting		Name and full address of sender			Name and full address of addressee			The item is to be delivered free of charges and fees, which I undertake to pay		Stamp of the office of origin	Signature of sender		<div style="border: 1px dashed black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"></div>	To be returned to the office of	
Nature of the item	Weight																												
No	Insured value																												
Office of posting																													
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Insured value	Office of posting																												
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The item is to be delivered free of charges and fees, which I undertake to pay		Stamp of the office of origin																											
Signature of sender		<div style="border: 1px dashed black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"></div>																											
To be returned to the office of																													

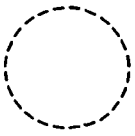
Convention, Lausanne 1974, Art. 117, § 2; Parcels, Lausanne 1974, Art. 110, § 3 (b)—Size: 148 x 105 mm, colour: yellow

(Front)

Postal administration of origin On postal service	ADVICE <input type="checkbox"/> of delivery <input type="checkbox"/> of payment	C 5 Stamp of the office returning the advice 					
To be returned by the quickest route (air or surface mail), à découvert and post free. A blue AIR MAIL label or imprint is to be affixed to advices returned by air							
To be filled in by the sender who will give his address for return of the present advice	<table border="1" style="width: 100%;"> <tr><td style="height: 20px;">Name</td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;">Street and No.</td></tr> <tr><td style="height: 20px;">Locality</td></tr> <tr><td style="height: 20px;">Country</td></tr> </table>		Name		Street and No.	Locality	Country
Name							
Street and No.							
Locality							
Country							

Convention, Lausanne 1974, Art. 131, § 2—Size: 148 x 105 mm, colour: light red

(Back)

To be filled in by the office of origin	Registered item		
	<input type="checkbox"/> Letter	<input type="checkbox"/> Printed paper	<input type="checkbox"/> Insured value
	Insured item		
	<input type="checkbox"/> Letter	<input type="checkbox"/> Parcel	Amount
	<input type="checkbox"/> Postal money order	<input type="checkbox"/> Inpayment money order	
	Office of posting	Date of posting	No.
	Name of addressee or title of giro account		
	Street and No.		Locality and country
	This advice must be signed by the addressee or by a person authorized to do so under the regulations of the country of destination, or, if these regulations permit, by the official of the office of destination, and returned by the first mail direct to the sender.		
	The item mentioned above has been duly <input type="checkbox"/> delivered <input type="checkbox"/> paid <input type="checkbox"/> credited Giro account		
Date	Signature of the addressee	Signature of the official	
Stamp of the office of destination 			

(Front)

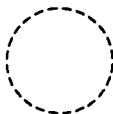
C 6

Postal administration of origin

ON POSTAL SERVICE

COLLECTIVE ENVELOPE
Redirection of letter-post items

Date stamp



Notes

This envelope may be opened by the office of delivery. It must not contain any item to be submitted to customs control or which is likely to cause tears if there are charges to be collected, mark with a "T" stamp in the middle of the upper part of the collective envelope. If the items are for sailors or passengers aboard the same ship or persons travelling as a party, the collective envelope shall bear the name of the ship or the agency to which the items are to be delivered.

Full address of addressee

Name of addressee

Care of (where appropriate)

Street and No.

Locality or office of destination

Country of destination

Convention, Lausanne 1974, Art. 138, § 1—Size, 176 x 250 mm

C 6 (Back)

To be presented open at the reforwarding post office

REQUEST

C 7 (Page 1)

Postal administration of origin

for withdrawal from the post (I)

Office or Service of origin

for alteration of address (II)

for cancellation or alteration of the COD amount (III)

Office of destination or service designated as intermediary

Request by surface mail (page 1)

Request by airmail (page 1)

Request by telegraph (page 2)

To be sent as a registered item One form is sufficient for several items posted at the same time at the same office by the same sender for the same addressee

Request by post

Description of item	Nature of item	No. of item	Date of dispatch
	Office of origin	No. of mail	
	Original COD amount in figures (where applicable)		
	Full name and address of the sender		
	Full address of the addressee as given on the item		
	The attached facsimile represents		
<input type="checkbox"/> the envelope of the item		<input type="checkbox"/> the address of the item	

I Request for withdrawal from the post	Please return the item
	<input type="checkbox"/> by surface <input type="checkbox"/> by air

II Request for alteration of the address	Please redirect the item
	<input type="checkbox"/> by surface <input type="checkbox"/> by air
New address	


III Request for cancellation or alteration of the COD amount	<input type="checkbox"/> Please cancel the COD amount
	<input type="checkbox"/> Please alter the COD amount
	New COD amount, to be written in words
<input type="checkbox"/> The corrected COD money order is attached	

Place and date


Signature of sender

Stamp of the office or service where the request is handed in

Signature of the official in charge



Request by telegraph

I. Request for withdrawal from the post	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen Office or service of destination of the request	
	Return by <input type="checkbox"/> surface <input type="checkbox"/> air Nature of item Posting No	
	Office of posting Date of posting from	
	Full address of addressee to	
	Particulars of the sender (if any), form and colour of the item, etc. Description	
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen Office or service of destination of the request	
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen Office or service of destination of the request	
	Old particulars Replace	
	New particulars by	
	Nature of item Posting No on	
II. Request for alteration of address	Office of posting Date of posting from	
	Full address of addressee to	
	Particulars of the sender (if any), form and colour of the item, etc. Description	
	redirection requested by <input type="checkbox"/> surface <input type="checkbox"/> air	
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen Office or service of destination of the request	
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen Office or service of destination of the request	
	New amount in words (if applicable)	
	<input type="checkbox"/> Cancel <input type="checkbox"/> Alter to	
	Nature of item Posting No. the COD charge on	
	Office of posting Date of posting from	
III. Request for cancellation or alteration of the COD amount	Full address of addressee to	
	<input type="checkbox"/> Postbur <input type="checkbox"/> Postex <input type="checkbox"/> Postgen Office or service of destination of the request	
	Piece and date	
	Signature of sender	
	Stamp of the office where the request is handed in Signature of official in charge	
		

C 7 (Page 3)

Part to be filled in by the office or service where the request originates	
Office or service where request is handed in	This page should be returned to the address opposite

Description of item	Nature of item	No. of item	Date of dispatch
	Office of origin		No. of mail
	Original COD amount in figures (where applicable)		
	Name and full address of the sender		
		
	Full address of the addressee as given on the item		

REPLY OF THE OFFICE OF DESTINATION, which shall detach and return this whole page to the office where the request was handed in or to the specially designated service


I. Request for withdrawal from the post	The item in question was duly returned to origin by <input type="checkbox"/> surface <input type="checkbox"/> air No. of mail _____ Date of mail _____
II. Request for alteration of address	The item in question was duly returned to the under-mentioned address by <input type="checkbox"/> surface <input type="checkbox"/> air No. of mail _____ Date of mail _____ New address of the redirected item
III. Request for cancellation or alteration of the COD amount	The COD amount in question was duly <input type="checkbox"/> cancelled <input type="checkbox"/> altered to the amount stated below New COD amount _____
IV. Miscellaneous	<input type="checkbox"/> The item in question has already been delivered to the addressee <input type="checkbox"/> The item in question has been seized by virtue of the internal legislation of this country <input type="checkbox"/> The request by telegraph not being explicit enough to enable the necessary action to be taken, please send additional details <input type="checkbox"/> The search was fruitless
Stamp of the office or service of destination Signature of the official in charge	



Postal administration of origin

C 8 (Front)

INQUIRY
Unregistered item

Notes: One form is sufficient for several items posted at the same time by the same sender to the same addressee.			Stamp of the office of origin 
Office or service of origin	Date	Reference	

1. Particulars to be supplied by the applicant (sender or addressee)

Item under inquiry	<input type="checkbox"/> Letter <input type="checkbox"/> Postcard <input type="checkbox"/> Newspaper <input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet <input type="checkbox"/>
Special indications	<input type="checkbox"/> Express <input type="checkbox"/> Airmail
Posted	Exact or approximate date
Sender	Name and full address
Addressee	Name and full address
	Name and address on the item
Contents (precise description)
Description of external wrapping	The address was <input type="checkbox"/> written on the item <input type="checkbox"/> gummed <input type="checkbox"/> tied on
	Size of the item
	Special marks
	Facsimile <input type="checkbox"/> attached <input type="checkbox"/> not attached
The item, if found, should be sent	<input type="checkbox"/> to the sender <input type="checkbox"/> to the addressee

2. Particulars to be supplied by the sender		C 8 (Back)		
Posted	Date and time			
	Name of post office or location of letter-box			
	<input type="checkbox"/> By the sender himself	<input type="checkbox"/> By a third party		
	Name of third party			
Postage prepaid	<input type="checkbox"/> For air transmission	<input type="checkbox"/> For surface transmission		
	Amount of postage prepaid			
Special indications	<input type="checkbox"/> Express	<input type="checkbox"/> Airmail		
	Any other indications			
3. Detailed information from the office of origin				
<p>.....</p> <p>.....</p> <p>.....</p>				
4. Particulars to be supplied by the addressee				
Has the item reached the addressee?	Date			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
How correspondence is normally delivered	<input type="checkbox"/> Called for at the post office	Name of post office		
		Name of person to whom items are handed over		
	<input type="checkbox"/> Delivered to the place of address	<input type="checkbox"/> Handed directly to the addressee		
		<input type="checkbox"/> Handed to a person in the addressee's service		
		<input type="checkbox"/> Put in a special box		
<input type="checkbox"/> The box is locked and regularly cleared				
Origin of any correspondence previously lost			
			
5. Detailed information from the office of destination				
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>				
This form must be returned to				

Postal administration of origin

INQUIRY

Registered item, insured letter or postal parcel


C 9 (Page 1)

Stamp of the office of origin

Notes. One form is sufficient for several items of the same category—registered item, insured letter, unregistered parcel, insured parcel—posted at the same time at the same office by the same sender and sent by the same route to the same address.

Office or service of origin _____ Date of inquiry _____

Date of duplicate _____ Reference _____



1. Particulars to be supplied by the service of origin

Reason for inquiry

Item not received stolen damaged delayed

Registered item

Letter Printed paper Insured value

Insured item

Letter Parcel

Unregistered parcel

Special particulars

Airmail Express Urgent Advice of delivery

COD

Weight (does not concern letter-post items)

Date of posting _____ Office of posting _____ No. of item _____

Routing (does not concern letter-post items)

Name and full address of sender

.....

Name and full address of addressee

.....

Contents (precise description)

Description of external wrapping (does not concern letter-post items)

.....

Facsimile of the address on the item

Attached Not attached

Particulars to be supplied by the office of origin and forwarding offices

Mail in which the item was sent	Date	From	For
<input type="checkbox"/> Air <input type="checkbox"/> Surface			
<input type="checkbox"/> Air <input type="checkbox"/> Surface			
<input type="checkbox"/> Air <input type="checkbox"/> Surface			

C 9 (Page 2)

Particulars to be supplied by the office of exchange of the country of origin


Mails in which the item was sent

Air Surface

No. _____ Date _____

Dispatching office of exchange _____

Office of exchange of destination _____

Particulars of entry	No.	No. of entry	Office stamp
<input type="checkbox"/> Bulk advice			
<input type="checkbox"/> Table VI of the letter bill (C 12)			
<input type="checkbox"/> Special list (C 13)			
<input type="checkbox"/> Dispatch list (VD 3)			
<input type="checkbox"/> Parcel bill (CP 11 or CP 20)			

2. Particulars to be supplied by the intermediate services or by the service of destination in the case of return or redirection (See page 3, table 3 B)


Mails in which the item was sent

Air Surface

No. _____ Date _____

Dispatching office of exchange _____

Office of exchange of destination _____

Particulars of entry	No.	No. of entry	Office stamp
<input type="checkbox"/> Bulk advice			
<input type="checkbox"/> Table VI of the letter bill (C 12)			
<input type="checkbox"/> Special list (C 13)			
<input type="checkbox"/> Dispatch list (VD 3)			
<input type="checkbox"/> Parcel bill (CP 11 or CP 20)			

Signature _____


Mails in which the item was sent

Air Surface

No. _____ Date _____

Dispatching office of exchange _____



Office of exchange of destination _____

Particulars of entry	No.	No. of entry	Office stamp
<input type="checkbox"/> Bulk advice			
<input type="checkbox"/> Table VI of the letter bill (C 12)			
<input type="checkbox"/> Special list (C 13)			
<input type="checkbox"/> Dispatch list (VD 3)			
<input type="checkbox"/> Parcel bill (CP 11 or CP 20)			

Signature _____

C 9 (Page 3)

3. Particulars to be supplied by the service of destination

A. In case of delivery		
The item in question was duly delivered to the entitled person	Date of delivery	
In case of delayed delivery, indicate briefly the reason for delay in table 4 under "Any other comments"		
The COD amount has been	Date	No. of money order
<input type="checkbox"/> forwarded to the sender of the item		
<input type="checkbox"/> forwarded to the giro centre	Date	No. of money order
Name of giro centre	
<input type="checkbox"/> credited giro account		
Stamp and signature of official in charge of the delivery office		
		
B. In case of non-delivery, give the reason if it is a question of retention or return to origin		
Treatment of the item	Name of office	
<input type="checkbox"/> It is at	
<input type="checkbox"/> It has been returned to the office of origin ¹	Date	
Reasons	
<input type="checkbox"/> It has been redirected ¹	New address in full	Date
<input type="checkbox"/> It has not been received at the office of destination. The addressee's declaration is attached.		
Stamp and signature of official in charge of the delivery office		
		

4. Final reply

(to be given by the administration of destination, or, if appropriate, by the intermediate administration which cannot establish the regular transmission of the item under inquiry to the next administration)

The investigations made in our service have been unsuccessful. If the item under inquiry has not been received back by the sender, we authorize you to compensate the applicant within the prescribed limits.	
<input type="checkbox"/> The full amount paid may be debited against our service in a CP 16 summarized account	Reference
<input type="checkbox"/> Because of the use of bulk advice, it is impossible to establish where the loss occurred. One half of the amount paid may be debited against our service in a CP 16 summarized account	Reference
Any other comments	
.....	
Stamp, date and signature	
.....	
This form must be returned to	

¹See table 2 for routing.

Postal administration of origin

C 9 bis

Office or service sending the advice

ADVICE
 Redirection of a C 9 form

Administration of origin of the inquiry	Date of advice
	Our reference
	Your date Your reference

Item concerned

Nature of item	<input type="checkbox"/> Registered item	<input type="checkbox"/> Insured letter
	<input type="checkbox"/> Unregistered parcel	<input type="checkbox"/> Insured parcel
Posting	Date Office	Number
Special particulars	Insured value	
	COD amount	
Sender	
Addressee	
	

C 9 form redirected today to	Name of office
------------------------------	----------------

Information on the redirection of the item concerned

Mail	From	To	
	No. of the mail	Date	
Entry	<input type="checkbox"/> Bulk advice	No.	No. of entry
	<input type="checkbox"/> Letter bill	No.	No. of entry
	<input type="checkbox"/> Special list	No.	No. of entry
	<input type="checkbox"/> Dispatch list	No.	No. of entry
	<input type="checkbox"/> Parcel bill	No.	No. of entry

Other information

The office of exchange of destination received the item without comment.

If the inquiry is not answered in a reasonable time, a duplicate should be sent to the service to which we redirected the inquiry, giving the above information. The matter may be regarded as closed as far as our service is concerned.

Signature

Postal administration of origin

C 10

ADVICE
Presumed fraudulent use of postage stamps
or franking impressions

Office dispatching the advice	Date of advice
-------------------------------	----------------

Notes. Advice of dispatch, by registered post, of the letter-post item described hereafter which apparently bears a postage stamp or impression of the nature indicated below.
A copy of the C 10 form is being sent to the administrations of origin and destination, as well as the office of destination

Nature of presumed fraud	
<input type="checkbox"/> Counterfeit postage stamp	<input type="checkbox"/> Already used postage stamp
<input type="checkbox"/> Counterfeit franking machine impression	<input type="checkbox"/> Already used franking machine impression
<input type="checkbox"/> Counterfeit printing press impression	<input type="checkbox"/> Already used printing press impression

Nature of item	
.....	
Office of origin	Date of posting
Copy of the address	
.....	
.....	
.....	
Presumed irregularity	
.....	
.....	
.....	
Observations, if any	
.....	
.....	
.....	
Stamp, date and signature	
.....	

Convention, Lausanne 1974, Art 179, § 1, (a) — Size: 210 x 297 mm

Postal administration of origin

C 11

Office preparing the report		REPORT Presumed fraudulent use of postage stamps or franking impressions	
To the administration of		Notes: To be sent by registered post to the administration of origin of the item	
		Date of report	
Nature of item		Office of origin	
Date of dispatch		Weight of item	Postage prepaid
Name and address of addressee			
.....			
Nature of presumed fraud			
<input type="checkbox"/> Counterfeit postage stamp		<input type="checkbox"/> Already used postage stamp	
<input type="checkbox"/> Counterfeit franking machine impression		<input type="checkbox"/> Already used franking machine impression	
<input type="checkbox"/> Counterfeit printing press impression		<input type="checkbox"/> Already used printing press impression	
The addressee declares			
<input type="checkbox"/> that the sender is unknown to him			
<input type="checkbox"/> that he refuses to divulge the name of the sender			
<input type="checkbox"/> that the item was sent by the following person			
Name and address of sender			
.....			
Consequently,			
<input type="checkbox"/> We have delivered the item to the addressee			
<input type="checkbox"/> We have seized in order to send it to the administration of origin			
<input type="checkbox"/> the item			
<input type="checkbox"/> that part of the item containing the address and the suspect imprint or stamp			
Observations, if any			
.....			
In witness whereof, we have, in single copy, drawn up this report in order that effect may be given to Article 13 of the Convention and to Article 179 of its Detailed Regulations			
Signature of addressee or his attorney		Stamp of the office preparing the report and date Position and signature of the official	

Convention, Lausanne 1974, Art 179, § 1 (b)—Size: 210 x 297 mm

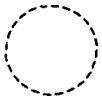
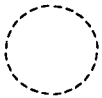
Dispatching administration		LETTER BILL Exchange of mails		C 12 (Front)
Dispatching office of exchange		Date of dispatch	Time	Mail No.
Office of exchange of destination		Name of ship		
		Flight No.		
		Via		
I. The mail contains unregistered items <input type="checkbox"/> express <input type="checkbox"/> air		V. Official notes		
II. Number of bags Bags with red labels Bags with white and blue labels Sacks of empty bags (SV) Total number of bags		Number	Dispatching administration bags Bags returned empty belonging to the administration of destination Other information	
III Summary of registered and insured items		Registered	Insured	VI. List of registered items
Number of bags containing items Number of packets containing items Number of special lists (registered) or dispatch lists (insured) Total number of items Number of AV 2 bills				Bulk advice Number of items inserted in this bag In letters In figures Individual advice
IV Closed mails included in this mail				Number ser- of the ial of the item Office of origin Observations
No. of the mail	Office of origin	Office of destination	No. of bags or packets	1
				2
				3
				4
				5
				6
				7
				8
				9
Stamp of the dispatching office of exchange. Signature of the official		Stamp of the office of exchange of destination Signature of the official		

Convention, Lausanne 1974, Art 150, § 1—Size 210 x 297 mm

C 12 (Back)

VI. List of registered items (conclusion)							
Number		Office of origin	Observations	Number		Office of origin	Observations
ser- ial	of the item			ser- ial	of the item		
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			
31				61			
32				62			
33				63			
34				64			
35				65			
36				66			
37				67			
38				68			
39				69			

C 13

Dispatching administration				SPECIAL LIST Registered items			
Dispatching office of exchange				Date of dispatch		Time	Mail No
				Special list No			
Office of exchange of destination				Name of ship			
				Flight No.			
				Via			
Bulk advice				Number		Office of origin	Observations
Number (in letters)				ser- ial	of the item		
Number (in figures)				19
Individual advice				20
Number		Office of origin		Observations		21
ser- ial	of the item			
1		22
2		23
3		24
4		25
5		26
6		27
7		28
8		29
9		30
10		31
11		32
12		33
13		34
14		35
15		36
16		37
17		38
18		39
Stamp of the dispatching office of exchange Signature of the official				Stamp of the office of exchange of destination Signature of the official			
							

Convention, Lausanne 1974, Art. 151, § 1—Size 210 x 297 mm

Postal administration of origin

VERIFICATION NOTE
Exchange of mails

C 14 (Front)

Office of origin of note	Date of note	No	Mail No.
	Date of dispatch	time	
Office of destination of note	Name of ship		
	Train No., Flight No., etc.		
	Dispatching office of exchange		
	Office of exchange of destination		

1. Irregularities concerning bags or covers

Mail No	Office of origin	Office of destination	Number of receptacles concerned							
			Bags			Covers				
			Red	White	Blue	LC	AO	CP		

The bags and covers described above

- | | |
|---|---|
| <input type="checkbox"/> did not arrive here | <input type="checkbox"/> arrived in bad condition |
| <input type="checkbox"/> arrived in excess | <input type="checkbox"/> have been repaired here |
| <input type="checkbox"/> were they received by your office? | <input type="checkbox"/> arrived here unlabelled |

2. Irregularities concerning documents

Missing documents (please send a copy)

<input type="checkbox"/> AV 7 delivery bill	<input type="checkbox"/> Letter bill	No.	Number of registered items received
<input type="checkbox"/> AV 2 weight bill	<input type="checkbox"/> Special list		

	LC	AO	CP	The total weight was checked here
<input type="checkbox"/> The AV 7 delivery bill has been corrected as follows according to the weights given on the labels				
<input type="checkbox"/> In view of an error in calculation the totals on the AV 7 delivery bill have been corrected as follows				

Irregularities concerning the tables of the letter bill	Entered	Received	Observations
<input type="checkbox"/> II Number of bags			
<input type="checkbox"/> III Total registered items			
<input type="checkbox"/> Special lists			
<input type="checkbox"/> Dispatch lists			
<input type="checkbox"/> Total insured items			
<input type="checkbox"/> V Bags returned, etc. Number			

To be sent by registered post

Convention, Lausanne 1974, Art 158, § 2—Size 210 x 297 mm

3. Other irregularities

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

<p>Stamp of the office preparing the note and date Signatures of officials</p>	<p>Seen and accepted Stamp of the office of destination of the note and date Signature of the official in charge</p>
--	--

Dispatching administration		SPECIAL LETTER BILL		C 15 (Front)																																		
		Statistical information																																				
Dispatching office of exchange		Date of dispatch	Time	Mail No.																																		
Office of exchange of destination		Name of ship																																				
		Via																																				
Number of bags subject to transit charges end/or terminal dues				Number of bags exempted from transit charges and terminal dues																																		
not exceeding 5 kg (light bags)	over 5 kg and up to 15 kg (medium bags)	over 15 kg and up to 30 kg (heavy bags)																																				
I The mail contains		V. Official notes																																				
unregistered items <input type="checkbox"/> express <input type="checkbox"/> air		Dispatching administration's bags		Number																																		
II. Number of bags																																						
Bags with red labels	Number																																					
Bags with white and blue labels																																						
Sacks of empty bags (SV)																																						
Total number of bags		Bags returned empty belonging to the administration of destination																																				
		Other information																																				
III. Summary of registered and insured items		VI. List of registered items																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Registered</th> <th>Insured</th> </tr> </thead> <tbody> <tr> <td>Number of bags containing items</td> <td></td> <td></td> </tr> <tr> <td>Number of packets containing items</td> <td></td> <td></td> </tr> <tr> <td>Number of special lists (registered) or dispatch lists (insured)</td> <td></td> <td></td> </tr> <tr> <td>Total number of items included in the mail</td> <td></td> <td></td> </tr> <tr> <td>Number of AV 2 bills</td> <td></td> <td></td> </tr> </tbody> </table>			Registered	Insured	Number of bags containing items			Number of packets containing items			Number of special lists (registered) or dispatch lists (insured)			Total number of items included in the mail			Number of AV 2 bills			Bulk advice																		
			Registered	Insured																																		
		Number of bags containing items																																				
		Number of packets containing items																																				
		Number of special lists (registered) or dispatch lists (insured)																																				
Total number of items included in the mail																																						
Number of AV 2 bills																																						
		Number of items inserted in this bag																																				
		Number (in letters)																																				
		Number (in figures)																																				
		Individual advice																																				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Number</th> <th rowspan="2">Office of origin</th> <th rowspan="2">Observations</th> </tr> <tr> <th>ser-iel</th> <th>of the item</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td></tr> </tbody> </table>			Number		Office of origin	Observations	ser-iel	of the item	1				2				3				4				5				6				7			
Number		Office of origin	Observations																																			
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6																																						
7																																						
IV Closed mails included in this mail		Continue overleaf if necessary																																				
No of the mail	Office of origin	Office of destination	No of bags or packets																																			
Stamp of the dispatching office of exchange Signature of the official		Stamp of the office of exchange of destination Signature of the official																																				

Convention, Lausanne 1974, Art. 166, § 1—Size 210 x 297 mm

C 15 (Back)

VI. List of registered items (conclusion)							
Number		Office of origin	Observations	Number		Office of origin	Observations
ser- iel	of the item			ser- iel	of the item		
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			
31				61			
32				62			
33				63			
34				64			
35				65			
36				66			
37				67			

Postal administration of origin		VERIFICATION NOTE		C 16
		Statistical information		
Office of origin of note	Date of note	No.	Mail No.	
Office of destination of note	Date of dispatch	time		
	Dispatching office of exchange			
	Office of exchange of destination			

Closed mails subject to transit charges and/or terminal dues

	Number of bags	
	according to the declaration of the dispatching office	according to the verification of the office of destination
Light bags (up to 5 kg)
Medium bags (over 5 and up to 15 kg)
Heavy bags (over 15 and up to 30 kg)
Bags exempted from transit charges and terminal dues		

Observations

This form must be returned by registered post to

Stamp of the office preparing the note and date Signatures of the officials	Seen and accepted Stamp of the office of destination of the note and date Signature of the official in charge
--	---

Administration of destination of the mails

STATISTICAL STATEMENT
Mails in transit

C 17

Office of exchange of destination of the mails	Date of statement
	Number of days of statistical period
Dispatching office of exchange of the mails	Dispatching administration of the mails

Notes Give, as fully as possible, details of the route followed and the services used for the dispatch of the mails

Intermediate administrations

Dispatched by ships

Number of the mail	Date	First mail			Second mail			Third mail		
		Time of dispatch			Time of dispatch			Time of dispatch		
		Number of bags			Number of bags			Number of bags		
		Light (up to 5 kg)	Medium (over 5 and up to 15 kg)	Heavy (over 15 and up to 30 kg)	Light (up to 5 kg)	Medium (over 5 and up to 15 kg)	Heavy (over 15 and up to 30 kg)	Light (up to 5 kg)	Medium (over 5 and up to 15 kg)	Heavy (over 15 and up to 30 kg)
1	2	3	4	5	6	7	8	9	10	11
Totals										
Signature of the official in charge of the office of exchange of destination					Seen and accepted Place and date. Signature of the official in charge of the dispatching office of exchange					

Convention, Lausanne 1974, Art 167, § 1 (a)—Size 210 x 297 mm

Administration of destination of the mails		STATISTICAL STATEMENT Mails received	C 17bis
Office of exchange of destination of the mails		Date of statement	Number of days of statistical period
Dispatching office of exchange of the mails		Dispatching administration of the mails	

Number of the mail	Date	First mail			Second mail			Third mail		
		Time of dispatch			Time of dispatch			Time of dispatch		
		Number of bags			Number of bags			Number of bags		
		Light (up to 5 kg)	Medium (over 5 and up to 15 kg)	Heavy (over 15 and up to 30 kg)	Light (up to 5 kg)	Medium (over 5 and up to 15 kg)	Heavy (over 15 and up to 30 kg)	Light (up to 5 kg)	Medium (over 5 and up to 15 kg)	Heavy (over 15 and up to 30 kg)
1	2	3	4	5	6	7	8	9	10	11
Totals										
Signature of the official in charge of the office of exchange of destination					Seen and accepted Place and date Signature of the official in charge of the dispatching office of exchange					
Colour yellow										

Convention, Lausanne 1974, Art. 167, § 1 (b)—Size 210 x 297 mm, colour yellow

Postal administration of origin			BILL Delivery of mails						C 18	
Office of origin			Date of transfer							
To be filled in if the mail is transferred to an office or a train			To be filled in if the mail is transferred to a sea service							
Name of office or train No.			Shipping company						Date of sailing	
			Name of ship							
			Port of disembarkation							
Number or date of the mail	Origin of mails	Destination of mails	Number of						Observations or, if con- tainers are used indica- tion of No of con- tainer No. of seal	
			Rad label bags	Bags of unregis- tered corres- pondence	bags of insured parcels	bags of unregistered parcels	parcels not in bags	Sacks of empty bags		
1	2	3	4	5	6	7	8	9	10	
Totals										
Stamp of the dispatching office of the mail, date and signature			The undersigned acknowledges receipt in good condition of the mails mentioned above Date and signature							

Convention, Lausanne 1974, Art. 157, § 1—Size: 210 x 297 mm

Postal administration of origin

BILL
Delivery of air-lifted surface mails

C 18bis

Office of origin			Date of departure							Time		
			Flight No.									
			Airport of offloading									
Date or No. of mail	Origin of mails	Destination of mails	Number of						Gross weight of bags, etc.		Observations or, if containers are used indication of No. of container	
			Red label bags	Bags of unregistered correspondence	bags of insured parcels	bags of unregistered parcels	parcels not in bags	Sacks of empty bags				
1	2	3	4	5	6	7	8	9	10	11		
									kg	g		
Totals												
Stamp of dispatching office Signature of official			The official of the airport or airline					Stamp of office of destination Signature of official				

Convention, Lausanne 1974, Art. 157, § 6—Size: 210 x 297 mm

Dispatching administration


C 19 (Front)

TRANSIT BULLETIN

Mail statistics

Dispatching office







Date of dispatch

Office of destination	Mail No.	Stamp of dispatching office 
Administration of destination	Number of bags ¹	

This form is to be forwarded, annexed to the C 18 bill of the mail to which this bulletin refers, and is to be filled up before being sent on. Enter the note "C 19" in the "Observations" column of the C 18 bulletin.

N.B. Each administration may use only one horizontal line of the form for particulars concerning land transit and only one line for sea transit, if any.

The information concerning the transit must be entered successively by the inward and outward offices of exchange of each intermediate administration, to the exclusion of every other office, beginning with the first inward office of exchange. The last intermediate office of exchange must send the form direct to the office of destination, there the exact date of arrival of the dispatch is shown, the bulletin attached to the relevant C 17 statement and the whole returned to the dispatching office.

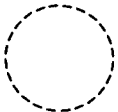
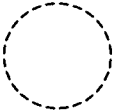
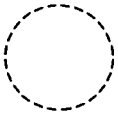
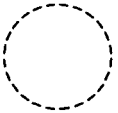
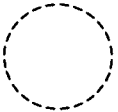
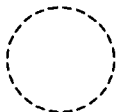
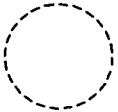
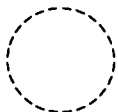
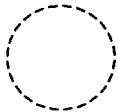
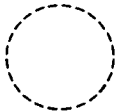
Transit	Date stamp of the inward office of exchange	Date stamp of the outward office of exchange	Services used (In the case of land transit, indicate T.l., and the route followed, and in the case of sea transit, indicate T.m., the route followed, the name of the ship and that of the shipping line)	Countries to which the transit charges must be paid
1	2	3	4	5
1st transit				
2nd transit				
3rd transit				

Continue overleaf if necessary

¹Not counting bags of empty receptacles and other "Exempt" bags

Convention, Lausanne 1974, Art. 169, § 1—Size: 210 x 297 mm, colour green

C 19 (Back)

Transit	Date stamp of the inward office of exchange	Date stamp of the outward office of exchange	Services used (In the case of land transit, indicate T.t., and the route followed, end in the case of sea transit, indicate T.m., the route followed, the name of the ship and that of the shipping line)	Country to which the transit charges must be paid
1	2	3	4	5
4th transit				
5th transit				
6th transit				
7th transit				
8th transit				

Stamp of the office of destination



Creditor administration

C 20

DETAILED ACCOUNT

Transit charges

Debtor administration	Date of account
	Transit services
	Year

Office of origin	Office of destination	Mails dispatched during the statistical period									Observations
		Number of bags of the average weight of			Total weights	Transit charge per gross kg		Credit			
		3 kg	12 kg	26 kg		fr	c	fr	c		
1	2	3	4	5	6	7	8	9			
					kg						
Total											
Multiplied by 26 (or 13)											
Total to be carried forward to the C 21 statement											

Creditor administration Place, date and signature of official	Seen and accepted by the debtor administration Place, date and signature
--	---

Convention, Lausanne 1974, Art. 172, § 7 (a)—Size 210 x 297 mm

Creditor administration Debtor administration	DETAILED Terminal dues	C20 bis (Front)
Date of account		
Year		

I SURFACE MAILS

Dispatching office	Office of destination	Mails received during the statistical period				Total weights kg	Observations
		Number of bags of the average weight of					
		3 kg	12 kg	26 kg			
1	2	3	4	5	6	7	
Total							

Dispatching office	Office of destination	Mails dispatched during the statistical period				Total weights kg
		Number of bags of the average weight of				
		3 kg	12 kg	26 kg		
1	2	3	4	5	6	
Total						

Difference of weight between surface mails received and dispatched	
Total weights of surface mails received	kg
Total weights of surface mails dispatched	kg
Difference	kg
Multiplied by 26 (or 13)	kg

Convention, Lausanne 1974, Art. 17, § 7 (b)—Size 210 x 297 mm, colour: yellow

II AIR MAILS

C20bis (Back)

Dispatching office	Office of destination	Actual total weights of air mails received during the year		Observations
1	2	3		4
		kg	g	
Total			—	
Dispatching office	Office of destination	Actual total weights of air mails dispatched during the year		
1	2	3		
		kg	g	
Total			—	
Difference of weight between air mails received and dispatched				
		kg		
Total weights of air mails received.....		kg		
Total weights of air mails dispatched.....		kg		
Difference				

III TOTAL TO BE CARRIED FORWARD TO THE C21bis STATEMENT

	kg				
Total difference of weights of surface mails.....	kg	Terminal dues per gross kg		Credit	
Total difference of weights of air mails					
Total difference of air mails and surface mails	kg	fr	c	fr	c
		1	50		

Creditor administration Place, date and signature of official	Seen and accepted by the debtor administration Place, date and signature of official
--	---

Postal administration

C 21

STATEMENT
Transit charges

Date of statement

Notes. Statement showing the total amounts of the reciprocal detailed accounts between administrations

Sums due for the year	Carried forward from the C 20 detailed accounts			
	Administration preparing the statement		Corresponding administration	
Year of basic statistics				
Name of administration Amount of provisional payment made by	fr	c	fr	c

Totals
Deduction				
Name of administration				
Balance to the credit of				

Observations, if any

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

The administration preparing the statement
Signature of official:

.....

.....

.....

.....

Postal administration

C 21_{bis}

STATEMENT
Terminal dues
 Date of statement

Notes: Statement showing the balance of the C 20 bis is detailed account

Sums due for the year	Carried forward from the C 20 bis detailed account			
	Administration preparing the statement		Corresponding administration	
Year of surface mail basic statistics	fr	c	fr	c
<input type="checkbox"/> Name of administration		—		—
Amount of provisional payment made by <input type="checkbox"/> Name of administration				
Balance to the credit of		—		—

Observations, if any

The administration preparing the statement
Signature of official

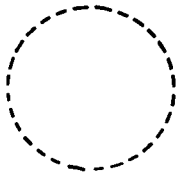
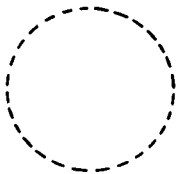


**UNIVERSAL POSTAL
UNION**

**INTERNATIONAL
REPLY COUPON**

C 22

This coupon is exchangeable in any country of the Universal Postal Union for one or more postage stamps representing the minimum postage for an unregistered letter sent by surface to a foreign country.¹

<p>Control stamp of the country of origin (date optional)</p> 	<p>Selling price (optional)</p>	<p>Stamp of the office making the exchange</p> 
--	--	--

Convention, Lausanne 1974, Art. 180, § 1—Size: 105 x 74 mm

¹This explanation is repeated on the back of this coupon in German, English, Arabic, Chinese, Spanish and Russian.

C 23

DETAILED STATEMENT
Reply coupons exchanged

Postal administration

Administration which exchanged the reply coupons	Date of statement				
Notes. Consignments of reply coupons must not contain fractions of a hundred.					
Reply coupons at 1 franc exchanged for postage stamps and sent to the International Bureau	<table border="1"> <thead> <tr> <th style="width: 50%;">Number</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">fr</td> <td></td> </tr> </tbody> </table>	Number	Amount	fr	
Number	Amount				
fr					
The administration preparing the statement Place, date and signature	Seen and accepted by the International Bureau of the UPU Place, date and signature Barne,				

Convention, Lausanne 1974, Art. 180, § 4—Size: 210 x 148 mm, colour: white

C 24

DETAILED STATEMENT
Reply coupons supplied

UNIVERSAL POSTAL UNION
International Bureau



Administration which exchanged the reply coupons	Date of statement	Notes. Consignments of reply coupons must not contain fractions of a hundred.	
Reply coupons at 1 gold franc supplied by the International Bureau	Number	Amount	fr
The International Bureau of the UPU Place, date and signature		Seen and accepted by the debtor administration Place, date and signature	
Berne,			

Convention, Lausanne 1974, Art. 180, § 1—Size: 210 x 148 mm, colour: pink

Front

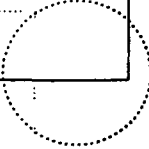
Postal administration of _____ C 25

POSTAL IDENTITY CARD

Photograph	UNIVERSAL POSTAL UNION
------------	------------------------------

No.	Valid until
Surname	
Forename(s)	
Occupation	
Nationality	
Address	
Holder's signature	

Postage stamp
(Partly on the photo)



Convention, Lausanne 1974, Art. 106, § 2—Size: 105 x 74 mm

(Back)

Description		
Date and place of birth		
Height	Hair	Eyes
Complexion	Special marks	
Issuing office		Official's signature

1. This card, issued exclusively by the postal service, is recognized as proof of identity for post office business.
2. Postal administrations are not liable for the consequences of the loss, theft, or fraudulent use of this card.

Creditor administration

C 26

DETAILED MONTHLY ACCOUNT
 Customs, etc., charges

Debtor administration	Date of account
	Month _____ Year _____

Serial No	Date of the advance	Number of the franking note	Office which made the advance	Amount of each franking note	Observations
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total					

The creditor administration
Place, date and signature

Dispatching administration

C 27

TRIAL NOTE

Determination of the most favourable route for a letter or parcel mail

Administration of destination	Date of note
Notes To be returned duly completed by the fastest route,	


To be filled in by the dispatching office

Mail	<input type="checkbox"/> Surface letter mail	<input type="checkbox"/> Air letter mail
	<input type="checkbox"/> Surface parcel mail	<input type="checkbox"/> Air parcel mail
	Number	Dispatching office
	Date of dispatch	Office of destination
Method of conveyance	<input type="checkbox"/> By flight	Number
	<input type="checkbox"/> By ship	Name of ship
	<input type="checkbox"/> By	
Signature		

To be filled in by the office of destination

Arrival	Office which received the mail
	Date of arrival time
Method of arrival	Number
	<input type="checkbox"/> By flight
	<input type="checkbox"/> By ship
	Name of ship
	<input type="checkbox"/> By
Delivery (concerns only letter mails)	Correspondence addressed to persons living in the delivery area of the office has been delivered
	Date
	Time delivery began
Signature	
To be returned to	Name of office

Convention, Lausanne 1974, Art. 156, § 3—Size: 210 x 297 mm

 Djakarta (Indonesia)	from	to	C 28
	Geneva 1	JAKARTA	
	Dispatch No.	(Indonesia)	
	Date of dispatch	Via	
		Ship	
		Port of disembarkation	

Convention, Lausanne 1974, Art. 155, § 1 — Size: 125 x 60 mm, colour vermilion red, white, light blue or green respectively.

NOTE.—Bearing in mind the needs of their service, administrations may make slight changes in the text and dimensions of the form, so long as they do not depart unduly from the directives which the specimen contains.

Dispatching administration	ROUTINE CORRESPONDENCE C 29				
Administration of destination					
Subject	<table border="1"> <tr> <td data-bbox="673 324 911 372">Date</td> <td data-bbox="911 324 1153 372">Number</td> </tr> <tr> <td data-bbox="673 372 911 421">Reply to No.</td> <td data-bbox="911 372 1153 421">Date</td> </tr> </table> <p data-bbox="673 459 1153 517">A letter written on this form does not require any preamble or salutations. The address of the addressee is necessary only if an envelope with a transparent panel is used</p>	Date	Number	Reply to No.	Date
Date	Number				
Reply to No.	Date				

C 30
LC
Dispatching administration Portugal
Dispatching office Lisboa
Dispatching official
Office of destination
ANKARA
In case of error, this label must be attached to the verification note

Convention, Lausanne 1974, Art. 149, § 1—Size: 105 x 74 mm, colour: white

C 30
AO
Dispatching administration Portugal
Dispatching office Lisboa
Dispatching official
Office of destination
ANKARA
In case of error, this label must be attached to the verification note

Convention, Lausanne 1974, Art. 149, § 1—Size: 105 x 74 mm, colour: light blue

R	<input type="checkbox"/> LC <input type="checkbox"/> AO	Number of registered items	C 30
Dispatching administration Portugal			
Dispatching office Lisboa			
Dispatching official			
Office of destination			
ANKARA			
In case of error, this label must be attached to the verification note			

Convention, Lausanne 1974, Art. 149, § 1—Size: 105 x 74 mm, colour: pink

Note: Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of this form, so long as they do not depart unduly from the directives which the specimen contains

GENERAL LIST OF AIR-MAIL SERVICES

AV 1 LIST

Note.—AV 1 List is drawn up and distributed to administrations by the International Bureau (Convention, Lausanne 1974, Art. 206, § 1 (a))

AV 2

Dispatching administration	BILL Weight of à découvert airmail correspondence
Dispatching office of exchange	Date of bill No.
Office of exchange of destination	Airmail correspondence <input type="checkbox"/> Unregistered <input type="checkbox"/> Registered
Administration of destination of the mail	Mail No. <input type="checkbox"/> Surface <input type="checkbox"/> Air Date of dispatch time

Notes. The weight of each category of correspondence à découvert and, where applicable, for a specific zone, is rounded off to the nearest ten grammes, upward for fractions above 5 grammes, downward for those below. During the statistical period put a large capital letter "S" at the top of this form.

Groups of countries for which the conveyance dues are the same	Net weight		Observations
	LC	AO	
1	2	3	4
	g	g	

Stamp of dispatching office of exchange

Stamp of office of exchange of destination

Administration reforwarding the mail

AV 3

 Office of exchange reforwarding the mail**STATEMENT OF WEIGHTS**

Air mails

 Date of statement

Administration dispatching the mail	Mails forwarded
	from _____
	to _____
	Month or quarter _____ Year _____

Notes. To be sent in duplicate

Date of conveyance	Serial number of the mail	Dispatching office	Office of destination	No. of the flight used	Weight of each category of item						Observations
					LC		AO		CP		
					kg	g	kg	g	kg	g	
1	2	3	4	5	6	7	8	9			
Totals											

Convention, Lausanne 1974, Art 202, § 1—Size: 210 x 297 mm

Creditor administration

AV 5

DETAILED ACCOUNT

Air mail

Debtor administration	Date of account
	<input type="checkbox"/> Closed air mails
	<input type="checkbox"/> Airmail correspondence à découvert

Month		Quarter						Year											
Route Country of destination or groups of countries	Cate- gories of items	Weight carried during the month or months of												Total weight	Cost of conveyance per kg		Total conveyance dues payable		
		3		4		5		6		7		8							
		kg	g	kg	g	kg	g	kg	g	fr	c	fr	c						
1	LC		
	AO		
	CP		
	LC		
	AO		
	CP		
	LC		
	AO		
	CP		
	LC		
	AO		
	CP		
Increase of 5% on the total amount due for transit à découvert																			
Final total																			
Creditor administration Place, date and signature										Seen and accepted by the debtor administration Place, date and signature									

Postal administration

AV 7

Dispatching office of exchange

DELIVERY BILL

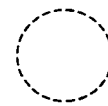
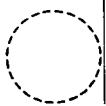
Air mails

Office of exchange of destination	Date of departure	Time
	Flight No	

Airport of direct transhipment (Art. 191, § 2)	Airport of offloading
--	-----------------------

Number of the mail	Office of origin	Office of destination	Number of				Gross weight of bags, etc			Observations		
			Bags LC	Covers LC	Bags AO	Bags of parcels	LC	AO	CP			
1	2	3	4	5	6	7	8	9	10	11		
							kg	g	kg	g	kg	g
Totals												

Stamp of dispatching office Signature of official	The official of the airport or airline	Stamp of office of destination Signature of official
--	--	---



Monrovia (Liberia)	From Lisboa - EPA		By air mail		AV 8
	Mail No.		for		
	Date of dispatch		MONROVIA		
			(Liberia)		
	LC	kg	Flight No.		
	AO	kg	Airport of transhipment	Off-loading airport	
Total	kg		MLW		

Convention, Lausanne 1974, Art 185, § 3—Size: 125 x 60 mm, colour: vermilion red or white

Monrovia (Liberia)	From Lisboa - EPA		By air mail		AV 8
	Mail No.		for		
	Date of dispatch		MONROVIA		
			(Liberia)		
		kg	Flight No.		
	AO	kg	Airport of transhipment	Off-loading airport	
			MLW		

Convention, Lausanne 1974, Art 185, § 3—Size: 125 x 60 mm, colour: light blue

Monrovia (Liberia)	From Lisboa - EPA		By air mail		AV 8
	Mail No.		for		
	Date of dispatch		MONROVIA		
			(Liberia)		
		kg	Flight No.		
	SV	kg	Airport of transhipment	Off-loading airport	
			MLW		

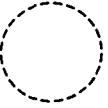
Convention, Lausanne 1974, Art. 185, § 3—Size: 125 x 60 mm, colour: green

Note: Bearing in mind the needs of their service, administrations may make slight changes in the text and dimensions of this form, so long as they do not depart unduly from the directives which the specimen contains.

Administration dispatching the mail

Dispatching office

AV 9



AIRMAIL DISPATCH

for

MONROVIA
(Liberia)

AIRMAIL DISPATCH

No. _____

Without documents

WEIGHT _____ g

LC _____

AO _____

Total _____

Flight No

Airport of transhipment

Convention, Lausanne 1974, Art. 185, § 1—Size 176 x 250 or 250 x 353 mm, colour: blue

AV 10
LC
By air mail
Dispatching administration Sweden
Dispatching office Stockholm Flyg
Dispatching official
Office of destination
MADRID AP
In case of error, this label must be attached to the verification note

Convention, Lausanne 1974, Art. 185, § 1—Size: 105 x 74 mm, colour: white

AV 10
AO
By air mail
Dispatching administration Sweden
Dispatching office Stockholm Flyg
Dispatching official
Office of destination
MADRID AP
In case of error, this label must be attached to the verification note

Convention, Lausanne 1974, Art. 185, § 1—Size: 105 x 74 mm, colour: light blue

Note: Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.

R	<input type="checkbox"/> LC	Number of registered items	AV 10
	<input type="checkbox"/> AO		
Dispatching administration		By air mail	
Sweden			
Dispatching office			
Stockholm Flyg			
Dispatching official			
Office of destination			
MADRID AP			
In case of error, this label must be attached to the verification note			

Convention, Lausanne 1974, Art. 185, § 1—Size: 105 x 74 mm, colour: pink

LC	Correspondence à découvert	By air mail	AV 10
Dispatching administration			
Sweden			
Dispatching office			
Stockholm Flyg			
Dispatching official			
Office of destination			
MADRID AP			
Number of group of countries of destination			
In case of error, this label must be attached to the verification note			

Convention, Lausanne 1974, Art. 195—Size: 105 x 74 mm, colour: white

Note: Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.

AV 10
AO Correspondence à découvert
By air mail
Dispatching administration Sweden
Dispatching office Stockholm Flyg
Dispatching official
Office of destination MADRID AP
Number of group of countries of destination
In case of error, this label must be attached to the verification note

Convention, Lausanne 1974, Art. 195—Size: 105 x 74 mm, colour: light blue

AV 10					
<table border="1"> <tr> <td style="text-align: center;">R</td> <td style="text-align: center;">LC Number</td> </tr> <tr> <td style="text-align: center;">AO</td> <td style="text-align: center;">Number</td> </tr> </table>	R	LC Number	AO	Number	Registered items à découvert
R	LC Number				
AO	Number				
By air mail					
Dispatching administration Sweden					
Dispatching office Stockholm Flyg					
Dispatching official					
Office of destination of the mail MADRID AP					
Number of group of countries of destination					
In case of error, this label must be attached to the verification note					

Convention, Lausanne 1974, Art. 195—Size: 105 x 74 mm, colour: pink

Note: Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.

Administration preparing the account

GENERAL ACCOUNT—AIR MAIL

AV 11

Corresponding administration	Date of account	
	Quarter	Year
	Half-year	Year

Exchange	Period	Balance of AV 5 accounts in favour of the administration		Observations	
		preparing the account	corresponding administration		
1	2	3	4	5	
		fr	fr		
Received by the administration preparing the account					
Sent by the administration preparing the account					
Totals					
Less					
Credit balance					
Name of creditor administration					
The administration preparing the AV 11 account Place, date and signature			Seen and accepted by the administration receiving the AV 11 account Place, date and signature		

Convention, Lausanne 1974, Art. 203, § 4—Size. 210 x 297 mm

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED, APPROVED OR ACCEDED TO THE CONVENTION, INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL OR ACCESSION WITH THE GOVERNMENT OF SWITZERLAND, OR THE DATE OF THE NOTIFICATION OF ACCESSION EFFECTED BY THAT GOVERNMENT UNDER ARTICLE 11 (5) OF THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

<i>State or Territory</i>	<i>Date of definitive signature (s) or date of deposit of the instrument of ratification or approval (AA) or accession (a) or date of notification of accession (a*)</i>	
BELGIUM	23 October	1975 AA
CANADA	8 September	1975 AA
DENMARK	5 July	1974 s
FIJI	14 October	1975
FRANCE	22 October	1975 AA
The whole of the territories represented by the French Overseas Postal and Telecommunication Office	22 October	1975 AA
GERMANY, FEDERAL REPUBLIC OF (With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)	29 December	1975
ICELAND	6 October	1975
JAPAN	1 August	1975 AA
LIECHTENSTEIN	20 August	1975
LUXEMBOURG	11 March	1976 AA
MALAYSIA	30 January	1976 AA
NETHERLANDS (In respect of the Netherlands, Surinam and the Netherlands Antilles.)	21 November	1975
REPUBLIC OF KOREA	23 December	1975
SOUTH AFRICA	2 February	1976 a
SURINAM	20 April	1976 a*
SWITZERLAND	9 September	1975
THAILAND	5 March	1976 AA
TUNISIA	30 October	1975
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (In respect of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man.)	23 February	1976 AA
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (In respect of Antigua, Dominica, St. Kitts-Nevis-Anguilla, St. Lucia, St. Vincent, Brunei, Belize, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands and Dependencies, Gibraltar, Gilbert Islands, Hong Kong, Montserrat, New Hebrides (British-French Condominium), Pitcairn Group, St. Helena and Dependencies, Seychelles, Solomon Islands, Southern Rhodesia, Turks and Caicos Islands and Tuvalu.)	11 March	1976 AA



No. 14724

UNIVERSAL POSTAL UNION

Insured Letters Agreement (with Final Protocol and Detailed Regulations). Concluded at Lausanne on 5 July 1974

Authentic text: French.

Registered by Switzerland on 26 April 1976.

INSURED LETTERS AGREEMENT

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Art

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2. Insured letters
3. Insured value

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4. Conditions of weight and size
5. Prohibitions
6. Treatment of items wrongly admitted

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Charges and fees

7. Charges
8. Free postage
9. Import-export regulations and fees

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11. Non-liability of postal administrations
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FINAL PROTOCOL TO THE INSURED LETTERS AGREEMENT

Art I Articles subject to customs duty

INSURED LETTERS AGREEMENT¹

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, § 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² have, by common consent and subject to article 25, § 3, of the Constitution, drawn up the following Agreement.

Chapter I

General provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the exchange of insured letters between contracting countries

Article 2

Insured letters

Letters containing securities, valuable documents or articles and called "insured letters" may be exchanged with insurance of the contents for the value declared by the sender.

Article 3

Insured value

1. In principle, the amount of the insured value shall be unlimited.
2. Nevertheless, every administration may limit the insured value, so far as it is concerned, to an amount which may not be less than 5000 francs, or to the amount adopted in its internal service if that amount is less than 5000 francs.
3. In the service between countries which have adopted different maxima, the lower limit shall be observed by both.
4. The insured value may not exceed the actual value of the contents of the item, but it shall be permissible to insure only part of that value; the amount of the insurance for papers whose value resides in the cost of their preparation may not exceed the cost of replacing the documents in case of loss.
5. Fraudulent insurance for a value greater than the actual value of the contents of an item shall be liable to the legal proceedings prescribed by the legislation of the country of origin

¹ Put into effect on 1 January 1976, in accordance with article 18.

See p. 241 of this volume for the list of States and territories which ratified, approved or acceded to the Agreement.

² United Nations, *Treaty Series*, vol. 611, p. 7

Chapter II

Conditions of admission

Article 4

Conditions of weight and size

Insured letters shall be subject to the conditions of weight and size applicable to ordinary letters. Those whose dimensions are smaller than the minima fixed for letters in article 19, § 6, of the Convention shall not be admitted.

Article 5

Prohibitions

The insertion in insured letters of the following articles shall be prohibited:

- (a) articles which, by their nature or their packing, may expose officials to danger, or soil or damage letter-post items or postal equipment;
- (b) opium, morphine, cocaine and other narcotics; however, this prohibition shall not apply to consignments sent for a medical or scientific purpose to countries which admit them on this condition,
- (c) live animals;
- (d) explosive, flammable or dangerous substances;
- (e) obscene or immoral articles;
- (f) articles of which the importation or the circulation is prohibited in the country of destination.

Article 6

Treatment of items wrongly admitted

1. Any insured letter which does not satisfy the provisions of article 4 and which has been wrongly admitted shall be returned to the administration of origin; nevertheless the administration of destination shall be authorized to deliver it to the addressee, applying to it the charges prescribed in article 19, § 20, of the Convention
2. Any insured letter containing articles mentioned in article 5 which has been wrongly admitted to the post shall be dealt with according to the legislation of the country of the administration establishing the presence of those articles; however, those containing articles listed in subparagraphs (b) (d) and (e) of the said article shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to origin.
3. When a wrongly admitted insured letter is neither returned to origin nor delivered to the addressee, the administration of origin shall be informed exactly how the letter has been dealt with.

Chapter III

Charges and fees

Article 7

Charges

1. The following charges on insured letters shall be collected from the sender in advance:
 - (a) postage charge,
 - (b) fixed registration charge;
 - (c) insurance charge.

¹ See p. 53 of this volume

2. The scale of those charges shall be as follows :

Postage charge	Fixed registration charge	Insurance charge
1	2	3
Charge calculated in accordance with the provisions of article 19 of the Convention and as appropriate article III of its Final Protocol	Charge fixed under article 21 (n), of the Convention or corresponding charge of the internal service if this is higher or, exceptionally, a charge of 3 francs at most	At most 1 franc for each 200 francs of insured value or fraction thereof or ½% of the scale of the insured value, whatever the country of destination, even in countries which undertake to cover risks of <i>force majeure</i> or up to the charge collected in the internal service, if that charge is higher

3. In addition to the charges referred to in § 1, the special charges mentioned in article 21 of the Convention may be collected on insured letters when applicable thereto.

4. Administrations may also collect from the senders or from the addressees, special charges in accordance with their internal legislation to take account of any exceptional security measures taken with regard to insured letters.

Article 8

Free postage

Insured letters on postal service exchanged either between postal administrations or between administrations and the International Bureau shall be exempted from all postal charges

Article 9

Import-export regulations and fees

1. Insured letters shall be subject to the legislation of the country of origin as regards export regulations and fees; they shall be subject to the legislation of the country of destination as regards import regulations and fees and customs control

2. Fiscal fees and assay charges due on import shall be collected from the addressee at the time of delivery; if for any reason an insured letter is redirected to another country participating in the service or returned to the office of origin, the fees and charges which cannot be cancelled on re-export shall be collected from the addressee or the sender.

Chapter IV

Liability

Article 10

Principle and extent of liability of postal administrations

1. Postal administrations shall be liable for the loss of, theft from or damage to insured letters, except as provided for in article 11. Their liability shall be as binding for letters conveyed *à découvert* as for those forwarded in closed mails.

2. The sender shall be entitled to an indemnity corresponding, in principle, to the actual amount of the loss, theft or damage; indirect loss or loss of profits shall not be taken into consideration. However, this

indemnity may in no case exceed the amount of the insured value in gold francs. In case of redirection or return to origin by surface of an insured air letter, liability shall be limited, for the second journey, to that applicable to items sent by that route.

3. Notwithstanding § 2, the addressee shall be entitled to the indemnity after delivery of a rifled or damaged insured letter.

4. The indemnity shall be calculated according to the current price, converted into gold francs, of articles of value of the same kind, at the place and time at which they were accepted for conveyance; failing a current price, the indemnity shall be calculated according to the ordinary value of articles whose value is assessed on the same bases.

5. When an indemnity is due for the loss, total theft or total damage of an insured letter, the sender, or, by application of § 3, the addressee, shall also be entitled to repayment of the charges and fees paid, with the exception of the insurance charge which shall be retained in every case by the administration of origin.

6. The sender may waive his rights as prescribed in § 2 in favour of the addressee. Conversely, the addressee may waive his rights as prescribed in § 3 in favour of the sender. The sender or the addressee may authorize a third party to receive the indemnity if internal legislation allows this.

Article 11

Non-liability of postal administrations

1. Postal administrations shall cease to be liable for insured letters which they have delivered according either to the conditions laid down in their internal regulations for items of the same kind, or those set out in article 11, § 3, of the Convention; liability shall, however, be maintained:

- (a) when theft or damage is discovered either before delivery or at the time of delivery of the item or when, internal legislation permitting, the addressee, or the sender if it is returned to origin, makes reservations in taking delivery of a rifled or damaged item;
- (b) when the addressee or, in the case of return to origin, the sender, although having given a proper discharge, notifies the delivery administration without delay that he has found damage and furnishes proof that the theft or damage did not occur after delivery.

2. Postal administrations shall not be liable:

- (i) for the loss, theft or damage of insured letters:
 - (a) in case of *force majeure*. The administration in whose service the loss, theft or damage occurred shall decide according to the laws of its country, whether the loss, theft or damage was due to circumstances amounting to *force majeure*; these circumstances shall be communicated to the administration of the country of origin, if the latter administration so requests. Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of *force majeure*,
 - (b) when they cannot account for items owing to the destruction of official records by *force majeure* provided that proof of their liability has not been otherwise produced,
 - (c) when the damage has been caused by the fault or negligence of the sender or arises from the nature of the contents of the item;
 - (d) in the case of items whose contents fall within the prohibitions specified in article 5, in so far as these items have been confiscated or destroyed by the competent authority because of their contents,
 - (e) in the case of items which have been fraudulently insured for a sum greater than the actual value of the contents,
 - (f) when the sender has made no inquiry within one year from the day after that on which the item was posted;
- (ii) for insured letters seized under the legislation of the country of destination;
- (iii) in the case of sea or air conveyance when they have made it known that they are unable to accept liability for insured letters on board the ships or aircraft used by them; they, nevertheless, shall assume in respect of the transit of insured letters in closed mails the liability which is laid down for registered items.

3. Postal administrations shall accept no liability for customs declarations in whatever form these are made, nor for decisions taken by the Customs on examination of items submitted to customs control.

Article 12

Sender's liability

1. The sender of an insured letter shall be liable, within the same limits as administrations themselves, for any damage caused to other postal items as a result of the dispatch of articles not acceptable for conveyance or by the non-observance of the conditions of acceptance provided that there has been no fault or negligence on the part of the administration or carriers.
2. The acceptance by the office of posting of such an insured letter shall not relieve the sender of liability.
3. An administration which finds damage that is due to the fault of the sender shall inform the administration of origin, whose responsibility it is to take action against the sender where appropriate.

Article 13

Determination of liability between postal administrations

1. Until the contrary is proved, liability shall rest with the postal administration which, having received the item without comment and being furnished with all the prescribed means of inquiry, cannot prove either delivery to the addressee or, where appropriate, correct transfer to another administration.
2. Until the contrary is proved, and subject to §§ 5, 8 and 9, an intermediate administration or administration of destination shall be relieved of all liability:
 - (a) when it has observed the provisions of article 108 of the Detailed Regulations,¹ on individual inspection of insured letters;
 - (b) when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in article 108 of the Detailed Regulations of the Convention having expired; this reservation shall not prejudice the rights of the applicant.
3. When the loss, theft or damage occurs in the service of an air carrier, the administration of the country which collects the conveyance dues in accordance with article 74, § 1, of the Convention shall reimburse the administration of origin for the indemnity paid to the sender, subject to article 1, § 3, of the Convention and § 6 of this article. It shall be for the former administration to recover this amount from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier in virtue of article 74, § 2, of the Convention, it shall itself seek reimbursement of the indemnity from the air carrier.
4. Until the contrary is proved, an administration which has forwarded an insured letter to another administration shall be relieved of all liability if the office of exchange to which the item has been consigned has not sent to the dispatching administration, by the first available mail after inspection, a report stating either that the whole packet of insured articles or the particular item is missing or has been tampered with.
5. If the loss, theft, or damage occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally, if, however, the theft or damage has been established in the country of destination or, in the case of return to sender, in the country of origin, it shall be for the administration of that country to prove:
 - (a) that neither the packet, envelope or bag and its fastening, nor the wrapping and fastening of the item bore any apparent trace of theft or damage,
 - (b) that the weight established at the time of posting has not varied.When such proof has been furnished by the administration of destination or of origin, as the case may be, none of the other administrations concerned may repudiate its share of liability on grounds that it handed over the item without the next administration having made any objection.
6. The liability of an administration towards other administrations shall in no case exceed the maximum insured value that it has adopted.
7. When an insured letter has been lost, rifled or damaged as the result of *force majeure*, the administration in whose territorial jurisdiction or services the loss, theft or damage occurred shall not be liable to the administration of origin unless the two administrations undertake to cover risks of *force majeure*.

¹ See p. 227 of this volume.

8. If the loss, theft or damage occurs in the territory or service of an intermediate administration whose country is not a party to this Agreement, or which has adopted a maximum lower than the amount of the loss, the administration of origin shall bear the loss not covered by the intermediate administration under § 6 of this article and article 1, § 3, of the Convention.

9. The rule laid down in § 8 shall also apply in case of sea or air conveyance if the loss, theft or damage occurs in the service of an administration belonging to a contracting country which does not accept liability (article 11, § 2 (iii)).

10. Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss, theft or damage.

11. An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

Article 14

Possible recovery of the indemnity from the sender or the addressee

1. Article 50 of the Convention shall be applicable to insured letters.

2. In the case of subsequent discovery of an item the contents of which are found to be of less value than the amount of the indemnity paid, the sender shall repay the amount of this indemnity against return of the item, without prejudice to the consequences of fraudulent insurance as mentioned in article 3, § 5.

Chapter V

Miscellaneous and final provisions

Article 15

Application of the Convention

The Convention shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement. However, notwithstanding article 29 of the said Convention, the administration of destination may, where its regulations so provide, deliver by express an advice of arrival of the item and not the item itself.

Article 16

Offices participating in the service

Administrations shall take the necessary measures to provide, as far as possible, the insured letters service at every office in their countries.

Article 17

Conditions of approval of proposals concerning this Agreement and its Detailed Regulations

1. To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress must be present at the time of voting.

2. To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations must obtain:

- (a) unanimity of votes if they involve new provisions or amendments to articles 1 to 8, 10 to 15, 17 and 18 of this Agreement, and to article 113 of its Detailed Regulations;
- (b) two-thirds of the votes if they involve amendments of substance either to the provisions of this Agreement other than those of the articles mentioned under (a) or to the provisions of articles 101, § 2, 102 to 105, 106, §§ 2 to 5, 107 to 109 and 112, (f) and (g) of its Detailed Regulations;
- (c) a majority of the votes if they involve amendments to the other articles of the Detailed Regulations or interpretation of the provisions of this Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 18

Entry into force and duration of the Agreement

The present Agreement shall come into force on 1 January 1976 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

This Agreement was signed on behalf of the States and territorial entities listed below by one or several of the plenipotentiaries who signed the Second Additional Protocol to the Constitution of the Universal Postal Union:

(For the signatures affixed by those plenipotentiaries under the Second Additional Protocol, see United Nations, Treaty Series, vol. 1004, p. 11.)

Democratic People's Republic of Algeria
Federal Republic of Germany
Kingdom of Saudi Arabia
Argentine Republic
Republic of Austria
People's Republic of Bangladesh
Barbados
Belgium
Soviet Socialist Republic of Byelorussia
Socialist Republic of the Union of Burma
Federative Republic of Brazil
People's Republic of Bulgaria
Republic of Burundi
United Republic of Cameroon
Central African Republic
Chile
People's Republic of China
Republic of Cyprus
Republic of Colombia
People's Republic of the Congo
Republic of Costa Rica
Republic of the Ivory Coast
Republic of Dahomey
Kingdom of Denmark
Arab Republic of Egypt
Republic of El Salvador
United Arab Emirates
Republic of Ecuador
Spain
Fiji
Republic of Finland
French Republic
The whole of the territories represented by the French Overseas Postal and Telecommunications Office
Gabon Republic
Ghana
United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man
The overseas territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible
Greece
Republic of Guinea
Republic of Upper Volta
People's Republic of Hungary
India
Republic of Indonesia
Iran

Republic of Iraq
Ireland
Republic of Iceland
Jamaica
Japan
Republic of Kenya
Kuwait
Lebanese Republic
Libyan Arab Republic
Principality of Liechtenstein
Luxembourg
Malaysia
Malawi
Malagasy Republic
Republic of Mali
Kingdom of Morocco
Mauritius
Islamic Republic of Mauritania
Principality of Monaco
Republic of Nicaragua
Republic of Niger
Federal Republic of Nigeria
Norway
New Zealand
Uganda
Pakistan
Republic of Paraguay
Netherlands
Netherlands Antilles and Surinam
People's Republic of Poland
Portugal
State of Qatar
German Democratic Republic
People's Democratic Republic of Korea
Socialist Republic of Romania
Republic of San Marino
Republic of Senegal
Republic of Sierra Leone
Singapore
Democratic Republic of Somalia
Republic of Sri Lanka (Ceylon)
Sweden
Swiss Confederation
Kingdom of Swaziland
Syrian Arab Republic
United Republic of Tanzania
Republic of Chad
Czechoslovak Socialist Republic
Thailand
Togolese Republic
Kingdom of Tonga
Tunisia
Turkey

Soviet Socialist Republic of Ukraine
Union of Soviet Socialist Republics
Eastern Republic of Uruguay
Vatican City State
Republic of Vietnam
Arab Republic of the Yemen
Democratic People's Republic of the Yemen
Federative Socialist Republic of Yugoslavia
Republic of Zaire

FINAL PROTOCOL TO THE INSURED LETTERS AGREEMENT

At the moment of proceeding to signature of the Insured Letters Agreement concluded this day, the undersigned plenipotentiaries have agreed the following

Article I

Articles subject to customs duty

With reference to article 5, the postal administrations of the People's Republic of Bangladesh, the People's Republic of China, the Republic of El Salvador and the Socialist Federal Republic of Yugoslavia do not accept insured letters containing articles subject to customs duty.

In witness whereof, the plenipotentiaries below have drawn up this Protocol which shall have the same force and the same validity as if its provisions were inserted in the actual text of the Agreement to which it relates, and they have signed it in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974

SIGNATURES

(The same as for the Agreement; see p. 223 of this volume.)

**DETAILED REGULATIONS
OF THE INSURED LETTERS AGREEMENT**

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DETAILED REGULATIONS OF THE INSURED LETTERS AGREEMENT

Having regard to article 22, § 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,¹ the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for the implementation of the Insured Letters Agreement.²

Chapter I

General provisions

Article 101

Information to be supplied by administrations

- 1 The administrations of contracting countries which maintain direct exchanges shall communicate to one another, by means of tables in the form of the annexed specimen VD 1, information concerning the exchange of insured letters.
- 2 At least three months before implementing the Agreement, administrations shall notify the other administrations, through the intermediary of the International Bureau of.
 - (a) the scale of insurance charges applicable in their service to insured letters in accordance with article 7 of the Agreement;
 - (b) the maximum amount up to which they admit insurance by surface and air routes;
 - (c) where necessary, a list of their offices which participate in the service;
 - (d) where necessary, those of their regular sea or air services used for the conveyance of ordinary items by letter post which may be used, with a guarantee of liability, for the conveyance of insured letters.
3. Any subsequent amendment shall be notified without delay.

Chapter II

Conditions of admission. Posting

Article 102

Make-up

1. Insured letters shall fulfil the following conditions to be admitted to the post:
 - (a) they must be sealed, either by identical wax seals, or by lead seals, or by another effective means, with a special uniform design or mark of the sender;
 - (b) the envelopes or the packing must be strong and shall permit the seals to adhere completely; the envelopes must be made in one piece, the use of envelopes or packing which are wholly transparent or which have a transparent panel, shall be prohibited;
 - (c) the make-up shall be such that the contents cannot be tampered with without obvious damage to the envelope, the packing or the seals;

¹ United Nations, *Treaty Series*, vol. 611, p. 7.

² See p. 214 of this volume.

- (d) the seals, the postage stamps representing the prepaid postage, and the postal service and other official service labels shall be spaced out so that they cannot serve to hide damage to the envelope or to the packing; the postage stamps and the labels shall not be folded over the two sides of the envelope or the packing so as to cover an edge. It shall be forbidden to affix to insured letters labels other than those relating either to the postal service or to official services whose intervention may be required under the national legislation of the country of origin;
- (e) if they are tied with string and sealed as described in (a), the string itself need not be sealed.
2. Insured letters which have the exterior appearance of a box must fulfil the following additional conditions:
- (a) they shall be of wood, metal or plastic and sufficiently strong,
- (b) the walls of wooden boxes shall have a minimum thickness of 8 millimetres;
- (c) the top and bottom shall be covered with white paper to take the address of the addressee, the declaration of the insured value and the impression of the official stamps; they shall be sealed on the four sides in the manner described in § 1 (a); if required for ensuring inviolability, the boxes shall be tied round crosswise with strong string without knots, the two ends being joined under a wax seal bearing a private mark of the sender
3. In addition, the following provisions shall apply:
- (a) the prepaid postage may be represented by the amount (in figures) of the sum collected, expressed in the currency of the country of origin, as, for example "*Taxe perçue fr . c*" (Charge collected fr . c); this amount shall be written at the top right-hand corner of the address side and authenticated by an impression of the date-stamp of the office of origin;
- (b) items addressed to initials or the address of which is shown in pencil and those which have erasures or corrections in their address shall not be admitted, such items which have been wrongly admitted shall be returned to the office of origin.

Article 103

Insured value

1. The insured value shall be expressed in the currency of the country of origin and written by the sender or his representative above the address of the item in words with roman lettering and in arabic figures, without erasure or alteration, even if certified, the amount of the insured value shall not be written in pencil or indelible pencil.
2. The amount of the insured value shall be converted into gold francs by the sender or by the office of origin. The result of the conversion, rounded up where appropriate to the nearest franc, shall be shown in figures at the side of or below those representing the value in the currency of the country of origin, the amount in gold francs shall be boldly underlined in coloured pencil. Conversion shall not be carried out in direct services between countries which have a common currency.
3. When circumstances of any kind or statements made by the interested parties bring to light a fraudulent insurance for a value greater than the actual value enclosed in a letter, the administration of origin shall be advised promptly, with any documents in support of the investigation.

Article 104

Customs control

Insured letters to be submitted to customs control shall be treated in accordance with the provisions of article 116, §§ 1 and 2, of the Detailed Regulations¹ of the Convention.

Article 105

Functions of the office of origin

1. Once the office of origin has accepted an insured letter as eligible, it shall
- (a) mark the exact weight in grammes on the item at the top left-hand corner of the address side,

¹ See p. 94 of this volume

- (b) add to the address side a stamp impression showing the office and date of posting;
 - (c) affix a pink label in the form of the annexed specimen VD 2 and bearing in roman letters the letter V, the name of the office of origin and the serial number of the item; however, administrations may replace this label by the C 4 label prescribed in article 130, § 4, of the Detailed Regulations of the Tokyo Convention, and a small pink label bearing in bold letters the words "*Valeur déclarée*" (Insured).
2. No serial number shall be placed on the front of insured letters by the intermediate administrations.

Chapter III

Exchange of insured letters

Article 106

Routes and methods of transmission

1. By means of the VD 1 tables received from the others concerned, each administration shall decide on the routes to be used for the transmission of its insured letters.
2. The transmission of insured letters between adjacent countries or between countries connected by a direct sea or air service shall be effected by the offices of exchange which the two administrations concerned appoint by mutual agreement.
3. In the relations between countries separated by one or more intermediate services, insured letters shall follow the most direct route. Nevertheless, the administrations concerned may also arrange with one another to provide for transmission *à découvert* by circuitous routes where the transmission by the most direct route would not carry with it a guarantee of liability over the whole distance.
4. Subject to service requirements, items may be dispatched in closed mails or be handed over *à découvert* to the first intermediate administration if that administration is able to arrange for their transmission under the conditions prescribed in the VD 1 tables; nevertheless, each intermediate administration may, when it finds that the number of *à découvert* items is such as to hinder its work, insist that insured letters be delivered to it in closed mails made up by the administration of origin for the offices of exchange of the country of destination.
5. Administrations of origin and destination may agree among themselves to exchange insured letters in closed mails by means of the services of one or more intermediate countries whether these are parties to the Agreement or not. The intermediate administrations shall be advised in good time.

Article 107

Operations at the dispatching office of exchange

1. The dispatching office of exchange shall enter the insured letters on special dispatch lists in the form of the annexed specimen VD 3 with all the details for which the form provides; the words "*Exprès*" (Express) or "*Par avion*" (By air mail) shall be marked in the "*Observations*" column against the entries for items for delivery by express or air-mail items.
2. Insured letters shall be made up with the dispatch list or lists into one or more special packets tied to one another, wrapped in strong paper, tied on the outside and sealed with fine wax on every fold by means of the seal of the dispatching office of exchange; these packets shall be endorsed "*Valeurs déclarées*" (Insured items).
3. Instead of being made up in a packet, the insured letters may be placed in a strong paper envelope, closed by means of wax seals.

4. The packets or envelopes of insured letters may also be closed by means of gummed seals bearing the printed indication of the administration of origin of the mail, unless the administration of destination of the mail requires that they shall be sealed with wax or lead. An impression of the date-stamp of the dispatching office shall be added to the gummed seal in such a way that it appears partly on the seal and partly on the wrapping.
5. If their number or volume makes it necessary insured letters may be placed in a bag suitably closed and sealed with wax or lead.
6. The presence of envelopes, packets or bags of insured letters shall be recorded in table III of the C 12 letter bill (annexed to the Detailed Regulations of the Convention); when the mail does not contain envelopes, packets or bags of insured items the indication "Néant" (Nil) shall be entered in that table.
7. The C 12 letter bills relating to mails containing insured letters shall be placed in a pink envelope
8. The packet, envelope or bag of insured letters shall be enclosed in the packet or bag containing registered items or, failing those, in the packet or bag which would normally contain registered items; when the registered items are enclosed in more than one bag, the packet, envelope or bag of insured letters shall be placed in the bag to the neck of which the special envelope containing the letter bill is attached.
9. The outer bag containing insured letters must be in perfect condition and the edge of its mouth shall be provided, if possible, with piping which makes it impossible to open the bag illicitly without leaving visible traces.

Article 108

Operations at the receiving office of exchange or the office of destination

1. On the arrival of a mail containing insured letters, the office of exchange shall:
 - (a) satisfy itself that there is no irregularity in the external condition of the outer bag and of the packet, envelope or inner bag containing insured letters and that they have been made up in accordance with article 107,
 - (b) check the number of insured letters and inspect them individually;
 - (c) amend or send on the dispatch lists in accordance with article 158, §§ 3, 5 to 7 and 9 to 13, of the Detailed Regulations of the Convention, relating to registered items;
 - (d) check whether the mail has arrived in the sequence in which it was dispatched.
2. Irregularities shall immediately be made the subject of reservations to the transferring service.
3. Notification of a missing item, alteration or any other irregularity for which administrations may be liable shall be sent immediately by telex or telegram to the dispatching office of exchange or to the intermediate service. In addition, a formal report in the form of the annexed specimen VD 4 shall be made out. The condition in which the packing of the mail was found shall be indicated therein. Unless this is impossible for a stated reason, the bag, envelope, string and seals or leads as well as all the inner and outer packets or bags in which the insured items were enclosed shall be kept intact for a period of six weeks from the date of verification and shall be sent to the administration of origin if it so requests. The formal report shall be sent under registered cover to the central administration of the country to which the dispatching office of exchange belongs independently of the verification note, which shall be sent to that office immediately. A duplicate of the report shall be sent at the same time either to the central administration to which the receiving office of exchange belongs or to any other controlling authority appointed by that administration.
4. Without prejudice to the application of the provisions of § 3, the office of exchange which receives from a corresponding office a damaged or an insufficiently packed item shall send it on after observing the following rules:
 - (a) if it is a matter of slight damage or of partial destruction of the seals it is sufficient to re-seal the item to safeguard the contents, on condition, however, that it is obvious that the contents are not damaged nor, according to a check of the weight, short. The existing seals shall be preserved; if necessary, the items shall be repacked, retaining the original packing as far as possible.
 - (b) if the state of the item is such that the contents of the item could have been removed, the office shall automatically open it and check the contents, the result of this check shall be given in a formal VD 4 report a copy of which shall be attached to the item; the item shall be repacked;

- (c) in all these cases, the weight of the item on arrival and the weight after repacking shall be checked and noted on the cover; this note shall be followed by the words "*Cacheté d'office à . . .*" (Sealed at . . .) or "*Remballé à . . .*" (Repacked at . . .), by an impression of the date-stamp and by the signature of the officials who have affixed the seals or done the repacking.
- 5 Every unpaid or underpaid insured letter shall be delivered to the addressee without charge, except in the case provided for in article 31, § 5, of the Convention, the irregularity shall, however, be reported to the office of origin of the item by verification note.
- 6 The office of destination shall apply to the back of each insured letter an impression of its stamp showing the date of receipt.

Article 109

Delivery of a rifled or damaged insured letter

- 1 In the cases specified in article 11, § 1 (a) and (b), of the Agreement, the delivering office shall prepare a VD 4 report on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy of the report shall be handed to the addressee or, if the item is refused or redirected, attached to it. One copy shall be retained by the administration which prepared the report.
- 2 If the item is delivered, the copy of the VD 4 report prepared in accordance with article 108, § 4 (b), shall be attached to the item and dealt with in accordance with the regulations of the country of destination, if the item is refused, the said copy shall remain attached to the item.
- 3 When internal regulations so require, an item subjected to the treatment specified in § 1 shall be returned to the sender if the addressee refuses to countersign the VD 4 report.

Article 110

Redirection. Undeliverable items

- 1 Any insured letter, the addressee of which has left for another country, may be redirected if that country operates the service in its relations with the country of the first destination. If it does not, the item shall be sent back forthwith to the administration of origin for return to the sender.
- 2 Insured letters which have not been delivered shall be sent back as soon as possible, and at the latest within the periods fixed by article 32 of the Convention; these items shall be entered on the VD 3 list and included in the packet, envelope or bag labelled "*Valeurs déclarées*" (Insured items).
- 3 The customs duty and other charges of which it has not been possible to secure cancellation on redirection or on return to origin shall be collected from the administration of the new destination under the conditions laid down in article 137, § 8, of the Detailed Regulations of the Convention.

Chapter IV

Miscellaneous and final provisions

Article 111

Alteration of address

- 1 Any request for alteration of address sent by telegraph shall be confirmed by post, by the first mail, as prescribed in article 140, § 1 (a), of the Detailed Regulations of the Convention: the C 7 form referred to in that article shall then bear at the head, in bold letters, the note "*Confirmation de la demande télégraphique du . . .*" (Confirmation of the telegraphic request dated . . .); pending this confirmation the office of destination shall merely retain the item.
- 2 However, the administration of destination may, on its own responsibility, act on the telegraphic request without waiting for confirmation by post.

Article 112

Application of the Detailed Regulations of the Convention

As regards everything not expressly provided for in these Detailed Regulations, the provisions of the Detailed Regulations of the Convention and in particular the following articles, shall apply to insured letters:

- (a) articles 117 and 136. Items for delivery free of charges.
- (b) article 131. Advice of delivery;
- (c) article 132. Delivery to addressee in person;
- (d) articles 134 and 153. Express items;
- (e) articles 140 and 141. Withdrawal from the post. Alteration of address, supplemented by article 111 of these Detailed Regulations.
- (f) articles 143 and 144. Inquiries;
- (g) articles 163 to 176. Transit charges and terminal dues,
- (h) article 181. Settlement of accounts relating to items for delivery free of charges and fees; however, administrations which announce that they are unable to adhere to the method of settlement prescribed in that article shall indicate the arrangements which they wish to adopt.

Article 113

Entry into force and duration of the Regulations

1. These Regulations shall come into force on the day on which the Insured Letters Agreement comes into operation.
2. They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Agreement; see p. 223 of this volume.)

LIST OF FORMS

No	Title or nature of form	References
1	2	3
VD 1	Table VD 1	Art 101, § 1
VD 2	"V" label combined with the name of the office of origin and the registration number of the item	Art 105, § 1 (c)
VD 3	Dispatch list for insured letters	Art 107, § 1
VD 4	Report concerning the loss of/theft from/damage to or other irregularities in respect of an insured letter	Art 108, § 3

ANNEXES :

Forms VD 1 to VD 4

Postal administration

VD 1

TABLE VD 1

Countries for which the above-mentioned administration accepts insured letters in transit on the conditions given below.

Serial number	Country of destination	Routes	Intermediate countries and sea services to be used	Limit of insured value	Observations
1	2	3	4	5	6

Insured Letters, Lausanne 1974, Art. 101, § 1—Size: 210 x 297 mm

VD 2



Insured Letters, Lausanne 1974, Art. 105, § 1, (c)—Size 37×13 mm, colour: pink

Dispatching administration

VD 3

Dispatching office of exchange

DISPATCH LIST
Insured letters

Office of exchange of destination	Date of dispatch	Time	Mail No.
	No. of dispatch list		

Number		Office of origin	Place of destination	Amount of insured value	Observations
ser- ial	of the mail				
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Stamp of dispatching office of exchange Signature of officials <div style="text-align: center; margin-top: 20px;">○</div>	Stamp of office of exchange of destination Signature of officials <div style="text-align: center; margin-top: 20px;">○</div>
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Insured Letters, Lausanne 1974, Art 107, § 1—Size 210 x 297 mm

Postal administration

REPORT
Insured letter

VD 4 (Front)

To be sent by registered post

Office preparing the report		Date	Reference	
Reason for report	<input type="checkbox"/> Loss <input type="checkbox"/> Theft <input type="checkbox"/> Damage <input type="checkbox"/> Irregularities			
Posting of item	Office			
	Date	Number		
Sender	Name and full address			
			
Addressee	Name and full address			
			
Special particulars	Insured value			
	COD amount and currency			
	Other particulars			
Weight	shown	observed		
Packing	Description			
			
	Number of seals			
	Private mark or seals			
The packing should be regarded as				
<input type="checkbox"/> regulation		<input type="checkbox"/> non-regulation		
Mall in which the item was sent	Number	Date of dispatch	time	
	Dispatching office			
	Date of arrival	time		
	Office of destination			
	The item was contained in an			
	<input type="checkbox"/> inner bag		<input type="checkbox"/> outer bag	
The fastening (lead seal) of the bag was				
<input type="checkbox"/> intact		<input type="checkbox"/> not intact		
Method of conveyance	<input type="checkbox"/> Travelling post office			
	<input type="checkbox"/> Railway van			
	<input type="checkbox"/> Ship			
	<input type="checkbox"/> Flight			
	Name or number			

Insured Letters, Lausanne 1974, Art. 108, § 3—Size: 210 x 297 mm

VD 4 (back)

Contents	<input type="checkbox"/> From the invoice <input type="checkbox"/> From the customs declaration <input type="checkbox"/> According to the addressee or the sender
	The contents have been examined in the presence of <input type="checkbox"/> the addressee <input type="checkbox"/> the sender Contents established on examination
	Contents missing
Estimates of loss	<input type="checkbox"/> According to the addressee <input type="checkbox"/> According to the sender The loss is estimated at the amount of
Cause	The loss is due to
Subsequent treatment of the item	<input type="checkbox"/> After rechecking and weighing the item has been forwarded to its destination New weight
	<input type="checkbox"/> The contents have been destroyed by the undersigned office
	<input type="checkbox"/> The packing is held here
	<input type="checkbox"/> The addressee refuses the item <input type="checkbox"/> The sender refuses the item
	<input type="checkbox"/> The addressee has accepted the item <input type="checkbox"/> The sender has accepted the item Amount of indemnity claimed
Annexes to the report	<input type="checkbox"/> Packing <input type="checkbox"/> Receipts <input type="checkbox"/> String
	<input type="checkbox"/> Seals <input type="checkbox"/> Lead seals <input type="checkbox"/> Label
Signature of addressee or sender	
Attestation, in witness whereof we have drawn up this report a duplicate of which has been sent to the authority indicated below.	
Authority of destination of the report	
Stamp of the reporting office and date Signature of the postal officials	

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED, APPROVED OR ACCEDED TO THE AGREEMENT, INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL WITH THE GOVERNMENT OF SWITZERLAND, OR THE DATE OF THE NOTIFICATION OF ACCESSION EFFECTED BY THAT GOVERNMENT UNDER ARTICLE 11 (5) OF THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

<i>State or Territory</i>	<i>Date of definitive signature (s) or date of deposit of the instrument of ratification or approval (AA) or date of notification of accession (a*)</i>	
BELGIUM	23 October	1975 AA
DENMARK	5 July	1974 s
FIJI	14 October	1975
FRANCE	22 October	1975 AA
The whole of the territories represented by the French Overseas Postal and Telecommunication Office	22 October	1975 AA
GERMANY, FEDERAL REPUBLIC OF (With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)	29 December	1975
ICELAND	6 October	1975
JAPAN	1 August	1975 AA
LIECHTENSTEIN	20 August	1975
LUXEMBOURG	11 March	1976 AA
MALAYSIA	30 January	1976 AA
NETHERLANDS (In respect of the Netherlands, Surinam and the Netherlands Antilles.)	21 November	1975
SURINAM	20 April	1976 a*
SWITZERLAND	9 September	1975
THAILAND	5 March	1976 AA
TUNISIA	30 October	1975
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (In respect of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man.)	23 February	1976 AA
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (In respect of Antigua, Dominica, St. Kitts-Nevis-Anguilla, St. Lucia, St. Vincent, Brunei, Belize, Bermuda, British Antarctic Territory, Falkland Islands and Dependencies, Gibraltar, Hong Kong, Montserrat, St. Helena and Dependencies, and Seychelles.)	11 March	1976 AA

No. 14725

UNIVERSAL POSTAL UNION

Postal Parcels Agreement (with Final Protocol and Detailed Regulations). Concluded at Lausanne on 5 July 1974

Authentic text: French.

Registered by Switzerland on 26 April 1976.

POSTAL PARCELS AGREEMENT

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**FINAL PROTOCOL
TO THE POSTAL PARCELS AGREEMENT**

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POSTAL PARCELS AGREEMENT¹

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, § 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² have, by common consent and subject to article 25, § 3, of the Constitution, drawn up the following Agreement.

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the exchange of postal parcels between contracting countries.

Article 2

Postal parcels

1. Items called "postal parcels" of which the individual weight shall not exceed 20 kilogrammes may be exchanged either direct or via one or more countries.
2. The exchange of parcels exceeding 10 kilogrammes shall be optional.
3. Notwithstanding §§ 1 and 2, parcels relating to the postal service and which are covered by article 16 may weigh up to 30 kilogrammes.
4. In this Agreement, its Final Protocol³ and its Detailed Regulations,⁴ the abbreviation "parcels" shall apply to all postal parcels.

Article 3

Operation of the service by transport companies

1. Any country whose postal administration does not undertake the conveyance of parcels and which is a party to the Agreement, may arrange for its provisions to be implemented by transport companies. It may, at the same time, limit this service to parcels originating in or addressed to places served by these companies.
2. The postal administration of such a country shall make arrangements with the transport companies to ensure full implementation by them of all the provisions of the Agreement, with special reference to the arrangements for the exchange of parcels. The postal administration shall serve as intermediary for them in all their relations with administrations of the other contracting countries and with the International Bureau.

Article 4

Categories of parcels

1. An "ordinary parcel" shall be one which is not subject to any of the special requirements prescribed for the categories defined in §§ 2 and 3.

¹ Put into effect on 1 January 1976, in accordance with article 60.

See p. 349 of this volume for the list of States and territories which ratified, approved or acceded to the Agreement.

² United Nations, *Treaty Series*, vol. 611, p. 7.

³ See p. 278 of this volume.

⁴ See p. 289 of this volume.

2. Other categories shall be:
- (a) "insured parcel", any parcel which is insured for a declared value;
 - (b) "parcel for delivery free of charges and fees", any parcel in respect of which the sender asks to be charged with the whole of the postal charges and fees to which the parcel may be subject on delivery; this request may be made at the time of posting; it may also be made after posting up to the time of delivery to the addressee, except in those countries which cannot accept this procedure;
 - (c) "cash-on-delivery parcel", any parcel subject to a COD charge and covered by the Cash-on-Delivery Agreement;
 - (d) "fragile parcel", any parcel containing articles which are liable to break easily and which are to be handled with special care;
 - (e) "cumbersome parcel",
 - (i) any parcel whose dimensions exceed the limits fixed by article 20, § 1, or those which administrations may fix between themselves;
 - (ii) any parcel which by reason of its shape or construction does not lend itself readily to loading with other parcels or which requires special precautions;
 - (iii) optionally, any parcel conforming to the conditions laid down in article 20, § 4;
 - (f) "service parcel", any parcel relating to the postal service and exchanged under the conditions laid down in article 16.
 - (g) "prisoner-of-war or internee parcel", any parcel intended for or sent by prisoners or organizations referred to in article 16 of the Convention.¹
3. Other categories, according to the method of dispatch or delivery:
- (a) "air parcel", any parcel accepted for air conveyance between two countries;
 - (b) "express parcel", any parcel which, on arrival at the office of destination, shall be delivered to the place of address by special messenger or which, in those countries whose administrations do not undertake delivery to the place of address, gives rise to the delivery, by special messenger, of an advice of arrival, nevertheless, if the address of the addressee is situated outside the local delivery area of the office of destination delivery by special messenger shall not be obligatory.
4. The exchange of "insured", "free of charges and fees", "cash-on-delivery", "fragile", "cumbersome", "air" and "express" parcels shall require prior agreement between administrations of origin and destination
5. In addition, for the exchange of insured parcels (conveyed *à découvert*), "fragile" and "cumbersome" parcels, the intermediate administrations shall signify their agreement to the transit routing

Article 5

Weight steps

1. The parcels defined in article 4 shall be classed in the following weight steps:

up to 1 kg
 above 1 up to 3 kg
 above 3 up to 5 kg
 above 5 up to 10 kg
 above 10 up to 15 kg
 above 15 up to 20 kg

2. Countries which by reason of their internal regulations are unable to adopt the metric-decimal system of weight may substitute for the weight steps provided for in § 1 the following equivalents (in pounds avoirdupois):

up to 1 kg	up to 2 lb
over 1 and up to 3 kg	2 to 7 lb
over 3 and up to 5 kg	7 to 11 lb
over 5 and up to 10 kg	11 to 22 lb
over 10 and up to 15 kg	22 to 33 lb
over 15 and up to 20 kg	33 to 44 lb

¹ See p. 53 of this volume.

Part I

Charges and fees

Article 6

Composition of the charges and fees

1. The charges and fees which administrations are authorized to collect from the senders and addressees of postal parcels shall be made up of the principal charges as defined in article 7 and, where appropriate, by:

- (a) the air surcharges mentioned in article 8;
- (b) the supplementary charges mentioned in articles 9 to 14;
- (c) the charges and fees mentioned in articles 29, § 3 and 31, § 6;
- (d) the fees mentioned in article 15.

2. Apart from any exceptions prescribed by this Agreement, charges shall be retained by the administration collecting them.

Chapter I

Principal charges and air surcharges

Article 7

Principal charges

1. Administrations shall fix the principal charges to be collected from senders.
2. The principal charges shall be closely linked with the rates, and as a general rule, the sum thereof shall not in total exceed the rates that administrations shall be authorized to claim under articles 46 to 51 and 54.

Article 8

Air surcharges

1. Administrations shall fix the air surcharges to be collected for forwarding parcels by air. They may adopt, for fixing surcharges, smaller weight steps than the first weight step.
2. The surcharges shall be closely related to conveyance dues and, as a general rule, the sum thereof shall not in total exceed the dues payable for such conveyance.
3. Surcharges shall be uniform for the whole of the territory of a country of destination whatever the routing used.

Chapter II

Supplementary charges and fees

Section I

Charges relating to certain categories of parcels

Article 9

Express parcels

1. Express parcels shall be subject to a supplementary charge called the "express charge" of the fixed amount of not more than 1.60 francs, fully paid in advance at the time of posting, even if the parcel cannot be delivered by special messenger but only the advice of arrival.
2. When express delivery places special demands on the administration of destination with regard either to the location of the address of the addressee, or to the day or hour of arrival at the office of destination, the delivery of the parcel and collection of any additional charge shall be governed by the provisions concerning parcels of the same type in the internal system. The supplementary charge shall be paid even if the parcel is returned to origin or redirected.
3. If the regulations of the administration of destination permit, addressees may ask the delivery office, subject to what is laid down in § 1, to deliver to them by express immediately on arrival any parcels which are intended for them. In that case the administration of destination shall be authorized to collect, on delivery, the charge that applies in its internal service.

Article 10

Parcels for delivery free of charges and fees

1. Parcels for delivery free of charges and fees shall be subject to a charge called "charge for delivery free of charges and fees" fixed at 2 francs as a maximum for each parcel. This charge shall be added to the presentation to Customs charge referred to in article 14 (b); it shall be collected as a commission from the sender in favour of the administration of destination. In addition, the administration of origin may collect from the sender an additional charge not exceeding 2 francs, which it shall keep as payment for the services provided in the country of origin.
2. When delivery free of charges and fees is requested after the parcel has been posted, a charge for a request for delivery free of charges and fees shall be collected from the sender at the time the request is made. This charge, fixed at 3 francs as a maximum, shall be collected in favour of the administration of origin and added to the air surcharge or to the charge for the telegram if the sender has asked for his request to be sent by air or by telegraph.

Article 11

Insured parcels

1. The following charges on insured parcels shall be collected from the sender in advance:
 - (a) charges authorized in this part of the Agreement;
 - (b) an optional dispatch charge not exceeding the registration charge laid down in article 21 (n) of the Convention or the corresponding charge of the internal service if this is higher, or, exceptionally, a charge of 3 francs at most;
 - (c) an ordinary insurance charge of no more than 1 franc for each 200 francs or fraction of 200 francs insured value, or ½% of the insured value step
2. In addition, administrations undertaking to cover risks of *force majeure* shall be authorized to collect a charge for risks of *force majeure* to be fixed so that the sum of this charge and the ordinary insurance charge shall not exceed the maximum prescribed in § 1 (c).
3. Administrations may also collect from the sender or from the addressee special charges in accordance with their internal legislation to take account of any exceptional security measure taken with regard to insured parcels.

Article 12

Fragile parcels Cumbersome parcels

1. Fragile parcels and cumbersome parcels shall be subject to a supplementary charge equal to 50 % of the principal charge. If the parcel is both fragile and cumbersome the supplementary charge mentioned above shall be collected once only. Nevertheless, the air surcharges in respect of these parcels shall not be increased.
2. The total charge shall be rounded up to the next 5 centimes, where applicable.

Section II

Charges and fees relating to all categories of parcels

Article 13

Supplementary charges

Administrations shall be authorized to collect the following supplementary charges:

- (a) presentation to Customs charge collected by the administration of origin; as a general rule the charge shall be collected at the time of posting of the parcel;
- (b) presentation to Customs charge collected by the administration of destination either for submission to Customs and customs clearance or for submission to Customs only; in the absence of other arrangements, the charge shall be collected at the time of the delivery of the parcel to the addressee; however, in the case of parcels for delivery free of charges and fees, the presentation to Customs charge shall be collected by the administration of origin on behalf of the administration of destination;
- (c) delivery charge, this charge may be collected by the administration of destination for each attempted delivery of the parcel at the address; nevertheless, in the case of express parcels, it may be collected only in respect of each attempted delivery after the first;
- (d) advice of non-delivery reply charge, collected under the conditions laid down in article 28, § 3.
- (e) advice of arrival charge, collected by the administration of destination, when its legislation obliges it to do so and when that administration does not undertake delivery to the place of address, in respect of any advice (the first as well as subsequent advices) delivered to the address of the addressee, except for the first advice of express parcels;
- (f) repacking charge, due to the administration of the first of the countries in whose territory a parcel has to be repacked in order to protect its contents; it shall be recovered from the addressee or, where appropriate, the sender;
- (g) *poste restante* charge, collected by the administration of destination at the time of delivery, on every parcel addressed "*poste restante*";
- (h) storage charge on every parcel which has not been taken possession of within the prescribed periods, whether the parcel is addressed "*poste restante*" or to a place of address. This charge shall be collected by the administration which effects the delivery, on behalf of the administration in whose service the parcel has been kept beyond the prescribed periods.
- (i) advice of delivery charge, when the sender asks for an advice of delivery in accordance with article 27;
- (j) advice of embarkation charge, collected, in relations between countries whose administrations agree to provide this service, when the sender requests that an advice of embarkation be sent to him;
- (k) inquiry charge, mentioned in article 38, § 3;
- (l) charge for a request for withdrawal from the post or alteration of address;
- (m) charge for cover against risks of *force majeure*, collected by administrations prepared to cover risks of *force majeure*.

Article 14

Scale

The scale of supplementary charges defined in article 13 shall be fixed in accordance with the following table.

Description of charge	Amount	Observations
1	2	3
(a) Presentation to Customs charge collected by the administration of origin	1 franc at most, per parcel	
(b) Presentation to Customs charge collected by the administration of destination	6 francs at most, per parcel	
(c) Delivery charge	Same charge as in internal service	
(d) Advice of non-delivery reply charge	60 centimes at most	If, following delivery of the advice of non-delivery, new instructions have to be transmitted by telegraph, the sender or the third party shall pay, in addition, the telegraph charge
(e) Advice of arrival	At most, a charge equal to that for an ordinary letter of the first weight step in the internal service	
(f) Repacking charge	1 franc at most, per parcel	This charge may be collected once only in the course of transmission from beginning to end
(g) <i>Poste restante</i> charge	Same charge as in the internal service	
(h) Storage charge	Same charge as in the internal service	20 francs at most or the maximum fixed by internal legislation, if it is higher
(i) Advice of delivery charge	80 centimes at most	
(j) Advice of embarkation charge	1 10 francs per parcel maximum charge	
(k) Inquiry charge	90 centimes at most	If the sender has asked for his request to be sent by telegraph the telegraph charge shall be added to this charge
(l) Charge for a request for withdrawal from the post or alteration of address	3 francs at most	The following shall be added to this charge (a) the appropriate air surcharge if the request is to be sent by air, (b) the appropriate telegraph charge if the request is to be sent by telegraph
(m) Charge for cover against risks of <i>force majeure</i>	(a) amount laid down in article 11, § 2, in respect of insured parcels (b) maximum of 60 centimes per parcel in respect of uninsured parcels	

Article 15

Fees

1. Administrations of destination shall be authorized to collect, from addressees, all fees, especially customs duty, payable on the items in the country of destination
2. Administrations shall undertake to seek from the competent authorities in their countries cancellation of the fees (including customs duty) in the case of a parcel.
 - (a) returned to origin;
 - (b) redirected to a third country;
 - (c) abandoned by the sender;
 - (d) lost in their service or destroyed because of total damage of the contents;
 - (e) rifled or damaged in their service. In these cases, cancellation of fees shall be requested only to the value of the missing contents or the depreciation suffered by the contents.

Section III

Free postage

Article 16

Service parcels

1. Parcels relating to the postal service shall be exempt from all postal charges if exchanged between the following:

- (a) postal administrations;
- (b) postal administrations and the International Bureau;
- (c) post offices of member countries;
- (d) post offices and postal administrations.

2. Air parcels, with the exception of those originating from the International Bureau, shall be exempt from air surcharges.

Article 17

Parcels of prisoners of war and internees

Prisoner-of-war and internee parcels shall be exempted from all charges in accordance with article 16 of the Convention. However, air surcharges shall be payable on air parcels.

Part II

Operation of the service

Chapter I

Conditions of admission

Section I

General conditions of admission

Article 18

Conditions of acceptance

Provided that the contents do not come within the prohibitions listed in article 19 or within the prohibitions or restrictions applicable in the territory of one or more of the administrations called upon to take part in the transmission, every parcel, to be admitted to the post, shall:

- (a) belong to one of the categories of parcels admitted under the terms of article 4;
- (b) be packed in a manner adapted to the nature of the contents and the conditions of transport;
- (c) bear the names and addresses of the addressee and the sender;
- (d) satisfy the conditions of weight and size fixed by articles 2 and 20,
- (e) be prepaid in respect of all the charges required by the office of origin, either by means of postage stamps or by any other method authorized by the regulations of the administration of origin.

Article 19

Prohibitions

The insertion of the following articles shall be prohibited:

- (a) in all categories of parcels:
- (i) articles which, by their nature or their packing, may expose officials to danger, or soil or damage other parcels or postal equipment;
 - (ii) opium, morphine, cocaine and other narcotics; however, this prohibition shall not apply to consignments sent for a medical or scientific purpose to countries which admit them on this condition;
 - (iii) documents having the character of current and personal correspondence as well as correspondence of any kind exchanged between persons other than the sender and the addressee or persons living with them, except:
 - one of the documents below, unclosed, reduced to its essential elements and relating solely to the goods being conveyed: invoice, dispatch note or advice, delivery bill; gramophone records, tapes and wires, whether bearing a sound or video recording or not, ADP cards, magnetic tape or other similar media, and QSL cards, when the administration of origin considers that they do not have the character of current and personal correspondence and when they are exchanged between the sender and the addressee of the parcel or persons residing with them;
 - correspondence and documents of any kind having the character of current and personal correspondence, other than the foregoing, exchanged between the sender and the addressee of the parcel or persons residing with them, if the internal regulations of the administrations concerned so permit;
 - (iv) live animals, unless their conveyance by post is authorized by the postal regulations of the countries concerned;
 - (v) explosive, flammable or other dangerous substances. Nevertheless, administrations may agree to convey firing caps and loaded metal cartridges for portable firearms, non-explosive parts of artillery fuses and matches, flammable films, raw celluloid or articles made of celluloid;
 - (vi) radioactive materials. However, administrations may agree among themselves to accept parcels containing these materials either reciprocally or in one direction only. In this case, the radioactive materials shall be made up and packed in accordance with the provisions of the Detailed Regulations and shall be forwarded by the quickest route, normally by air, subject to payment of the corresponding air surcharges. They may be posted only by duly authorized senders;
 - (vii) obscene or immoral articles;
 - (viii) articles of which the importation or uttering is prohibited in the country of destination;
- (b) in uninsured parcels exchanged between two countries which admit insured parcels: coins, banknotes, currency notes, securities of any kind payable to bearer, platinum, gold or silver, manufactured or not, precious stones, jewels and other valuable articles. This provision shall not apply when the exchange of parcels between two administrations admitting insured parcels can only be made in transit through the intermediary of an administration which does not admit them. Any administration may prohibit the enclosure of gold bullion in insured or uninsured items originating from or addressed to its territory or sent in transit *à découvert* across its territory, or limit the actual value of these items.

Article 20

Limits of size

1. Except where parcels are considered as cumbersome by application of article 4, § 2 (e), parcels sent by surface or air shall not exceed 1.50 metres for any one dimension nor 3 metres for the sum of the length and the greatest circumference measured in a direction other than that of the length.
2. Administrations which cannot accept, for any parcel or for air parcels only, the sizes prescribed in § 1, may adopt instead the following dimensions: 1.05 metres for any one dimension, 2 metres for the sum of the length and the greatest circumference measured in a direction other than that of the length.
3. Whatever their mode of conveyance, parcels shall not be smaller than the minimum size prescribed for letters in article 19, § 6, of the Convention.

4. Administrations which accept the dimensions fixed in § 1 may collect, for parcels whose dimensions exceed the limits specified in § 2 but which weigh less than 10 kg, a supplementary charge equal to that provided for in article 12.

Article 21

Treatment of parcels wrongly accepted

1. When parcels containing articles mentioned in article 19 (a) have been wrongly admitted to the post, they shall be dealt with according to the legislation of the country of the administration establishing their presence, however, parcels containing articles listed in the same article under (a) (ii) and (v) to (vii) shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to origin.
2. In the case of the insertion of a single item of correspondence prohibited within the meaning of article 19 (a) (iii), this correspondence shall be treated in the manner prescribed in article 27 of the Convention, and the parcel shall not be returned to origin on this account.
3. When uninsured parcels exchanged between two countries which admit insurance contain articles listed in article 19 (b), they shall be returned to origin by the transit administration which discovers the error. If the error is discovered only after the receipt of the parcel by the administration of destination, that administration shall be authorized to deliver the parcel to the addressee under the conditions prescribed by its regulations. If they do not permit delivery, the parcel shall be returned to origin in application of article 33.
4. Paragraph 3 shall be applicable to parcels of which the weight or the dimensions appreciably exceed the permitted limits; however, these parcels may, where appropriate, be delivered to the addressee if he first pays any charges which may be due.
5. When a wrongly admitted parcel is neither delivered to the addressee nor returned to origin, the administration of origin shall be informed exactly how the parcel has been dealt with.

Article 22

Sender's instructions at the time of posting

1. At the time of posting of a parcel, the sender shall be required to indicate the treatment to be given in case of non-delivery.
2. One of the following instructions only may be given.
 - (a) dispatch of an advice of non-delivery to the sender;
 - (b) dispatch of an advice of non-delivery to a third party residing in the country of destination;
 - (c) return forthwith to the sender by surface or air;
 - (d) return to the sender by surface or air at the end of a given period, which may not exceed the regulation period of retention in the country of destination;
 - (e) delivery to an alternative addressee, if necessary after redirection by surface or air (and subject to the special provisions set out in article 28, § 1 (c) (ii));
 - (f) redirection of the parcel by surface or air, for delivery to the original addressee;
 - (g) abandonment of the parcel by the sender.
3. Parcels may be returned without advice if the sender has given no or contradictory instructions.
4. Administrations shall have the option of not accepting the instructions referred to in § 2 (a) and (b) when their legislation or regulations do not so permit

Section II

Special conditions of admission

Article 23

Insured parcels

1. The following rules shall govern the insured value of insured parcels:
 - (a) postal administrations:
 - (i) each administration may limit the insured value, so far as it is concerned, to an amount which may not be less than 1000 francs or the amount adopted in its internal service if it is less than 1000 francs;
 - (ii) in the service between countries whose administrations have adopted different limits, all parties shall observe the lowest limit;
 - (b) senders.
 - (i) may not insure the parcel for a value exceeding the actual value of its contents;
 - (ii) may insure part only of the actual value of the contents of the parcel.
2. Fraudulent insurance for a value greater than the actual value of the parcel shall be liable to the legal proceedings prescribed by the legislation of the country of origin.
3. A receipt shall be handed over free of charge to every sender of an insured parcel at the time of posting.

Article 24

Parcels for delivery free of charges and fees

1. A parcel for delivery free of charges and fees may be accepted only if the sender undertakes to pay the full amount which the office of destination would be entitled to claim from the addressee as well as the charge for delivery free of charges and fees prescribed in article 10.
2. The office of origin may require the payment of a sufficient deposit.

Chapter II

Conditions of delivery and redirection

Section I

Delivery

Article 25

General rules for delivery. Periods of retention

1. As a general rule, parcels shall be delivered to the addressees as soon as possible and according to the provisions in force in the country of destination
2. When an addressee has been notified of the arrival of a parcel, it shall be held at his disposal for a fortnight or, at most, for a month from the day after that on which the advice is sent; exceptionally, this period may be extended if the regulations of the administration of destination permit.
3. When it has not been possible to send an advice of arrival, the period of retention shall be that prescribed by the regulations of the country of destination; this period, applicable also to parcels addressed *poste restante*, shall not, as a general rule, exceed five months for distant countries (within the meaning of article 107 of the Detailed Regulations of the Convention) and three months for others; the parcel shall be returned to the office of origin within a shorter period if the sender has requested it in a language known in the country of destination.
4. The periods of retention prescribed in §§ 2 and 3 shall be applicable, in the case of redirection, to parcels to be delivered by the new office of destination

Article 26**Delivery of express parcels**

1. The delivery by special messenger of an express parcel or of the advice of arrival shall be attempted once only.
2. If the attempt is unsuccessful the parcel shall cease to be considered as express.

Article 27**Advice of delivery**

The sender of a parcel may request an advice of delivery under the conditions laid down in article 42 of the Convention. However, administrations may restrict this service to insured parcels if such restriction is provided for in their internal service.

Article 28**Non-delivery to the addressee**

1. After receipt of the advice of non-delivery mentioned in article 22, § 2 (a) and (b), the sender, or the third party concerned, shall give his instructions, which may only be those authorized by the said article, § 2 (c) to (g), and, in addition, one of the following:
 - (a) notify the addressee once more;
 - (b) correct or complete the address;
 - (c) where a cash-on-delivery parcel is concerned:
 - (i) deliver it to a person other than the addressee against payment of the amount indicated,
 - (ii) deliver it to the original addressee or to another addressee without collecting the COD charge or against payment of an amount less than the original amount;
 - (d) deliver the parcel free of charges and fees either to the original addressee or to another addressee.
2. Provided that no instructions have been received from the sender or third party, the administration of destination shall be authorized to deliver the parcel to the addressee originally indicated or, where appropriate, to another addressee indicated later, or to redirect the parcel to a new address. After receipt of fresh instructions, these alone shall be valid and to be carried out. They shall be sent by the quickest route (air or surface) or by telegraph if the sender or the third party pays the corresponding telegraph charge.
3. The charge mentioned in article 13 (d) for sending the instructions mentioned in § 1 shall be collected either from the sender or from the third party, when the advice relates to several parcels posted at the same time at the same office by the same sender and addressed to the same addressee the charge shall be collected once only.

Article 29**Return to origin of undelivered parcels**

1. Every parcel which it has not been possible to deliver shall be returned to the office of origin:
 - (a) immediately if
 - (i) the sender has requested it in application of article 22, § 2 (c),
 - (ii) the sender (or the third party referred to in article 22, § 2 (b)) has made an unauthorized request,
 - (iii) the sender or the third party refuses to pay the charge authorized in article 28, § 3;
 - (iv) the instructions of the sender, or of the third party, have not achieved the desired result, whether these instructions were given at the time of posting or after receipt of the advice of non-delivery;
 - (b) immediately after the termination:
 - (i) of the period, if any, fixed by the sender in application of article 22, § 2 (d);
 - (ii) of the periods of retention laid down in article 25, if the sender has not complied with article 22. In this case, however, the sender may be asked for instructions;

- (iii) of a period of two months from the dispatch of an advice of non-delivery, if the office which prepared that advice has not received adequate instructions from the sender or the third party, or if these instructions have not been received by that office.
- 2. Where possible, a parcel shall be returned by the same route as it followed on the outward journey. It may not be returned by air unless the sender has guaranteed the payment of the air surcharges.
- 3. Every parcel returned to origin under this article shall be subject to
 - (a) the rates entailed in the further transmission to the office of origin,
 - (b) the uncanceled charges and fees, which the administration of destination incurs at the time of return to origin
- 4. These rates, charges and fees shall be collected from the sender

Article 30

Abandonment by the sender of an undelivered parcel

If the sender has abandoned a parcel which it has not been possible to deliver to the addressee, that parcel shall be treated by the administration of destination according to its own legislation.

Section II

Redirection

Article 31

Redirection in consequence of change of address by the addressee, or of an alteration of an address

1. If an addressee changes his address or if an address is altered under article 37, a parcel may be redirected either within the country of destination or out of that country.
2. A parcel may be redirected within the country of destination at the request of the sender, at the request of the addressee, or automatically if the regulations of that country permit.
3. A parcel may be redirected out of the country of destination only at the request of the sender or of the addressee; in this case the parcel shall comply with the conditions required for the further transmission.
4. A parcel may also be redirected under the conditions set out above by air at the request of the sender or the addressee, provided that payment of the air surcharge in respect of the further transmission is guaranteed.
5. The sender may forbid any redirection.
6. For the first and any subsequent redirection of each parcel, the following may be collected:
 - (a) the charges authorized by the internal regulations of the administration concerned for such redirection, in the case of redirection within the country of destination;
 - (b) the rates and air surcharges entailed in the further transmission, in the case of redirection out of the country of destination,
 - (c) the charges and fees which the former administrations of destination do not agree to cancel.
7. The rates, charges and fees mentioned in § 6 shall be collected from the addressee.

Article 32

Parcels arriving out of course and to be redirected

1. Any parcel arriving out of course as a result of an error on the part of the sender or the dispatching administration shall be reforwarded to its proper destination by the most direct route used by the administration which has received the parcel
2. Any air-parcel arriving out of course shall be reforwarded by air.

3. Any parcel reforwarded in application of this article shall be subject to the rates for forwarding to its proper destination and the charges and fees mentioned in article 31, § 6 (c).

4. These rates, charges and fees shall be collected from the administration responsible for the office of exchange which misdirected the parcel. This administration shall collect them where appropriate from the sender.

Article 33

Return to origin of wrongly accepted parcels

1. Any parcel wrongly accepted and returned to origin shall be subject to the rates, charges and fees prescribed in article 29, § 3.

2. These charges and fees shall be payable by:

- (a) the sender, if the parcel has been wrongly admitted in consequence of an error of the sender or if it falls within one of the prohibitions laid down in article 19;
- (b) the administration responsible for the error if the parcel has been wrongly admitted in consequence of an error attributable to the postal service. In this case the sender shall be entitled to a refund of the charges paid.

3. If the rates which have been attributed to the administration which returns the parcel are insufficient to cover the rates, charges and fees mentioned in § 1, the outstanding charges shall be recovered from the administration of origin.

4. If there is a surplus, the administration which sends back the parcel shall return to the administration of origin the balance of the rates to refund to the sender.

Article 34

Return to origin in consequence of the suspension of a service

The return of a parcel to origin in consequence of the suspension of a service shall be free of charge; the unallocated rates collected for the outward journey shall be refunded to the sender.

Chapter III

Special provisions

Article 35

Non-compliance by an administration with given instructions

When the administration of destination or an intermediate administration has not complied with the instructions given either at the time of posting or subsequently, it shall bear the conveyance charges (outward and return) and any other charges or fees which have not been cancelled, nevertheless, the charges paid for the outward journey shall remain the responsibility of the sender if he declared, either at the time of posting or subsequently, that in the event of non-delivery he would abandon the parcel.

Article 36

Parcels containing items whose early deterioration or decay is to be feared

Articles contained in a parcel of which the early deterioration or decay is to be feared, and those articles only, may be sold immediately, even in course of transmission on either the outward or the return journey, without prior notice or legal formality, on behalf of the rightful owner, if, for any reason whatsoever, sale is impossible, the spoilt or decayed articles shall be destroyed.

Article 37**Withdrawal from the post. Alteration or correction of address**

1. The sender of a parcel may, under the terms of article 30 of the Convention, ask for its return to origin or to have its address altered, provided he guarantees payment of the amounts due for any further transmission under articles 29, § 3 and 31, § 6.
2. However, administrations shall have the option of not accepting the requests referred to in § 1 when they do not accept them in their internal service.

Article 38**Inquiries**

1. Each administration shall accept inquiries relating to any parcel posted in the service of another administration.
2. Inquiries shall be entertained only within a period of a year from the day after that on which the parcel was posted.
3. Unless the sender has paid in full the advice of delivery charge prescribed in article 13 (i), each inquiry shall be subject to the collection of an "inquiry" charge at the rate laid down in article 14 (k).
4. Separate inquiries shall be made for uninsured and insured parcels. If the inquiry related to several parcels of the same category posted at the same time at the same office by the same sender and addressed to the same addressee and sent by the same route, the charge shall be collected once only.
5. The inquiry charge shall be refunded if the inquiry has been occasioned by a service error.

Part III**Liability****Article 39****Principle and extent of liability of postal administrations**

1. Postal administrations shall be liable for the loss of, theft from or damage to parcels, except as provided for in article 40. Their liabilities shall be as binding for parcels conveyed *à découvert* as for those forwarded in closed mails.
 2. The sender shall be entitled to an indemnity corresponding, in principle, to the actual amount of the loss, theft or damage; indirect loss or loss of profits shall not be taken into consideration. However, this indemnity may in no case exceed:
 - (a) for insured parcels, the amount of the insured value in gold francs; in case of redirection or return to origin by surface of an insured air parcel, liability shall be limited, for the second journey, to that applicable to parcels sent by that route;
 - (b) for other parcels, the following amounts:
 - 40 francs per parcel up to 5 kg
 - 60 francs per parcel above 5 up to 10 kg
 - 80 francs per parcel above 10 up to 15 kg
 - 100 francs per parcel above 15 up to 20 kg.
- Administrations may agree to apply, in their reciprocal relations, the maximum amount of 100 francs per parcel regardless of the weight.
3. The indemnity shall be calculated according to the current price, converted into gold francs, of goods of the same kind at the place and time at which the parcel was accepted for conveyance; failing a current price,

the indemnity shall be calculated according to the ordinary value of goods whose value is assessed on the same basis

4. When an indemnity is due for the loss, total theft or total damage of a parcel, the sender or, by application of § 6, the addressee, shall also be entitled to repayment of the charges paid with the exception of the insurance charge; the same shall apply to items refused by the addressees because of their bad condition, if that is attributable to the postal service and involves its liability.

5. When the loss, total theft or total damage is due to *force majeure* for which indemnity is not payable, the sender shall be entitled to repayment not only of the land and sea rates as well as the air surcharges appropriate to any sector not traversed by the parcel, but also the charges, whatever their nature, relating to a service paid for in advance but not rendered.

6. Notwithstanding § 2, the addressee shall be entitled to the indemnity after taking delivery of a rifled or damaged parcel.

7. The sender shall be entitled to waive his rights as prescribed in § 2 in favour of the addressee. Conversely the addressee shall be entitled to waive his rights as prescribed in § 6 in favour of the sender. The sender or the addressee may authorize a third party to receive the indemnity, if internal legislation allows this.

Article 40

Non-liability of postal administrations

1. Postal administrations shall cease to be liable for parcels which they have delivered according either to the conditions laid down in their internal regulations for items of the same kind, or those set out in article 11, § 3, of the Convention; liability shall however be maintained:

- (a) when theft or damage is discovered either before delivery or at the time of delivery of a parcel or when, internal regulations permitting, the addressee, or the sender if it is returned to origin, makes reservations in taking delivery of a rifled or damaged parcel,
- (b) when the addressee or, in the case of return to origin, the sender, although having given a proper discharge, notifies the delivery administration without delay that he has found damage and furnishes proof that the theft or damage did not occur after delivery.

2. Postal administrations shall not be liable:

- (i) for the loss, theft or damage of parcels:
 - (a) in cases of *force majeure*. The administration in whose service the loss, theft or damage occurred shall decide, according to the laws of its country, whether the loss, theft or damage was due to circumstances amounting to a case of *force majeure*; these circumstances shall be communicated to the administration of the country of origin if the latter administration so requests. Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of *force majeure* (article 11, § 2),
 - (b) when they cannot account for parcels owing to the destruction of official records by *force majeure*, provided that proof of their liability has not been otherwise produced,
 - (c) when the damage has been caused by the fault or negligence of the sender or arises from the nature of the contents of the parcel;
 - (d) in the case of parcels which have been fraudulently insured for a sum greater than the actual value of the contents;
 - (e) when the sender has made no inquiry within the period prescribed in article 38, § 2;
 - (f) in the case of prisoner-of-war or internee parcels;
- (ii) for parcels seized under the legislation of the country of destination,
- (iii) for parcels confiscated or destroyed by the competent authority, in the case of parcels whose contents fall within the prohibitions specified in article 19 (a) (ii), (iv) to (viii) and (b),
- (iv) in the case of sea or air conveyance when they have made it known that they are unable to accept liability for insured parcels on board the ships or aircraft used by them, they nevertheless assume in respect of the transit of insured parcels in closed mails the liability which is laid down for uninsured parcels of the same weight.

3. Postal administrations shall not be liable for customs declarations, in whatever form these are made, nor for decisions taken by the customs on examination of parcels submitted to customs control.

Article 41

Sender's liability

1. The sender of a parcel shall be liable within the same limits as administrations themselves for all damage caused to other postal items as a result of the sending of articles not acceptable for conveyance, or of the non-observance of conditions of acceptance, provided that there has been no fault or negligence on the part of administrations or carriers.
2. The acceptance by the office of posting of such a parcel shall not relieve the sender of his liability.
3. An administration which finds damage that is due to the fault of the sender shall inform the administration of origin, whose responsibility it is to take action against the sender where appropriate.

Article 42

Determination of liability between postal administrations

1. Until the contrary is proved, liability shall rest with the postal administration which, having received the parcel without comment and being furnished with all the prescribed means of inquiry, cannot prove either delivery to the addressee or, where appropriate, correct transfer to another administration.
2. Until the contrary is proved, and subject to § 4, an intermediate administration or administration of destination shall be relieved of all liability:
 - (a) when it has observed the rules for inspection of mails and parcels and the establishment of irregularities;
 - (b) when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the parcel in question, the regulation period of retention having expired; this reservation shall not prejudice the rights of the inquirer.
3. When the loss, theft or damage occurs in the service of an air carrier, the administration of the country which collects the conveyance dues in accordance with article 74, § 1, of the Convention shall reimburse the administration of origin for the indemnity paid to the sender, subject to article 1, § 6, of the Convention and § 7 of this article. It shall be for the former administration to recover this amount from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier in virtue of article 74, § 2, of the Convention, it shall itself seek reimbursement of the indemnity from the air carrier.
4. If the loss, theft or damage occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally; however, in the case of a damaged uninsured parcel, when the amount of indemnity does not exceed 25 francs, this sum shall be borne equally by the administration of origin and the administration of destination, intermediate administrations being excluded. If the theft or damage has been established in the country of destination or, in the case of return to sender, in the country of origin, it shall rest with the administration of that country to prove:
 - (a) that neither the wrapping nor the fastening of the parcel bore any apparent trace of theft or damage;
 - (b) that, in the case of an insured parcel, the weight established at the time of posting has not varied;
 - (c) that, in the case of parcels forwarded in closed receptacles, both the receptacles and their fastening were intactWhen such proof has been furnished by the administration of destination or origin, as the case may be, none of the other administrations concerned may repudiate its share of liability on grounds that it handed over the parcel without the next administration having made any objection
5. In the case of items sent in bulk, in application of article 55, §§ 2 and 3, none of the administrations concerned may repudiate its share of liability, by showing that the number of parcels found in the mail differs from that advised on the parcel bill
6. In the case of bulk transmission, the administrations concerned may agree among themselves that liability be shared in the event of loss of, theft from or damage to certain categories of parcels, determined by mutual agreement
7. As regards insured parcels, the liability of an administration towards other administrations shall in no case exceed the maximum insured value that it has adopted.

8. When a parcel has been lost, rifled or damaged as the result of *force majeure*, the administration in whose territorial jurisdiction or services the loss, theft or damage occurred shall not be liable towards the administration of origin unless the two administrations undertake to cover risks of *force majeure*.

9. If the loss, theft or damage of an insured parcel occurs in the territory or service of an intermediate administration, which does not accept insured parcels or which has adopted a maximum insured value lower than the amount of the loss, the administration of origin shall bear the loss not covered by the intermediate administration under § 7 of this article and article 1, § 6, of the Convention.

10. The rule laid down in § 9 shall also apply in case of sea or air conveyance if the loss, theft or damage occurs in the service of an administration belonging to a contracting country which does not accept the liability laid down for insured parcels (article 40, § 2 (iv)).

11. Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss, theft or damage.

12. The administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties

Article 43

Payment of indemnity

1. Subject to the right of recourse against the administration which is liable, the obligation to pay the indemnity and to refund the charges and fees, shall rest either with the administration of origin or in the case mentioned in article 39, § 6, the administration of destination.

2. This payment shall be made as soon as possible and, at the latest, within a period of six months from the day following the day of inquiry.

3. When the administration responsible for the payment does not undertake to cover risks of *force majeure* and when, at the end of the period prescribed in § 2, the question of whether the loss, theft or damage is due to such causes has not been decided, it may exceptionally postpone settlement of the indemnity beyond that period.

4. The administration of origin or destination, as the case may be, shall be authorized to indemnify the rightful claimant on behalf of the other administrations sharing in the conveyance which, although duly informed, have allowed five months to pass without finally settling the matter or without informing the administration of origin or destination, as the case may be, that the loss, theft or damage appeared to be due to *force majeure*.

Article 44

Reimbursing the administration which paid the indemnity

1. The administration responsible for payment, or on which payment is made in accordance with article 42, shall reimburse the administration which made the payment under article 43, and which is called the "paying administration", the amount of indemnity actually paid to the rightful claimant: this payment shall be made within four months of dispatch of the notice of payment

2. If the indemnity is to be borne by several administrations in accordance with article 42, the whole of the indemnity shall be paid to the paying administration, within the period mentioned in § 1, by the first administration which, having duly received the parcel claimed for, is unable to prove its correct transfer to the next service. It shall rest with this administration to recover from the other administrations which are liable each one's share of the indemnity, paid to the rightful claimant

3. The creditor administration shall be reimbursed in accordance with the rules for payment laid down in article 12 of the Convention.

4. When liability has been admitted, as well as in the case provided for in article 43, § 4, the amount of the indemnity may also be automatically recovered from the administration which is liable through a liquidation account, either directly or through the intermediary of the first transit administration, which claims credit in its

turn from the next administration, the operation being repeated until the sum paid has been debited to the administration which is liable; where appropriate, the statutory provisions on the drawing up of accounts shall be observed.

5. Immediately after paying the indemnity, the paying administration shall communicate to the administration which is liable the date and the amount of payment made. It may reimburse this indemnity within a period of one year either from the date of dispatch of the notice of payment or, where appropriate, from the date of expiry of the period prescribed in article 43, § 4.

6. The administration whose liability is duly established and which has at first declined to pay the indemnity shall assume all additional costs resulting from the unwarranted delay in payment.

Article 45

Possible recovery of the indemnity from the sender or the addressee

1. If, after payment of the indemnity, a parcel or part of a parcel previously considered lost, is found, the addressee and the sender shall be informed of the fact; the former or the latter, as the case may be, shall be further advised that he may take delivery of it within a period of three months on repayment of the amount of the indemnity received. If the sender or the addressee, as the case may be, does not reclaim the parcel within this period, the same approach shall be made to the other party.

2. If the sender or the addressee takes delivery of the parcel or of part of the parcel recovered against repayment of the amount of the indemnity, that sum shall be refunded to the administration or, where appropriate, administrations which bore the loss, within one year of the date of the repayment.

3. If the sender and the addressee refuse to take delivery of the parcel, it shall become the property of the administration or, where appropriate, administrations which bore the loss.

4. When proof of delivery is supplied, after the period of five months laid down in article 43, § 4, the indemnity paid shall continue to be borne by the intermediate administration or administration of destination if the sum paid cannot, for any reason, be recovered from the sender.

5. In the case of subsequent discovery of an insured parcel the contents of which are found to be of less value than the amount of indemnity paid, the sender or, where article 39, § 6, is applied, the addressee shall repay the amount of this indemnity against return of the insured parcel, without prejudice to the consequences of fraudulent insurance as mentioned in article 23, § 2.

Part IV

Rates due to administrations.

Allocation of rates

Chapter I

Rates

Article 46

Outward and inward land rate

1. Parcels exchanged between two administrations shall be subject to the outward and inward land rates fixed as follows, for each country and each parcel:

Weight steps	Outward and inward land rate
1	2
	fr
Up to 1 kg	2.00
Above 1 up to 3 kg	2.50
Above 3 up to 5 kg	3.00
Above 5 up to 10 kg	4.00
Above 10 up to 15 kg	5.00
Above 15 up to 20 kg	6.50

Nevertheless, as regards the last two weight steps, the administrations of origin and destination may fix as they wish the outward and inward land rates due to them

- The rates mentioned in § 1 shall be payable by the administration of the country of origin, unless this Agreement provides for exceptions to this principle.
- The outward and inward land rates shall be uniform for the whole of the territory of each country.

Article 47

Transit land rate

- Parcels exchanged between two administrations or between two offices of the same country by means of the land services of one or more other administrations shall be subject to the following transit land rates, payable to the countries whose services take part in the routing on land:

Distance steps	Transit land rates					
	Up to 1 kg	Above 1 kg up to 3 kg	Above 3 kg up to 5 kg	Above 5 kg up to 10 kg	Above 10 kg up to 15 kg	Above 15 kg up to 20 kg
1	2	3	4	5	6	7
	fr	fr	fr	fr	fr	fr
Up to 600 km	0.30	0.60	1.00	1.80	2.90	4.00
Above 600 up to 1000 km	0.40	1.00	1.80	3.30	5.30	7.40
Above 1000 up to 2000 km	0.70	1.70	3.00	5.30	8.60	11.90
Above 2000 for each additional 1000 km	0.30	0.80	1.40	2.60	4.20	5.80

- Each of the countries mentioned in § 1 shall be authorized to collect for each parcel the transit land rates applicable to the distance step corresponding to the weighted average distance over which it conveys parcels in transit. This distance shall be calculated by the International Bureau.
- Reforwarding, where applicable after warehousing by the services of an intermediate country, of mails and *à découvert* parcels entering and leaving by the same port (transit not involving a land route) shall be subject to the provisions of §§ 1 and 2
- As regards air parcels, the land rate for intermediate countries shall be applicable only where the parcel is conveyed by an intermediate land service.
- When a country agrees to its territory being crossed by a foreign transport service without participation of its services according to article 3 of the Convention, parcels thus conveyed shall not give rise to allocation of the transit land rate to the postal administration concerned.
- The rates mentioned in § 1 shall be payable by the administration of the country of origin unless this Agreement provides for exceptions to this principle.

Article 48

Reduction or increase of the outward and inward land rate

1. Notwithstanding article 46, § 1, administrations may:
 - (a) increase their outward land rates as they see fit, to bring these into relation with the costs of their service. They may also reduce them as they see fit so long as they are not lower than their inward land rates;
 - (b) reduce or increase their inward land rates. The increase, where applied, may not exceed, in the case of the weight steps up to 10 kg, one half of the inward land rates laid down in article 46, § 1. The reduction may be fixed as the administrations concerned see fit.
2. To be applicable, any such modifications or subsequent modifications of the inward land rates must:
 - (a) come into force only on 1 January or 1 July at the convenience of each administration;
 - (b) be communicated at least three months in advance to the International Bureau; any modifications for which these periods have not been observed shall not be taken into consideration until the 1 January or the 1 July following;
 - (c) be communicated to the administrations concerned at least two months before the dates fixed in (a);
 - (d) remain in force for one year at least.

Article 49

Sea rate

1. Each of the countries whose services participate in the sea conveyance of parcels shall be authorized to reclaim the sea rates mentioned in the table shown in § 2. These rates shall be payable by the administration of the country of origin, unless this Agreement provides for exceptions to this principle.
2. For each sea conveyance used, the sea rate shall be calculated according to the following table:

Distance steps		Weight steps					
(a) Expressed in nautical miles	(b) Expressed in km after conversion on the basis of 1 n. m. = 1 852 km	Up to 1 kg	Above 1 up to 3 kg	Above 3 up to 5 kg	Above 5 up to 10 kg	Above 10 up to 15 kg	Above 15 up to 20 kg
1	2	3	4	5	6	7	8
		fr	fr	fr	fr	fr	fr
Up to 500 n. m	Up to 926 km	0 20	0 60	1 00	1 80	3 00	4 10
Above 500 up to 1 000	Above 926 up to 1 852	0 30	0 70	1 30	2 30	3 70	5 10
Above 1 000 up to 2 000	Above 1 852 up to 3 704	0 30	0 80	1 50	2 60	4 30	5 90
Above 2 000 up to 3 000	Above 3 704 up to 5 556	0 40	0 90	1 70	2 90	4 80	6 60
Above 3 000 up to 4 000	Above 5 556 up to 7 408	0 40	1 00	1 80	3 10	5 10	7 10
Above 4 000 up to 5 000	Above 7 408 up to 9 260	0 40	1 00	1 90	3 30	5 40	7 50
Above 5 000 up to 6 000	Above 9 260 up to 11 112	0 40	1 10	2 00	3 50	5 70	7 90
Above 6 000 up to 7 000	Above 11 112 up to 12 964	0 50	1 10	2 10	3 60	5 90	8 20
Above 7 000 up to 8 000	Above 12 964 up to 14 816	0 50	1 20	2 10	3 70	5 10	8 50
Above 8 000 per additional 1 000	Above 14 816 per additional 1 852	0 00	0 05	0 10	0 15	0 20	0 25

3. If necessary, the distance steps used to determine the amount of the sea rate applicable between two countries shall be calculated on the basis of a weighted average distance, determined in terms of the tonnage of the mails carried between the respective ports of the two countries.
4. Sea conveyance between two ports of the same country may not give rise to the collection of the rate referred to in § 2 when the administration of that country already receives, for the same parcels, payment in respect of land conveyance.
5. As regards air parcels, the sea rate for intermediate administrations or services shall be applicable only where the parcel is conveyed by an intermediate sea service; for this purpose every sea service provided by the country of origin or destination shall be regarded as an intermediate service.

Article 50

Reduction or increase of the sea rates

1. Administrations may increase by 50% at most the sea rate laid down in article 49, § 2. On the other hand, they may reduce it as they wish.
2. This option shall be subject to the conditions laid down in article 48, § 2.
3. In the case of an increase, this shall also be applied to parcels originating in the country to which the services providing sea conveyance belong; nevertheless, this obligation shall not apply either in the relations between a country and the territories for whose international relations it is responsible, or in the relations between these territories.

Article 51

Application of new rates following unforeseeable changes in routing

When, for reasons of *force majeure* or any other unforeseeable occurrence, an administration is obliged to use for the conveyance of its own parcels a new dispatch route which causes additional sea or land conveyance costs, it shall be required to inform immediately by telegram all the administrations whose parcel mails or *à découvert* parcels are sent in transit by way of its country. From the fifth day following the day on which this information is sent, the intermediate administration shall be authorized to charge the administration of origin the land and sea rates which correspond to the new route.

Article 52

Basic rates and calculation of air conveyance dues

1. The basic rate applicable to the settlement of accounts between administrations in respect of air conveyance shall be fixed at one-thousandth of a franc, as a maximum, per kilogramme of gross weight and per kilometre; this rate shall be applied proportionately to fractions of a kilogramme.
2. Air conveyance dues relating to air parcel mails shall be calculated according to, on the one hand, the actual basic rate specified in § 1 and the kilometric distances given in the "List of air-mail distances" referred to in article 206, § 1 (b), of the Detailed Regulations of the Convention and, on the other, the gross weight of the mails.
3. The air conveyance dues payable to the intermediate administration for *à découvert* air parcels shall be fixed in principle as indicated in § 1, but per half-kilogramme for each country of destination. Nevertheless, when the territory of the country of destination of these parcels is served by one or more lines with several stops in that territory, dues shall be calculated on the basis of a weighted average rate taking into account the weight of the parcels off-loaded at each stop. The dues to be paid shall be calculated for each individual parcel, the weight of each being rounded upwards to the next half-kilogramme.
4. Each administration of destination which provides air conveyance of air parcels within its country shall be entitled to reimbursement of the corresponding conveyance dues. These dues shall be uniform for all mails from abroad, whether or not the air parcels are re-forwarded by air.
5. The dues referred to in § 4 shall be fixed in the form of a single rate, calculated for all air parcels addressed to the country, on the basis of the rate provided in § 1 and according to the weighted average of the sector distances covered by air parcels of the international service on the internal air network. The weighted average distance shall be determined in terms of the gross weight of all the air-parcel mails arriving at the country of destination, including the air parcels which are not re-forwarded by air within that country.
6. Entitlement to reimbursement of the dues referred to in § 4 shall be subject to the conditions laid down in article 48, § 2
7. The transshipment at the same airport, in the course of transmission of air parcels conveyed successively by several separate air services, shall be performed without remuneration.

8. No transit land rate shall be payable for:
- (a) the transfer of air mails between two airports serving the same town;
 - (b) the transport of such mails between an airport serving a town and a warehouse situated in the same town and the return of the same mails for re-forwarding.

Article 53

Air conveyance dues for lost or destroyed air parcels

In case of loss or destruction of air parcels as a result of an accident occurring to the aircraft or through any other cause involving the responsibility of the air carrier, the administration of origin shall be exempt from any payment in respect of the air conveyance of the air parcels lost or destroyed, for any part of the flight of the line used.

Article 54

Exceptional inward rate

Subject to article 48, § 2, each administration may apply to every parcel addressed to its offices an exceptional inward rate of 50 centimes at most.

Chapter II

Allocation of rates

Article 55

General principles

1. An allocation of rates to the interested administration shall be made in principle in respect of each parcel.
2. However, in the case of transmission by closed mails, the administration of origin may agree with the administration of destination, and with any intermediate administrations, to allocate sea and land rates in bulk for each weight step.
3. Also in the case of transmission by closed mails, the administration of origin may agree with the administration of destination and possibly with the intermediate administrations to credit them with sums calculated per parcel or per kilogramme of gross weight of the mails on the basis of the land and sea rates.

Article 56

Service parcels. Parcels of prisoners of war and internees

Rates shall not be allocated for service parcels and for prisoner-of-war and internee parcels apart from the air conveyance dues applicable to air parcels.

Part V

Miscellaneous provisions

Article 57

Application of the Convention

The Convention shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 58

Conditions of approval of proposals concerning this Agreement and its Detailed Regulations

1. To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress must be present at the time of voting.
2. To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations must obtain:
 - (a) unanimity of votes, if they involve either the addition of new provisions or amendments of substance to the articles of this Agreement, its Final Protocol or article 151 of its Detailed Regulations,
 - (b) two-thirds of the votes, if they involve amendments of substance to the Detailed Regulations, with the exception of article 151 ;
 - (c) a majority of the votes, if they involve
 - (i) interpretation of the provisions of this Agreement, its Final Protocol and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution,
 - (ii) drafting amendments to be made to the Acts specified in (i).
3. When a member country of the Union expresses outside Congress a desire to become a party to this Agreement, asking to be allowed to collect exceptional inward rates on a higher scale than that authorized by article 54, the International Bureau shall submit the request to all the member countries signatory to the Agreement; if within a period of six months, more than one-third of these member countries do not pronounce against the request it shall be considered to be admitted.

Article 59

Parcels addressed to or originating in countries not participating in the Agreement

1. The administrations of countries participating in this Agreement which maintain an exchange of parcels with the administrations of non-participating countries shall allow, in the absence of any opposition on the part of the latter, the administrations of all the participating countries to avail themselves of these services.
2. For transit by the land, sea and air services of the countries participating in the Agreement, parcels addressed to or originating in a non-participating country shall be treated in the same way as parcels exchanged between participating countries so far as the amount of the land and sea rates and the air conveyance dues are concerned. The same shall apply in the case of liability each time it is established that the damage occurred in the service of one of the participating countries and when the indemnity has to be paid in a participating country either to the sender or to the addressee, where article 39, § 6 is applied.

Part VI**Final provisions****Article 60****Entry into force and duration of the Agreement**

This Agreement shall come into force on 1 January 1976 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

This Agreement was signed on behalf of the States and territorial entities listed below by one or several of the plenipotentiaries who signed the Second Additional Protocol to the Constitution of the Universal Postal Union:

(For the signatures affixed by those plenipotentiaries under the Second Additional Protocol, see United Nations, Treaty Series, vol. 1004, p. 11.)

Republic of Afghanistan
Democratic People's Republic of Algeria
Federal Republic of Germany
Kingdom of Saudi Arabia
Argentine Republic
Australia
Republic of Austria
Commonwealth of the Bahamas
State of Bahrain
People's Republic of Bangladesh
Barbados
Belgium
Kingdom of Bhutan
Soviet Socialist Republic of Byelorussia
Socialist Republic of the Union of Burma
Republic of Bolivia
Republic of Botswana
Federative Republic of Brazil
People's Republic of Bulgaria
Republic of Burundi
United Republic of Cameroon
Central African Republic
Chile
People's Republic of China
Republic of Cyprus
Republic of Colombia
People's Republic of the Congo
Republic of Korea
Republic of Costa Rica
Republic of the Ivory Coast
Republic of Cuba
Republic of Dahomey
Kingdom of Denmark
Arab Republic of Egypt
Republic of El Salvador
United Arab Emirates
Republic of Ecuador
Spain
Ethiopia
Fiji
Republic of Finland
French Republic
The whole of the territories represented by the French Overseas Postal and Telecommunications Office
Gabon Republic
Ghana

United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man

The overseas territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible

Greece

Republic of Guatemala

Republic of Guinea

Republic of Upper Volta

Republic of Honduras

People's Republic of Hungary

India

Republic of Indonesia

Iran

Republic of Iraq

Ireland

Republic of Iceland

Israel

Jamaica

Japan

Hashemite Kingdom of Jordan

Republic of Kenya

Khmer Republic

Kuwait

Kingdom of Laos

Kingdom of Lesotho

Lebanese Republic

Republic of Liberia

Libyan Arab Republic

Principality of Liechtenstein

Luxembourg

Malaysia

Malawi

Malagasy Republic

Republic of Mali

Kingdom of Morocco

Mauritius

Islamic Republic of Mauritania

United States of Mexico

Principality of Monaco

People's Republic of Mongolia

Nepal

Republic of Nicaragua

Republic of Niger

Federal Republic of Nigeria

Norway

New Zealand

Uganda

Pakistan

Republic of Panama

Republic of Paraguay

Netherlands

Netherlands Antilles and Surinam

Republic of Peru

People's Republic of Poland
Portugal
State of Qatar
German Democratic Republic
People's Democratic Republic of Korea
Socialist Republic of Romania
Republic of San Marino
Republic of Senegal
Republic of Sierra Leone
Singapore
Democratic Republic of Somalia
Democratic Republic of the Sudan
Republic of Sri Lanka (Ceylon)
Sweden
Swiss Confederation
Kingdom of Swaziland
Syrian Arab Republic
United Republic of Tanzania
Republic of Chad
Czechoslovak Socialist Republic
Thailand
Togolese Republic
Kingdom of Tonga
Tunisia
Turkey
Soviet Socialist Republic of Ukraine
Union of Soviet Socialist Republics
Eastern Republic of Uruguay
Vatican City State
Republic of Venezuela
Republic of Vietnam
Arab Republic of the Yemen
Democratic People's Republic of the Yemen
Federative Socialist Republic of Yugoslavia
Republic of Zaire
Republic of Zambia

FINAL PROTOCOL TO THE POSTAL PARCELS AGREEMENT

At the moment of proceeding to signature of the Postal Parcels Agreement concluded this day,¹ the undersigned plenipotentiaries have agreed the following:

Article I

Transit

Notwithstanding article 1 of the Convention,² the right not to undertake the conveyance of parcels in transit across their territory shall for the time being be granted to the Portuguese Provinces in Africa.

Article II

Exceptional land rates

For the time being the administrations listed in tables 1 and 2 below shall be authorized to collect:

- (a) the exceptional inward rates indicated in table 1, in place of the exceptional inward rates authorized in article 54;
- (b) the exceptional transit land rates indicated in table 2, in addition to the transit rates mentioned in article 47, § 1.

1. Exceptional inward rates

N°	Authorized administrations	Amount per parcel	Observations										
1	2	3	4										
		fr											
1	Afghanistan	¹	¹ The rate may amount to the following: <table style="margin-left: 20px;"> <tr> <td>Parcels up to 1 kg</td> <td>fr 2 00</td> </tr> <tr> <td>Parcels over 1 and up to 3 kg</td> <td>2 50</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>3 25</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>5 00</td> </tr> </table>	Parcels up to 1 kg	fr 2 00	Parcels over 1 and up to 3 kg	2 50	Parcels over 3 and up to 5 kg	3 25	Parcels over 5 and up to 10 kg	5 00		
Parcels up to 1 kg	fr 2 00												
Parcels over 1 and up to 3 kg	2 50												
Parcels over 3 and up to 5 kg	3 25												
Parcels over 5 and up to 10 kg	5 00												
2	Albania	1.00											
3	Algeria	²	² The rate may amount to the following: <table style="margin-left: 20px;"> <tr> <td>Parcels up to 3 kg</td> <td>fr 1 50</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>2 00</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>2 50</td> </tr> <tr> <td>Parcels over 10 and up to 15 kg</td> <td>3 50</td> </tr> <tr> <td>Parcels over 15 and up to 20 kg</td> <td>5 00</td> </tr> </table>	Parcels up to 3 kg	fr 1 50	Parcels over 3 and up to 5 kg	2 00	Parcels over 5 and up to 10 kg	2 50	Parcels over 10 and up to 15 kg	3 50	Parcels over 15 and up to 20 kg	5 00
Parcels up to 3 kg	fr 1 50												
Parcels over 3 and up to 5 kg	2 00												
Parcels over 5 and up to 10 kg	2 50												
Parcels over 10 and up to 15 kg	3 50												
Parcels over 15 and up to 20 kg	5 00												
5	Argentina	1.50											
6	Australia	³	³ The rate may amount to the following: <table style="margin-left: 20px;"> <tr> <td>Parcels up to 1 kg</td> <td>fr 2 10</td> </tr> <tr> <td>Parcels over 1 and up to 3 kg</td> <td>2 40</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>3 55</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>5.35</td> </tr> </table>	Parcels up to 1 kg	fr 2 10	Parcels over 1 and up to 3 kg	2 40	Parcels over 3 and up to 5 kg	3 55	Parcels over 5 and up to 10 kg	5.35		
Parcels up to 1 kg	fr 2 10												
Parcels over 1 and up to 3 kg	2 40												
Parcels over 3 and up to 5 kg	3 55												
Parcels over 5 and up to 10 kg	5.35												

¹ See p. 243 of this volume.

² See p. 53 of this volume.

1. Exceptional inward rates (continued)

N°	Authorized administrations	Amount per parcel	Observations																					
1	2	3	4																					
		fr																						
7	Bahamas	4	<p>⁴ The rate may amount to the following:</p> <p>Parcels up to 1 kg fr 2.10</p> <p>Parcels over 1 and up to 3 kg 2.35</p> <p>Parcels over 3 and up to 5 kg 3.15</p> <p>Parcels over 5 and up to 10 kg 2.25</p>																					
8	Bahrain	5	<p>⁵ The rate may amount to the following.</p> <p>Parcels up to 1 kg fr 1.00</p> <p>Parcels over 1 and up to 3 kg 2.00</p> <p>Parcels over 3 and up to 5 kg 3.50</p> <p>Parcels over 5 and up to 10 kg 4.50</p>																					
9	Bangladesh	6	<p>⁶ The rate may amount to the following:</p> <p>Parcels up to 1 kg fr 1.00</p> <p>Parcels over 1 and up to 5 kg 3.00</p> <p>Parcels over 5 and up to 10 kg 4.50</p>																					
10	Barbados	7	<p>⁷ The rate may amount to the following.</p> <p>Parcels up to 1 kg fr 2.10</p> <p>Parcels over 1 and up to 3 kg 2.35</p> <p>Parcels over 3 and up to 5 kg 3.15</p> <p>Parcels over 5 and up to 10 kg 2.25</p>																					
11	Belgium	8	<p>⁸ The rate may amount to the following</p> <p>Parcels up to 1 kg fr 3.00</p> <p>Parcels over 1 and up to 3 kg 3.75</p> <p>Parcels over 3 and up to 5 kg 4.50</p> <p>Parcels over 5 and up to 10 kg 6.00</p> <p>Parcels over 10 and up to 15 kg 7.50</p> <p>Parcels over 15 and up to 20 kg 9.50</p>																					
14	Bolivia	10	<p>¹⁰ For parcels originating in or addressed to places other than Cochabamba, La Paz, Oruro, Potosi, Sante Cruz, Sucre & Tarija the rate may amount to the following:</p> <p>Parcels up to 1 kg fr 3.00</p> <p>Parcels over 1 and up to 5 kg 7.00</p> <p>Parcels over 5 and up to 10 kg 14.00</p>																					
15	Botswana	11	<p>¹¹ The rate may amount to the following:</p> <p>Parcels up to 1 kg fr 3.00</p> <p>Parcels over 1 and up to 3 kg 4.00</p> <p>Parcels over 3 and up to 5 kg 5.50</p> <p>Parcels over 5 and up to 10 kg 6.50</p> <p>Parcels over 10 and up to 15 kg 8.00</p> <p>Parcels over 15 and up to 20 kg 10.00</p>																					
16	Brazil	3 00 ¹²	<p>¹² The rate may be increased to 4 francs for parcels addressed to certain remote offices</p>																					
17	Bulgaria	1 50																						
13	Burma	0 75																						
12	Byelorussia	9	<p>⁹ The rate may amount to the following:</p> <table border="1"> <thead> <tr> <th></th> <th>USSR in Europe fr</th> <th>USSR in Asia fr</th> </tr> </thead> <tbody> <tr> <td>Parcels up to 1 kg</td> <td>0 90</td> <td>3 30</td> </tr> <tr> <td>Parcels over 1 and up to 3 kg</td> <td>1 65</td> <td>5 25</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>2 40</td> <td>7 20</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>4 80</td> <td>14 40</td> </tr> <tr> <td>Parcels over 10 and up to 15 kg</td> <td>7 20</td> <td>21 60</td> </tr> <tr> <td>Parcels over 15 and up to 20 kg</td> <td>9 60</td> <td>28 80</td> </tr> </tbody> </table>		USSR in Europe fr	USSR in Asia fr	Parcels up to 1 kg	0 90	3 30	Parcels over 1 and up to 3 kg	1 65	5 25	Parcels over 3 and up to 5 kg	2 40	7 20	Parcels over 5 and up to 10 kg	4 80	14 40	Parcels over 10 and up to 15 kg	7 20	21 60	Parcels over 15 and up to 20 kg	9 60	28 80
	USSR in Europe fr	USSR in Asia fr																						
Parcels up to 1 kg	0 90	3 30																						
Parcels over 1 and up to 3 kg	1 65	5 25																						
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Parcels over 5 and up to 10 kg	4 80	14 40																						
Parcels over 10 and up to 15 kg	7 20	21 60																						
Parcels over 15 and up to 20 kg	9 60	28 80																						

1. Exceptional inward rates (continued)

N°	Authorized administrations	Amount per parcel	Observations
1	2	3	4
		fr	
18	Cameroon	13	<p>¹³ The rate may amount to the following:</p> <p>Parcels up to 3 kg 1 50</p> <p>Parcels over 3 and up to 5 kg 2 00</p> <p>Parcels over 5 and up to 10 kg 2 50</p> <p>Parcels over 10 and up to 15 kg 5 00</p> <p>Parcels over 15 and up to 20 kg 6 50</p>
19	Central African Republic	14	<p>¹⁴ The rate may amount to the following:</p> <p>Parcels up to 3 kg 2 25</p> <p>Parcels over 3 and up to 5 kg 4 50</p> <p>Parcels over 5 and up to 10 kg 6 00</p> <p>Parcels over 10 and up to 15 kg 9 75</p> <p>Parcels over 15 and up to 20 kg 13 50</p>
92	Chad	58	<p>⁵⁸ A uniform land rate shall be fixed for the whole of the Chad territory as follows.</p> <p>Parcels up to 3 kg 1 00</p> <p>Parcels over 3 and up to 5 kg 2 00</p> <p>Parcels over 5 and up to 10 kg 4 00</p> <p>Parcels over 10 and up to 15 kg 7 00</p> <p>Parcels over 15 and up to 20 kg 10 00</p>
20	Chile	3 00	
21	China (People's Republic)	15	<p>¹⁵ The rate may amount to the following:</p> <p>Parcels up to 1 kg 2 00</p> <p>Parcels over 1 and up to 3 kg 3 50</p> <p>Parcels over 3 and up to 5 kg 5 00</p> <p>Parcels over 5 and up to 10 kg 7 00</p> <p>Parcels over 10 and up to 15 kg 10 00</p> <p>Parcels over 15 and up to 20 kg 13 50</p>
23	Colombia	17	<p>¹⁷ The rate may amount to the following:</p> <p>Parcels up to 3 kg 3 00</p> <p>Parcels over 3 and up to 5 kg 5 00</p> <p>Parcels over 5 and up to 10 kg 10 00</p> <p>Parcels over 10 and up to 20 kg 11 00</p>
24	Congo (People's Republic)	18	<p>¹⁸ For the conveyance of parcels beyond the office of exchange an internal transport charge is collected which varies according to the destination and which may not exceed the tariff applicable to postal parcels in the internal service</p>
25	Costa Rica	19	<p>¹⁹ The rate may amount to the following:</p> <p>Parcels up to 1 kg 1 00</p> <p>Parcels over 1 and up to 3 kg 1 50</p> <p>Parcels over 3 and up to 5 kg 2 00</p> <p>Parcels over 5 and up to 10 kg 2 50</p> <p>Parcels over 10 and up to 15 kg 5 00</p> <p>Parcels over 15 and up to 20 kg 6 50</p>
22	Cyprus	16	<p>¹⁶ The rate may amount to the following:</p> <p>Parcels up to 1 kg 3 00</p> <p>Parcels over 1 and up to 3 kg 4 00</p> <p>Parcels over 3 and up to 5 kg 5 50</p> <p>Parcels over 5 and up to 10 kg 6 50</p>
93	Czechoslovakia	2 50	
27	Dahomey	21	<p>²¹ The rate may amount to the following:</p> <p>Parcels up to 1 kg 1 50</p> <p>Parcels over 1 and up to 5 kg 2 00</p> <p>Parcels over 5 and up to 10 kg 3 00</p> <p>Parcels over 10 and up to 15 kg 4 00</p> <p>Parcels over 15 and up to 20 kg 5 00</p>
28	Dominican Republic	1 25	

1. Exceptional inward rates (continued)

N°	Authorized administrations	Amount per parcel	Observations
1	2	3	4
		fr	
32	Ecuador	23	23 The rate may amount to the following: fr Parcels up to 1 kg 1.00 Parcels over 1 and up to 3 kg 1.50 Parcels over 3 and up to 5 kg 2.00 Parcels over 5 and up to 10 kg 2.50 Parcels over 10 and up to 15 kg 5.00 Parcels over 15 and up to 20 kg 6.50
29	Egypt	5 00	
30	El Salvador	2.50	
34	Ethiopia	24	24 The rate may amount to the following fr Parcels up to 1 kg 1.35 Parcels over 1 and up to 3 kg 1 85 Parcels over 3 and up to 5 kg 2.45 Parcels over 5 and up to 10 kg 3 75 Parcels over 10 and up to 15 kg 5 55 Parcels over 15 and up to 20 kg 7 55
35	Fiji	25	25 The rate may amount to the following fr Parcels up to 1 kg 2.00 Parcels over 1 and up to 3 kg 2.50 Parcels over 3 and up to 5 kg 3.00 Parcels over 5 and up to 10 kg 4.00
36	Finland	3 00	
37	France	5 50	
38	Territories represented by the French Overseas Postal and Telecommunications Office	5 50	
39	Gabon	26	26 The rate may amount to the following fr Parcels up to 1 kg 0 95 Parcels over 1 and up to 3 kg 2 10 Parcels over 3 and up to 5 kg 3.60 Parcels over 5 and up to 10 kg 4.00 Parcels over 10 and up to 15 kg 5.50 Parcels over 15 and up to 20 kg 8 00
83	German Democratic Republic	2.50	
4	Germany, Fed Rep of	5.00	
40	Ghana	27	27 The rate may amount to the following. fr Parcels up to 1 kg 2 00 Parcels over 1 and up to 3 kg 2 50 Parcels over 3 and up to 5 kg 3.00 Parcels over 5 and up to 10 kg 4 00
41	Great Britain and British Overseas Territories	28	28 The rate may amount to the following: fr Parcels up to 1 kg 5 80 Parcels over 1 and up to 3 kg 7 20 Parcels over 3 and up to 5 kg 9.00 Parcels over 5 and up to 10 kg 10 55
42	Greece	3.00	
43	Guatemala	0.75	
44	Guyana	29	29 The rate may amount to the following fr Parcels up to 1 kg 1 80 Parcels over 1 and up to 3 kg 2 00 Parcels over 3 and up to 5 kg 2 70 Parcels over 5 and up to 10 kg 3 10

1. Exceptional inward rates (continued)

N°	Authorized administrations	Amount per parcel	Observations												
1	2	3	4												
		fr													
45	Haiti	0 50													
47	Honduras (Rep)	2 50													
53	Iceland	3 ³³	³³ The rate may amount to the following: <table style="margin-left: 20px;"> <tr> <td>Parcels up to 3 kg</td> <td>fr 0 50</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>0 75</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>1 00</td> </tr> </table>	Parcels up to 3 kg	fr 0 50	Parcels over 3 and up to 5 kg	0 75	Parcels over 5 and up to 10 kg	1 00						
Parcels up to 3 kg	fr 0 50														
Parcels over 3 and up to 5 kg	0 75														
Parcels over 5 and up to 10 kg	1 00														
48	India	4 00													
49	Indonesia	2.50													
50	Iran	3 ³¹	³¹ The rate may amount to the following <table style="margin-left: 20px;"> <tr> <td>Parcels up to 5 kg</td> <td>fr 3 00</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>5 00</td> </tr> <tr> <td>Parcels over 10 and up to 15 kg</td> <td>7.50</td> </tr> <tr> <td>Parcels over 15 and up to 20 kg</td> <td>10.00</td> </tr> </table>	Parcels up to 5 kg	fr 3 00	Parcels over 5 and up to 10 kg	5 00	Parcels over 10 and up to 15 kg	7.50	Parcels over 15 and up to 20 kg	10.00				
Parcels up to 5 kg	fr 3 00														
Parcels over 5 and up to 10 kg	5 00														
Parcels over 10 and up to 15 kg	7.50														
Parcels over 15 and up to 20 kg	10.00														
51	Iraq	3 ³²	³² The rate may amount to the following: <table style="margin-left: 20px;"> <tr> <td>Parcels up to 1 kg</td> <td>fr 0.75</td> </tr> <tr> <td>Parcels over 1 and up to 5 kg</td> <td>1.25</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>1 60</td> </tr> </table>	Parcels up to 1 kg	fr 0.75	Parcels over 1 and up to 5 kg	1.25	Parcels over 5 and up to 10 kg	1 60						
Parcels up to 1 kg	fr 0.75														
Parcels over 1 and up to 5 kg	1.25														
Parcels over 5 and up to 10 kg	1 60														
52	Ireland	5.00													
54	Israel	3 ³⁴	³⁴ The rate may amount to the following: <table style="margin-left: 20px;"> <tr> <td>Parcels up to 1 kg</td> <td>fr 2.00</td> </tr> <tr> <td>Parcels over 1 and up to 3 kg</td> <td>2.50</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>3 50</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>5.50</td> </tr> </table>	Parcels up to 1 kg	fr 2.00	Parcels over 1 and up to 3 kg	2.50	Parcels over 3 and up to 5 kg	3 50	Parcels over 5 and up to 10 kg	5.50				
Parcels up to 1 kg	fr 2.00														
Parcels over 1 and up to 3 kg	2.50														
Parcels over 3 and up to 5 kg	3 50														
Parcels over 5 and up to 10 kg	5.50														
26	Ivory Coast	2 ³⁰	³⁰ The rate may amount to the following: <table style="margin-left: 20px;"> <tr> <td>Parcels up to 1 kg</td> <td>fr 1 25</td> </tr> <tr> <td>Parcels over 1 and up to 3 kg</td> <td>1.75</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>2 25</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>2.75</td> </tr> <tr> <td>Parcels over 10 and up to 15 kg</td> <td>3.50</td> </tr> <tr> <td>Parcels over 15 and up to 20 kg</td> <td>4.25</td> </tr> </table>	Parcels up to 1 kg	fr 1 25	Parcels over 1 and up to 3 kg	1.75	Parcels over 3 and up to 5 kg	2 25	Parcels over 5 and up to 10 kg	2.75	Parcels over 10 and up to 15 kg	3.50	Parcels over 15 and up to 20 kg	4.25
Parcels up to 1 kg	fr 1 25														
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Parcels over 3 and up to 5 kg	2 25														
Parcels over 5 and up to 10 kg	2.75														
Parcels over 10 and up to 15 kg	3.50														
Parcels over 15 and up to 20 kg	4.25														
55	Jamaica	3 ³⁵	³⁵ The rate may amount to the following: <table style="margin-left: 20px;"> <tr> <td>Parcels up to 1 kg</td> <td>fr 2 50</td> </tr> <tr> <td>Parcels over 1 and up to 3 kg</td> <td>3 00</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>3.50</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>5.00</td> </tr> </table>	Parcels up to 1 kg	fr 2 50	Parcels over 1 and up to 3 kg	3 00	Parcels over 3 and up to 5 kg	3.50	Parcels over 5 and up to 10 kg	5.00				
Parcels up to 1 kg	fr 2 50														
Parcels over 1 and up to 3 kg	3 00														
Parcels over 3 and up to 5 kg	3.50														
Parcels over 5 and up to 10 kg	5.00														
56	Japan	5.00													
67	Kenya	3 ³⁶	³⁶ The rate may amount to the following: <table style="margin-left: 20px;"> <tr> <td>Parcels up to 1 kg</td> <td>fr 2.50</td> </tr> <tr> <td>Parcels over 1 and up to 3 kg</td> <td>3.00</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>3 50</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>4 50</td> </tr> </table>	Parcels up to 1 kg	fr 2.50	Parcels over 1 and up to 3 kg	3.00	Parcels over 3 and up to 5 kg	3 50	Parcels over 5 and up to 10 kg	4 50				
Parcels up to 1 kg	fr 2.50														
Parcels over 1 and up to 3 kg	3.00														
Parcels over 3 and up to 5 kg	3 50														
Parcels over 5 and up to 10 kg	4 50														
58	Laos	4.00													
59	Lesotho	5 00													
60	Madagascar	5.00													
62	Malawi	3 ³⁸	³⁸ The rate may amount to the following: <table style="margin-left: 20px;"> <tr> <td>Parcels up to 1 kg</td> <td>fr 1 80</td> </tr> <tr> <td>Parcels over 1 and up to 3 kg</td> <td>2 00</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>2 70</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>3 10</td> </tr> </table>	Parcels up to 1 kg	fr 1 80	Parcels over 1 and up to 3 kg	2 00	Parcels over 3 and up to 5 kg	2 70	Parcels over 5 and up to 10 kg	3 10				
Parcels up to 1 kg	fr 1 80														
Parcels over 1 and up to 3 kg	2 00														
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Parcels over 5 and up to 10 kg	3 10														

1 Exceptional inward rates (continued)

N°	Authorized administrations	Amount per parcel	Observations												
1	2	3	4												
		fr													
61	Malaysia	37	³⁷ The rate may amount to the following: <table> <tr><td>Parcels up to 1 kg</td><td>1 80</td></tr> <tr><td>Parcels over 1 and up to 3 kg</td><td>2.30</td></tr> <tr><td>Parcels over 3 and up to 5 kg</td><td>2 80</td></tr> <tr><td>Parcels over 5 and up to 10 kg</td><td>3.80</td></tr> </table>	Parcels up to 1 kg	1 80	Parcels over 1 and up to 3 kg	2.30	Parcels over 3 and up to 5 kg	2 80	Parcels over 5 and up to 10 kg	3.80				
Parcels up to 1 kg	1 80														
Parcels over 1 and up to 3 kg	2.30														
Parcels over 3 and up to 5 kg	2 80														
Parcels over 5 and up to 10 kg	3.80														
63	Mali	39	³⁹ The rate may amount to the following: <table> <tr><td>Parcels up to 1 kg</td><td>1.40</td></tr> <tr><td>Parcels over 1 and up to 3 kg</td><td>2.00</td></tr> <tr><td>Parcels over 3 and up to 5 kg</td><td>3.20</td></tr> <tr><td>Parcels over 5 and up to 10 kg</td><td>6.40</td></tr> <tr><td>Parcels over 10 and up to 15 kg</td><td>10.20</td></tr> <tr><td>Parcels over 15 and up to 20 kg</td><td>13 20</td></tr> </table>	Parcels up to 1 kg	1.40	Parcels over 1 and up to 3 kg	2.00	Parcels over 3 and up to 5 kg	3.20	Parcels over 5 and up to 10 kg	6.40	Parcels over 10 and up to 15 kg	10.20	Parcels over 15 and up to 20 kg	13 20
Parcels up to 1 kg	1.40														
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Parcels over 3 and up to 5 kg	3.20														
Parcels over 5 and up to 10 kg	6.40														
Parcels over 10 and up to 15 kg	10.20														
Parcels over 15 and up to 20 kg	13 20														
64	Malta	40	⁴⁰ The rate may amount to the following: <table> <tr><td>Parcels up to 1 kg</td><td>1 80</td></tr> <tr><td>Parcels over 1 and up to 3 kg</td><td>2 00</td></tr> <tr><td>Parcels over 3 and up to 5 kg</td><td>2 70</td></tr> <tr><td>Parcels over 5 and up to 10 kg</td><td>3.10</td></tr> </table>	Parcels up to 1 kg	1 80	Parcels over 1 and up to 3 kg	2 00	Parcels over 3 and up to 5 kg	2 70	Parcels over 5 and up to 10 kg	3.10				
Parcels up to 1 kg	1 80														
Parcels over 1 and up to 3 kg	2 00														
Parcels over 3 and up to 5 kg	2 70														
Parcels over 5 and up to 10 kg	3.10														
67	Mauritania	43	⁴³ The rate may amount to the following: <table> <tr><td>Parcels up to 1 kg</td><td>1.50</td></tr> <tr><td>Parcels over 1 and up to 3 kg</td><td>2 25</td></tr> <tr><td>Parcels over 3 and up to 5 kg</td><td>3 00</td></tr> <tr><td>Parcels over 5 and up to 10 kg</td><td>6.00</td></tr> <tr><td>Parcels over 10 and up to 15 kg</td><td>10 50</td></tr> <tr><td>Parcels over 15 and up to 20 kg</td><td>14 00</td></tr> </table>	Parcels up to 1 kg	1.50	Parcels over 1 and up to 3 kg	2 25	Parcels over 3 and up to 5 kg	3 00	Parcels over 5 and up to 10 kg	6.00	Parcels over 10 and up to 15 kg	10 50	Parcels over 15 and up to 20 kg	14 00
Parcels up to 1 kg	1.50														
Parcels over 1 and up to 3 kg	2 25														
Parcels over 3 and up to 5 kg	3 00														
Parcels over 5 and up to 10 kg	6.00														
Parcels over 10 and up to 15 kg	10 50														
Parcels over 15 and up to 20 kg	14 00														
66	Mauritius	42	⁴² The rate may amount to the following: <table> <tr><td>Parcels up to 1 kg</td><td>fr 2.10</td></tr> <tr><td>Parcels over 1 and up to 3 kg</td><td>2.35</td></tr> <tr><td>Parcels over 3 and up to 5 kg</td><td>3 15</td></tr> <tr><td>Parcels over 5 and up to 10 kg</td><td>2 25</td></tr> </table>	Parcels up to 1 kg	fr 2.10	Parcels over 1 and up to 3 kg	2.35	Parcels over 3 and up to 5 kg	3 15	Parcels over 5 and up to 10 kg	2 25				
Parcels up to 1 kg	fr 2.10														
Parcels over 1 and up to 3 kg	2.35														
Parcels over 3 and up to 5 kg	3 15														
Parcels over 5 and up to 10 kg	2 25														
65	Morocco	41	⁴¹ The rate may amount to the following: <table> <tr><td>Parcels up to 3 kg</td><td>fr 1.50</td></tr> <tr><td>Parcels over 3 and up to 5 kg</td><td>2 00</td></tr> <tr><td>Parcels over 5 and up to 10 kg</td><td>2 50</td></tr> <tr><td>Parcels over 10 and up to 15 kg</td><td>3.50</td></tr> <tr><td>Parcels over 15 and up to 20 kg</td><td>5 00</td></tr> </table>	Parcels up to 3 kg	fr 1.50	Parcels over 3 and up to 5 kg	2 00	Parcels over 5 and up to 10 kg	2 50	Parcels over 10 and up to 15 kg	3.50	Parcels over 15 and up to 20 kg	5 00		
Parcels up to 3 kg	fr 1.50														
Parcels over 3 and up to 5 kg	2 00														
Parcels over 5 and up to 10 kg	2 50														
Parcels over 10 and up to 15 kg	3.50														
Parcels over 15 and up to 20 kg	5 00														
68	Nepal	1 50													
73	New Zealand	46	⁴⁶ The rate may amount to the following: <table> <tr><td>Parcels up to 1 kg</td><td>fr 2 00</td></tr> <tr><td>Parcels over 1 and up to 3 kg</td><td>2.25</td></tr> <tr><td>Parcels over 3 and up to 5 kg</td><td>2 75</td></tr> <tr><td>Parcels over 5 and up to 10 kg</td><td>3.50</td></tr> </table>	Parcels up to 1 kg	fr 2 00	Parcels over 1 and up to 3 kg	2.25	Parcels over 3 and up to 5 kg	2 75	Parcels over 5 and up to 10 kg	3.50				
Parcels up to 1 kg	fr 2 00														
Parcels over 1 and up to 3 kg	2.25														
Parcels over 3 and up to 5 kg	2 75														
Parcels over 5 and up to 10 kg	3.50														
69	Nicaragua	3 00													
70	Niger	44	⁴⁴ The rate may amount to the following: <table> <tr><td>Parcels up to 1 kg</td><td>fr 1.40</td></tr> <tr><td>Parcels over 1 and up to 3 kg</td><td>2.00</td></tr> <tr><td>Parcels over 3 and up to 5 kg</td><td>3 20</td></tr> <tr><td>Parcels over 5 and up to 10 kg</td><td>6.40</td></tr> <tr><td>Parcels over 10 and up to 15 kg</td><td>10.20</td></tr> <tr><td>Parcels over 15 and up to 20 kg</td><td>13.20</td></tr> </table>	Parcels up to 1 kg	fr 1.40	Parcels over 1 and up to 3 kg	2.00	Parcels over 3 and up to 5 kg	3 20	Parcels over 5 and up to 10 kg	6.40	Parcels over 10 and up to 15 kg	10.20	Parcels over 15 and up to 20 kg	13.20
Parcels up to 1 kg	fr 1.40														
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Parcels over 10 and up to 15 kg	10.20														
Parcels over 15 and up to 20 kg	13.20														
71	Nigeria	45	⁴⁵ The rate may amount to the following: <table> <tr><td>Parcels up to 1 kg</td><td>fr 1 25</td></tr> <tr><td>Parcels over 1 and up to 3 kg</td><td>1 50</td></tr> <tr><td>Parcels over 3 and up to 5 kg</td><td>1.75</td></tr> <tr><td>Parcels over 5 and up to 10 kg</td><td>1.10</td></tr> </table>	Parcels up to 1 kg	fr 1 25	Parcels over 1 and up to 3 kg	1 50	Parcels over 3 and up to 5 kg	1.75	Parcels over 5 and up to 10 kg	1.10				
Parcels up to 1 kg	fr 1 25														
Parcels over 1 and up to 3 kg	1 50														
Parcels over 3 and up to 5 kg	1.75														
Parcels over 5 and up to 10 kg	1.10														
72	Norway	5 00													

1 Exceptional inward rates (continued)

N°	Authorized administrations	Amount per parcel	Observations
1	2	3	4
		fr	
74	Oman	47	47 The rate may amount to the following Parcels up to 1 kg 2.50 Parcels over 1 and up to 3 kg 3.00 Parcels over 3 and up to 5 kg 3.50 Parcels over 5 and up to 10 kg 5.00
76	Pakistan	49	49 The rate may amount to the following Parcels up to 5 kg 3.00 Parcels over 5 kg and up to 10 kg 4.50
77	Panama	1 50	
78	Paraguay	2 50	
79	Peru	4 50	
80	Polish People's Republic	3 00	
81	Portuguese Provinces of Angola and Mozambique	50	50 For the conveyance of parcels beyond the offices of exchange a rate not exceeding the tariff applicable to parcels in the internal service shall be permitted
82	Qatar	51	51 The rate may amount to the following Parcels up to 1 kg 1.80 Parcels over 1 and up to 3 kg 2.00 Parcels over 3 and up to 5 kg 2.70 Parcels over 5 and up to 10 kg 3.10
84	Senegal	52	52 The rate may amount to the following. Parcels up to 1 kg 0.75 Parcels over 1 and up to 3 kg 1.25 Parcels over 3 and up to 5 kg 1.75 Parcels over 5 and up to 10 kg 2.25 Parcels over 10 and up to 15 kg 2.75 Parcels over 15 and up to 20 kg 3.25
85	Sierra Leone	53	53 The rate may amount to the following Parcels up to 1 kg 2.00 Parcels over 1 and up to 3 kg 2.50 Parcels over 3 and up to 5 kg 3.20 Parcels over 5 and up to 10 kg 4.10
86	Singapore	54	54 The rate may amount to the following Parcels up to 1 kg 1.80 Parcels over 1 and up to 3 kg 2.30 Parcels over 3 and up to 5 kg 2.80 Parcels over 5 and up to 10 kg 3.80
33	Spain	1 50	
88	Sri Lanka (Ceylon)	4 00	
87	Sudan	55	55 The rate may amount to the following Parcels up to 1 kg 1.50 Parcels over 1 and up to 3 kg 2.50 Parcels over 3 and up to 5 kg 4.00 Parcels over 5 and up to 10 kg 7.00
90	Swaziland	56	56 The rate may amount to the following Parcels up to 1 kg 1.80 Parcels over 1 and up to 3 kg 2.00 Parcels over 3 and up to 5 kg 2.70 Parcels over 5 and up to 10 kg 3.10
89	Sweden	5 00	

1. Exceptional inward rates (continued)

N ^o	Authorized administrations	Amount per parcel	Observations																					
1	2	3	4																					
		fr																						
91	Tanzania (United Republic)	57	57 The rate may amount to the following: fr Parcels up to 1 kg 2 50 Parcels over 1 and up to 3 kg 3.00 Parcels over 3 and up to 5 kg 3 50 Parcels over 5 and up to 10 kg 4.50																					
94	Thailand	3 00																						
95	Togo	59	59 The rate may amount to the following fr Parcels up to 1 kg 1 50 Parcels over 1 and up to 3 kg 2.00 Parcels over 3 and up to 5 kg 3 00 Parcels over 5 and up to 10 kg 5.00 Parcels over 10 and up to 15 kg 6 00 Parcels over 15 and up to 20 kg 7 00																					
96	Trinidad and Tobago	60	60 The rate may amount to the following fr Parcels up to 1 kg 1.25 Parcels over 1 and up to 3 kg 1 50 Parcels over 3 and up to 5 kg 1 75 Parcels over 5 and up to 10 kg 1 10																					
97	Turkey	2.00																						
75	Uganda	48	48 The rate may amount to the following fr Parcels up to 1 kg 2 50 Parcels over 1 and up to 3 kg 3 00 Parcels over 3 and up to 5 kg 3 50 Parcels over 5 and up to 10 kg 4.50																					
98	Ukraine	61	61 The rate may amount to the following <table style="margin-left: 40px;"> <thead> <tr> <th></th> <th>USSR in Europe fr</th> <th>USSR in Asia fr</th> </tr> </thead> <tbody> <tr> <td>Parcels up to 1 kg</td> <td>0 90</td> <td>3 30</td> </tr> <tr> <td>Parcels over 1 and up to 3 kg</td> <td>1 65</td> <td>5 25</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>2 40</td> <td>7 20</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>4 80</td> <td>14 40</td> </tr> <tr> <td>Parcels over 10 and up to 15 kg</td> <td>7 20</td> <td>21 60</td> </tr> <tr> <td>Parcels over 15 and up to 20 kg</td> <td>9 60</td> <td>28 80</td> </tr> </tbody> </table>		USSR in Europe fr	USSR in Asia fr	Parcels up to 1 kg	0 90	3 30	Parcels over 1 and up to 3 kg	1 65	5 25	Parcels over 3 and up to 5 kg	2 40	7 20	Parcels over 5 and up to 10 kg	4 80	14 40	Parcels over 10 and up to 15 kg	7 20	21 60	Parcels over 15 and up to 20 kg	9 60	28 80
	USSR in Europe fr	USSR in Asia fr																						
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99	Union of Soviet Socialist Republics	62	62 The rate may amount to the following <table style="margin-left: 40px;"> <thead> <tr> <th></th> <th>USSR in Europe fr</th> <th>USSR in Asia fr</th> </tr> </thead> <tbody> <tr> <td>Parcels up to 1 kg</td> <td>0 90</td> <td>3 30</td> </tr> <tr> <td>Parcels over 1 and up to 3 kg</td> <td>1 65</td> <td>5 25</td> </tr> <tr> <td>Parcels over 3 and up to 5 kg</td> <td>2 40</td> <td>7 20</td> </tr> <tr> <td>Parcels over 5 and up to 10 kg</td> <td>4 80</td> <td>14 40</td> </tr> <tr> <td>Parcels over 10 and up to 15 kg</td> <td>7 20</td> <td>21 60</td> </tr> <tr> <td>Parcels over 15 and up to 20 kg</td> <td>9 60</td> <td>28 80</td> </tr> </tbody> </table>		USSR in Europe fr	USSR in Asia fr	Parcels up to 1 kg	0 90	3 30	Parcels over 1 and up to 3 kg	1 65	5 25	Parcels over 3 and up to 5 kg	2 40	7 20	Parcels over 5 and up to 10 kg	4 80	14 40	Parcels over 10 and up to 15 kg	7 20	21 60	Parcels over 15 and up to 20 kg	9 60	28 80
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Parcels over 10 and up to 15 kg	7 20	21 60																						
Parcels over 15 and up to 20 kg	9 60	28 80																						
31	United Arab Emirates	22	22 The rate may amount to the following fr Parcels up to 1 kg 2 50 Parcels over 1 and up to 3 kg 3.00 Parcels over 3 and up to 5 kg 3 50 Parcels over 5 and up to 10 kg 5 00 Parcels over 10 and up to 15 kg 7 00 Parcels over 15 and up to 20 kg 9 00																					
46	Upper Volta	30	30 The rate may amount to the following fr Parcels up to 1 kg 1 40 Parcels over 1 and up to 3 kg 2.00 Parcels over 3 and up to 5 kg 3 20 Parcels over 5 and up to 10 kg 6 40 Parcels over 10 and up to 15 kg 10 20 Parcels over 15 and up to 20 kg 13 20																					

1. Exceptional inward rates (conclusion)

N°	Authorized administrations	Amount per parcel	Observations
1	2	3	4
		fr	
100	Uruguay	63	<p>⁶³ The rate may amount to the following.</p> <p>Parcels up to 3 kg 1 50</p> <p>Parcels over 3 and up to 5 kg 2 00</p> <p>Parcels over 5 and up to 10 kg 2 50</p> <p>Parcels over 10 and up to 15 kg 5 00</p> <p>Parcels over 15 and up to 20 kg 6 50</p>
101	Venezuela	2 00	
102	Yemen Arab Republic	64	<p>⁶⁴ The rate may amount to the following</p> <p>Parcels up to 5 kg 3 00</p> <p>Parcels over 5 and up to 10 kg 5 00</p>
103	Yemen (People's Dem Rep)	65	<p>⁶⁵ The rate may amount to the following</p> <p>Parcels up to 1 kg 1 80</p> <p>Parcels over 1 and up to 3 kg 2 00</p> <p>Parcels over 3 and up to 5 kg 2 70</p> <p>Parcels over 5 and up to 10 kg 3 10</p>
104	Zaire	66	<p>⁶⁶ The rate may amount to the following</p> <p>Parcels up to 1 kg 0 30</p> <p>Parcels over 1 and up to 3 kg 0 90</p> <p>Parcels over 3 and up to 5 kg 1 50</p> <p>Parcels over 5 and up to 10 kg 3 00</p> <p>Parcels over 10 and up to 15 kg 4 50</p> <p>Parcels over 15 and up to 20 kg 6 00</p>
105	Zambia	67	<p>⁶⁷ The rate may amount to the following</p> <p>Parcels up to 1 kg 3 00</p> <p>Parcels over 1 and up to 3 kg 4 00</p> <p>Parcels over 3 and up to 5 kg 5 50</p> <p>Parcels over 5 and up to 10 kg 6 50</p>

2. Exceptional transit land rates

N°	Authorized administrations	Amount of the land rate for parcels of the following weight steps					
		Up to 1 kg	Over 1 and up to 3 kg	Over 3 and up to 5 kg	Over 5 and up to 10 kg	Over 10 and up to 15 kg	Over 15 and up to 20 kg
1	2	3	4	5	6	7	8
		fr	fr	fr	fr	fr	fr
1	Afghanistan	1.50	2.00	2.50	3.00		
2	Argentina ¹	1.00	1.00	2.00	2.00		
3	Australia ¹	0.45	0.75	0.95	1.65	2.00	2.40
4	Bahamas	1.70	1.80	1.75	1.60		
5	Bahrain	1.70	1.80	1.75	1.60		
6	Bangladesh	2.00	3.00	4.00	5.00		
7	Barbados ¹	1.70	1.80	1.75	1.60		
9	Bolivia	1.00	1.20	1.40	2.00	3.00	4.00
10	Botswana ¹	2.00	2.40	3.00	4.00	5.00	6.00
11	Brazil	1.00	2.00	3.00	5.00	10.00	12.00
8	Burma	0.70	0.60	0.60	0.90		
12	Central African Republic	0.60	1.50	2.00	4.00	6.00	8.00
13	Chile ²	3.00	3.00	3.00	3.00		
15	Congo (People's Rep)	0.60	1.50	2.00	4.00	6.00	8.00
14	Cyprus	3.00	4.00	5.50	6.50		
17	Dahomey	0.60	1.00	1.50	3.00	4.50	6.00
21	Ecuador	1.50	2.00	2.50	3.00	4.00	5.00
18	Egypt	0.50	0.50	0.50	1.00	1.00	1.00
19	El Salvador	2.00	2.00	2.00	2.00	2.00	2.00
22	Great Britain and Overseas Territories ¹	5.50	6.00	6.35	7.85	11.45	13.80
23	Guyana ¹	1.00	1.10	1.20	1.40		
24	India	1.20	1.20	1.20	1.60	1.60	1.60
25	Iran	1.00	1.10	1.20	1.40	1.80	2.40
26	Iraq	0.70	0.60	0.50	1.40	3.00	4.00
16	Ivory Coast	0.60	1.00	1.50	3.00	5.00	7.00
27	Jamaica	1.80	2.00	2.50	3.50		
28	Kenya ¹	3.00	3.50	4.00	5.00		
30	Malawi ¹	1.00	1.10	1.20	1.40		
29	Malaysia	1.00	1.10	1.20	2.00		
31	Malte ¹	1.00	1.10	1.20	1.40		
32	Mauritius	1.70	1.80	1.75	1.60		
33	Nigeria	1.00	1.10	1.20	1.40		
34	Oman	1.70	1.80	1.75	1.60		
36	Pakistan	2.00	3.00	4.00	5.00		
37	Panama (Rep)	1.00	1.50	2.00	3.00	4.00	5.00
38	Peru	1.00	1.20	1.40	2.00	3.00	4.00
39	Qatar	1.00	1.10	1.20	1.40		
40	Sierra Leone	1.40	2.00	2.50	2.80		
41	Singapore	1.00	1.10	1.20	2.00		
43	Sri Lanka (Ceylon)	1.50	2.00	3.00	4.00		
42	Sudan	2.00	3.00	4.00	8.00		
44	Tanzania (United Republic) ¹	3.00	3.50	4.00	5.00		
45	Thailand	1.50	1.75	2.00	3.00	4.00	5.00
46	Trinidad and Tobago	1.00	1.10	1.20	1.40		
47	Turkey	2.00	2.00	2.00	2.00	2.00	2.00
35	Uganda ¹	3.00	3.50	4.00	5.00		
20	United Arab Emirates	1.70	1.90	2.00	1.70	1.10	1.00
48	Venezuela	0.70	0.60	0.50	1.40	3.00	4.00
49	Yemen (People's Dem Rep) ¹	1.00	1.10	1.20	1.40		
50	Zaire	0.30	0.90	1.50	3.00	4.50	6.00
51	Zambia ¹	2.00	2.40	3.00	4.00		

Observations

¹ The amounts shown in the table are to be considered as maximums² Only for parcels transported by Trans-Andean railway

Article III

Weighted average distance for conveyance of parcels in transit

Article 47, § 2, last sentence shall not apply to the following countries unless they so request. People's Republic of Bulgaria, Byelorussian Soviet Socialist Republic, Republic of Cuba, Czechoslovak Socialist Republic, Hungarian People's Republic, Mongolian People's Republic, Polish People's Republic, Romanian Socialist Republic, Ukrainian Soviet Socialist Republic and Union of Soviet Socialist Republics

Article IV

Sea rates

Australia, Commonwealth of the Bahamas, State of Bahrain, Barbados, France, The Territories represented by the French Overseas Postal and Telecommunications Office, the United Kingdom of Great Britain and Northern Ireland, Channel Islands and Isle of Man, the Overseas Territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible, Guyana, India, Italy, Jamaica, Republic of Kenya, Malagasy Republic, Malaysia, Malta, Mauritius, the Federal Republic of Nigeria, Sultanate of Oman, Pakistan, Qatar, Republic of Sierra Leone, Singapore, the United Republic of Tanzania, Trinidad and Tobago, Uganda, United Arab Emirates, People's Democratic Republic of Yemen and Republic of Zambia shall be authorized to increase by 50% at the most the sea rates provided for in articles 49 and 50.

Article V

Supplementary rates

1. Every parcel sent by surface or air addressed to Corsica and the French Overseas Departments (French Guiana, Guadeloupe, Martinique, Reunion), shall be subject to an inward land rate not exceeding the corresponding rate for France. When such a parcel transits metropolitan France, it shall be further subject :
 - (a) "surface" parcels
 - (i) to the French transit land rate;
 - (ii) to the French sea rate corresponding to the distance step between metropolitan France and each of the Departments in question,
 - (b) air parcels

to air conveyance dues corresponding to the air-mail distance between metropolitan France and each of the Departments in question.
2. The Portuguese administration may collect a supplementary rate of 3.50 francs per parcel at most, for conveyance between metropolitan Portugal and the islands of Madeira and the Azores.
3. Every parcel conveyed by the Iraq-Syria trans-desert motor services shall give rise to the collection of a special supplementary rate fixed as follows:

Weight steps	Supplementary rates	Weight steps	Supplementary rates
1	2	1	2
kg	fr	kg	fr
Up to 1	0 50	Over 5 and up to 10	5 00
Over 1 and up to 3	1 50	Over 10 and up to 15	7 50
Over 3 and up to 5	2 50	Over 15 and up to 20	10 00

4. The postal administrations of the Arab Republic of Egypt and the Democratic Republic of the Sudan shall be authorized to collect a supplementary rate of 20 centimes over and above the transit land rates laid down in article 47, § 1, of the Agreement for each parcel in transit via Lake Nasser between El Shalla (Egypt) and Wadi Halfa (Sudan).

Article VI

Special tariffs

1. The administrations of the People's Republic of Bangladesh, Pakistan and the Republic of Venezuela shall be authorized to collect on all parcels over 1 and up to 3 kg the charge applicable to parcels over 3 and up to 5 kg.
2. The Belgian and French administrations may collect in respect of air parcels double the land rates and increases laid down in articles 46 to 48 of the Agreement and in article II, table 1, Nos 11 (Belgium) and 37 (France) of this Final Protocol.

Article VII

Supplementary charges

Signatory countries whose administrations collect, in the internal service, supplementary charges which are higher than those fixed in the Agreement, may, when they retain the whole amount of these charges, apply the internal service rate in the international services.

Article VIII

Withdrawal from the post. Alteration or correction of address

Notwithstanding article 37, the Republic of Ecuador, the Republic of El Salvador, the Republic of Panama and the Republic of Venezuela shall be authorized not to return postal parcels after the addressee has requested their clearance by Customs, since this is incompatible with those countries' customs legislation.

Article IX

Exceptions to the principle of liability

Notwithstanding article 39, the Republic of Iraq, the Democratic Republic of the Sudan, the People's Democratic Republic of the Yemen and the Republic of Zaire shall be authorized to pay no indemnity for damage to parcels coming from any country addressed to Iraq, Sudan, Yemen (People's Dem Rep) or Zaire and containing liquids and substances which easily liquefy, glass articles and those of a similar fragile nature.

Article X

Compensation

Notwithstanding article 39, Australia, the Commonwealth of the Bahamas, Barbados, the Republic of Bolivia, the Republic of Botswana, Fiji, those of the Overseas Territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible whose internal regulations do not permit them to comply, Guyana, the Republic of Kenya, the Kingdom of Lesotho, Malawi, Malta, Mauritius, the Republic of Nauru, the Federal Republic of Nigeria, the Sultanate of Oman, the State of Qatar, Romanian Socialist Republic, the Republic of Sierra Leone, the Kingdom of Swaziland, the United Republic of Tanzania, Trinidad and Tobago, Uganda, the United Arab Emirates, the People's Democratic Republic of Yemen and the Republic of Zambia shall have the right not to pay compensation for uninsured parcels lost, stolen or damaged in their service.

Article XI**Non-liability of the postal administration**

The postal administration of Nepal shall be authorized not to apply article 40, § 1 (b).

In witness whereof, the plenipotentiaries below have drawn up this Protocol which shall have the same force and the same validity as if its provisions were inserted in the actual text of the Agreement to which it relates, and they have signed it in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Agreement; see p. 273 of this volume.)

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DETAILED REGULATIONS OF THE POSTAL PARCELS AGREEMENT

Having regard to article 22, § 5, of the Constitution of the Universal Postal Union concluded at Vienna, on 10 July 1964,¹ the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Postal Parcels Agreement:²

Chapter I

Preliminary provisions

Article 101

Information to be supplied by administrations

1. At least three months before implementing the Agreement, each administration shall notify the other administrations, through the intermediary of the International Bureau, of:
 - (a) the provisions it has adopted regarding:
 - (i) the maximum weight;
 - (ii) the insured value;
 - (iii) the following special parcels: express, delivery free of charges, cash-on-delivery, fragile, cumbersome;
 - (iv) the acceptance or otherwise of collective dispatch notes, in accordance with article 106, § 3,
 - (v) the size of parcels conveyed by its land and sea services;
 - (vi) the number of customs declarations required for parcels in transit and for those addressed to its own country as well as the languages in which those declarations may be completed;
 - (vii) the sender's instructions which it does not accept at the time of posting in accordance with article 22, § 4, of the Agreement;
 - (viii) non-acceptance of requests for withdrawal from the post and alteration of address referred to in article 37, § 2, of the Agreement;
 - (ix) the acceptance or otherwise of the advice of delivery for uninsured parcels in accordance with article 27 of the Agreement;
 - (b) information regarding the air parcel service, in particular the size which it admits by arrangement with the air carriers, and, where applicable, the amount of payment collected, according to article 52, §§ 4 and 5, of the Agreement, for transport to the interior of the country;
 - (c) the list of live animals of which the conveyance by post is authorized by its own postal regulations;
 - (d) whether it admits parcels for all localities or, if not, a list of the localities to which the service extends;
 - (e) the charges applicable in its service;
 - (f) the necessary information concerning customs or other regulations, as well as the prohibitions or restrictions governing the entry and transit of parcels in the territory of its country;
 - (g) an extract, in English, Arabic, Chinese, Spanish, French or Russian, of provisions of its laws or regulations applicable to the conveyance of parcels.
2. Any amendment to the information mentioned in § 1 shall be notified without delay by the same means.

¹ United Nations, *Treaty Series*, vol. 611, p. 7

² See p. 243 of this volume.

Article 102

Routeing and rates

1. By means of tables in the form of the annexed specimens CP 1 and CP 21, each administration shall set out on what conditions and at what rates it accepts parcels in transit for countries for which it is in a position to act as intermediary.
2. On the basis of the information contained in the CP 1 and CP 21 tables of intermediate administrations, each administration shall decide upon the routes to be used for forwarding its parcels and the charges to be collected from the senders.
3. Administrations shall send direct to each other, at least one month before their application, CP 1 and CP 21 tables as well as all subsequent amendments to these tables, they shall send copies of their CP 1 and CP 21 tables to the International Bureau.
4. The time-limit for notification laid down in § 3 shall not apply to the cases mentioned in article 51 of the Agreement.
5. To determine the most favourable route for the dispatch of parcels, the outward office of exchange may send to the office of exchange of destination a trial note in the form of the specimen C 27 referred to in article 156, §3, of the Detailed Regulations of the Convention.¹ This note shall be attached to the parcel bill; it shall be returned, duly completed, in the form of a letter, to the outward office of exchange by the first mail.

Chapter II

Treatment of parcels by the office of origin

Section I

General conditions of admission and posting

Article 103

Addresses of the sender and the addressee

1. To be admitted to the Post, every parcel shall bear, in roman letters and in arabic figures on the parcel itself or on a label firmly attached to it, the exact addresses of the addressee and the sender. If other letters and figures are used in the country of destination, it shall be recommended that the address be given also in these letters and figures. Addresses written in pencil shall not be allowed; nevertheless, parcels of which the address is written in indelible pencil on a surface previously dampened shall be accepted.
2. Only one person or a corporate body may be designated as addressee. However, addresses such as "Mr A at . . . for Mr Z at . . ." or "Bank A at . . . for Mr Z at . . ." may be admitted, it being understood that only the person indicated under A shall be regarded by administrations as the addressee. In addition, the addresses of A and Z shall be in the same country.
3. The office of posting shall also advise the sender to put in the parcel a copy of his address and that of the addressee.

Article 104

General packing conditions

1. Every parcel shall be packed and closed in a manner befitting the weight, the shape and the nature of the contents as well as the mode and duration of conveyance, the packing and closing shall protect the contents against crushing or damage by repeated handling, they shall also be such that it is impossible to tamper with the contents without leaving clear traces thereof.

¹ See p. 53 of this volume.

2. Every parcel shall be made up particularly securely if it has to be:
 - (a) conveyed over long distances,
 - (b) transhipped or handled many times,
 - (c) protected against major changes in climate, temperature or, in the case of conveyance by air, variations in atmospheric pressure.
3. It shall be packed and closed in such a way as not to endanger the health of officials and so as not to present any danger if it contains articles of a kind likely to injure officials called upon to handle it or to soil or damage other parcels or postal equipment.
4. It shall have, on the packing or the wrapping, sufficient space for service instructions and for affixing stamps and labels.
5. The following shall be accepted without packing:
 - (a) articles which can be fitted together or put and kept together by a strong cord with lead or other seals, so as to form one single parcel which cannot come apart;
 - (b) parcels in one piece, such as pieces of wood, metal, etc., which it is not the custom of the trade to pack.

Article 105

Special packing. Marking of parcels containing films, celluloid, live animals and radioactive materials

1. Every parcel which contains one or other of the following substances shall be made up as indicated below.
 - (a) precious metals: the packing shall consist either of a stout metal box, a case made of wood of a minimum thickness of 1 cm for parcels up to 10 kg and 1½ cm for parcels over 10 kg, or two seamless bags forming a double wrapping; however, when cases made of plywood are used, their thickness may be limited to 5 mm on condition that the edges of the cases are reinforced by metal angle strips;
 - (b) articles of glass or other fragile objects: they shall be packed in a box of metal, wood, strong plastic material or strong cardboard, filled with paper, wood shavings or any other appropriate protective material to prevent any friction or knocks during transport either between the objects themselves or between the objects and the sides of the box;
 - (c) liquids and substances which easily liquefy: they shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special box of metal, wood, strong plastic material or strong corrugated cardboard, containing enough sawdust, cotton wool or any other appropriate protective material to absorb the liquid should the container break. The lid of the box shall be fixed so that it cannot easily work loose;
 - (d) fatty substances which do not easily liquefy, such as ointments, soft soap, resins, etc. and silkworm eggs, the conveyance of which presents fewer difficulties: they shall be enclosed in a first covering (box, bag of cloth, plastic, etc.) which is itself placed in a box of wood, metal or any other material stout enough to prevent the contents from leaking;
 - (e) dry colouring powders, such as aniline blue, etc.: these products shall be admitted only in perfectly leak-proof metal boxes, placed in turn in boxes of wood, strong plastic material or strong corrugated cardboard with sawdust or some other appropriate absorbent and protective material between the two containers,
 - (f) dry non-colouring powders: these products shall be placed in containers (box, bag) of metal, wood, strong plastic material or cardboard; these containers shall themselves be enclosed in a box made of one of those materials.
 - (g) substances referred to in article 19 (a) (v), 2nd sentence, of the Agreement: the packing shall consist of a case or keg securely packed inside and out and bear an indication appropriate to the nature of the contents;
 - (h) flammable films, raw or manufactured celluloid: the wrapping shall be provided, on the address side, with a very conspicuous white label bearing in large block letters, the words "*Celluloid! A tenir loin du feu et de la lumière*" (Celluloid! Keep away from fire and light),
 - (i) live animals: the wrapping of the parcel as well as the dispatch note shall be provided with a label bearing in bold letters the words "*animaux vivants*" (live animals);
 - (j) radioactive materials: parcels containing radioactive materials shall be provided by the sender with a special white label bearing the words "*Matières radioactives*" (Radioactive materials), which label shall be officially crossed out should the packing be returned to the place of origin. These parcels shall

also bear in addition to the name and address of the sender, a request in bold letters for the return of the parcels in the event of non-delivery. The sender shall give his name and address and the contents of the parcel on the inner wrapping.

2. Parcels containing the substances referred to in § 1 (g), (h) and (j), may only be accepted for posting if those substances are admitted by all the administrations called upon to participate in the conveyance of the parcel.

Article 106

Formalities to be complied with by the sender

- 1 Each parcel shall be accompanied by.
 - (a) a dispatch note of strong white cardboard, in the form of the annexed specimen CP 2,
 - (b) a customs declaration in the form of the annexed specimen C 2/CP 3. The customs declaration shall be made out in the required number of copies, these being securely attached to the dispatch note.
2. The addresses of the sender and addressee, and all other particulars to be furnished by the sender, shall be identical on the parcel and the dispatch note. In the event of a discrepancy, the particulars appearing on the parcel shall be regarded as valid.
3. Except in the case of insured parcels, parcels for delivery free of charges and cash-on-delivery parcels, the same dispatch note accompanied by the number of customs declarations required for a single parcel may suffice for three parcels at most, provided that they are posted simultaneously at the same office by the same sender, sent by the same route, subject to the same charge and addressed to the same person; each administration may, however, insist on a dispatch note and the prescribed number of customs declarations for each parcel.
4. The sender may attach to the CP 2 dispatch note, in addition to the customs declaration in the required number of copies according to the provisions of § 1 (b), any document (invoice, export licence, import licence, certificate of origin, etc) necessary for customs treatment in the dispatching country and in the country of destination.
5. The contents of the parcel shall be shown in detail on the customs declaration; indications of a general kind shall not be admitted.
6. Although they assume no liability for the customs declaration, administrations shall do their utmost to inform senders of the correct way to complete these declarations.
7. The sender shall indicate how the parcel is to be dealt with in the event of non-delivery. For this purpose he shall insert a cross on the back of the dispatch note, where the instructions given in article 22, § 2, of the Agreement are shown, in a box relating to one of these instructions; this cross may be made by hand, be typewritten or printed. Furthermore, the sender may reproduce or have printed only one of the permitted instructions on the back of the dispatch note. The instruction marked by the cross on the dispatch note shall be reproduced on the parcel itself. It shall be in French or in a language known in the country of destination. The form corresponding to the annexed specimen CP 2^{bis} may be used for this purpose; the completed form shall be securely affixed to the parcel.

Article 107

Formalities to be complied with by the office of origin

1. The office of origin or the dispatching office of exchange shall be responsible for affixing or indicating:
 - (a) on the parcel beside the address and on the dispatch note in the spaces provided, a label in the form of the annexed specimen CP 8 indicating clearly the serial number of the parcel and the name of the office of posting. If the administration of origin so permits, that part of the CP 8 label which is to be affixed to the dispatch note may be replaced by a preprinted indication having the same layout as the corresponding part of the label;
 - (b) on the dispatch note only:
 - (i) an impression of the date stamp,
 - (ii) the weight, in kilogrammes and hundreds of grammes, each fraction of a hundred grammes being rounded up to the next hundred.

2. Administrations may agree to dispense with the formalities mentioned in § 1.
3. The same office of origin or the same dispatching office of exchange may not use two or more series of labels at the same time, unless the series are distinguished by a distinctive mark.

Section II

Special conditions of admission and posting for certain categories of parcels

Article 108

Insured parcels

Every insured parcel shall be subject to the following special rules regarding make-up.

- (a) it shall be sealed by one or more lead seals or identical wax seals or by some other effective means, with a special design or mark of the sender; on any one parcel, only one uniform design or mark may be used; should the parcel be secured by string it may be sealed by a single lead or wax seal applied in such a way that the string cannot be unknotted or removed without obvious traces of tampering appearing;
- (b) the wax or other seals, as well as the labels of any kind and the postage stamps, if any, affixed to these parcels shall be spaced out so that they cannot hide any damage to the packing, the labels and postage stamps shall not be folded over two sides of the packing so as to cover an edge, any labels on which the address appears may be gummed to the packing itself provided the insured value does not exceed 1000 francs and the dimensions of the label do not exceed 15 × 10.7 cm;
- (c) it shall be provided, like the dispatch note, with a pink label in the form of the annexed specimen CP 7 and bearing in roman letters the letter V, the name of the office of origin and the serial number of the parcel; the label shall be gummed on the parcel, on the same side as, and near to, the address; nevertheless, administrations may use at the same time the CP 8 label prescribed in article 107, § 1 (a), and a small pink label, bearing in bold letters the words "*Valeur déclarée*" (Insured);
- (d) the insured value shall be expressed in the currency of the country of origin and written by the sender, on the parcel and the dispatch note, in words with roman lettering and in arabic figures, without erasure or alteration, even if certified; the amount of the insured value shall not be indicated in pencil or indelible pencil;
- (e) the amount of the insured value shall be converted into gold francs by the sender or by the office of origin; the result of the conversion rounded up where appropriate to the nearest franc, shall be shown in figures at the side of or below those representing the value in the currency of the country of origin, the amount in gold francs shall be boldly underlined in coloured pencil; conversion shall not be carried out in direct services between countries which have a common currency;
- (f) the office of origin shall be responsible for indicating the weight in kilogrammes and tens of grammes both on the parcel beside the address and on the dispatch note (in the space provided), rounding up each fraction of ten grammes to the next ten;
- (g) no serial number shall be placed on the front of insured parcels by the intermediate administrations

Article 109

Fraudulent insurance

When circumstances of any kind, particularly an inquiry, disclose a fraudulent insurance for a value greater than the actual value of the contents of the parcel, the administration of origin shall be advised as soon as possible; where appropriate, the documents relating to the inquiry shall be sent to that administration.

Article 110

Other categories of parcels

1. Air parcels. Every air parcel as well as the dispatch note relating to it shall bear at the time of dispatch a special blue label inscribed "*Par avion*" (By air mail), with, if desired, a translation in the language of the country of origin.

2. Express parcels. Every express parcel and its dispatch note shall be provided with a light red label, bearing very conspicuously the printed indication "*Exprès*" (Express); this label shall be affixed whenever possible beside the name of the place of destination
3. Parcels for delivery free of charges and fees.
- (a) Every parcel for delivery free of charges and fees and its dispatch note shall be provided with:
- (i) a very bold indication "*Franc de taxes et de droits*" (Free of charges and fees) (or any other equivalent expression in the language of the country of origin);
- (ii) a yellow label bearing, also very boldly, the indication "*Franc de taxes et de droits*"
- (b) It shall be accompanied by the prescribed customs declarations and by a franking note on yellow paper in the form of the annexed specimen C 3/CP 4. The sender of the parcel, and, as regards the postal service indications, the dispatching office, shall complete the text of the right-hand side of the front of parts A and B. The entries of the sender may be made with the use of carbon paper. The text shall include the undertaking prescribed in article 24, § 1, of the Agreement.
- (c) The dispatch note, the customs declarations and the franking note shall be securely fastened together
4. Fragile parcels.
- (a) In the service between countries which admit fragile parcels and without prejudice to compliance with the general rules regarding make-up and packing, every fragile parcel shall be provided, either by the sender or by the office of origin, with a label featuring a picture of a glass printed in red on a white background. Every parcel, the fragile nature of whose contents is indicated by any external sign whatever affixed by the sender, shall be provided by the office of origin with the same label, and the corresponding supplementary charge collected. If the sender does not wish the parcel to be treated as fragile, the office of origin shall cross out the marking made by the sender.
- (b) The relative dispatch note shall bear very conspicuously on the front the indication "*Colis fragile*" (Fragile parcel) either in manuscript or printed on a label.
5. Cumbersome parcels. Every cumbersome parcel and the front of its dispatch note shall bear a label showing in bold letters the word "*Encombrant*" (Cumbersome). This entry shall be supplemented, on the dispatch note only, by the words "*en vertu de l'article 20, § 4, de l'Arrangement*" (pursuant to article 20, § 4, of the Agreement) in the case of parcels charged as cumbersome in accordance with article 20, § 4, of the Agreement.
6. Service parcels. Every service parcel and its dispatch note shall bear, the former beside the address and the latter on the front of the form, the indication "*Service des postes*" (On Postal Service) or a similar indication, this indication may be followed by a translation in another language.
7. Prisoner-of-war and internee parcels. Every prisoner-of-war and internee parcel and its dispatch note shall bear, the former beside the address and the latter on the front of the form, one of the indications "*Service des prisonniers de guerre*" (Prisoner-of-war Service) or "*Service des internés*" (Civilian Internees Service); these indications may be followed by a translation in another language.
8. Parcels containing certain substances or live animals. The parcels as well as the dispatch notes shall bear the indications prescribed in article 105, § 1 (g), (h) and (i)
9. Parcels containing radioactive materials whose contents and make-up comply with the regulations of the International Atomic Energy Agency providing special exemptions for certain categories of items shall be admitted for conveyance by post subject to prior consent from the competent authorities of the country of origin. Administrations may designate special post offices for the posting of parcels containing radioactive materials.
10. Parcels for which an advice of delivery is requested
- (a) Every parcel for which the sender requests an advice of delivery at the time of posting shall bear very conspicuously either the indication "*Avis de réception*" (Advice of delivery) or the stamp impression "*A R.*", the same shall apply to the dispatch note.
- (b) The parcel shall be accompanied by a copy, duly filled up, of the C 5 form referred to in article 131, § 2, of the Detailed Regulations of the Convention. This form shall be prepared by the office of origin (or by any other office appointed by the administration of origin) and attached to the dispatch note.
11. Parcels for which an advice of embarkation is requested.
- (a) Every parcel for which the sender requests an advice of embarkation shall be marked by means of an "*Avis d'embarquement*" (Advice of embarkation) label affixed to the parcel and to the dispatch note.

- (b) The parcel shall be accompanied by a form conforming to the annexed specimen CP 6 which shall show very clearly the port (or the country) from which the advice of embarkation is to be returned. Each form may only refer to one parcel, even when more than one parcel is covered by a single dispatch note.

Section III

Formalities requested after posting

Article 111

Delivery free of charges and fees requested after the posting of the parcel

1. If, after posting, the sender of a parcel requests delivery free of charges and fees, the office of origin shall inform the office of destination by an explanatory note. This latter, bearing a postage stamp representing the charge due shall be forwarded as a registered item to the office of destination, accompanied by a franking note duly completed. In case of transmission by air the air surcharge shall also be prepaid by postage stamps affixed to the explanatory note. The office of destination shall affix to the parcel, near the address and also to the dispatch note, the label prescribed in article 110, § 3 (a) (ii)
2. When the request is to be forwarded by telegraph, the office of origin shall inform the office of destination by telegraph and at the same time advise the relative particulars of the posting of the item. The latter office shall automatically make out a franking note.

Article 112

Withdrawal from the post. Alteration of address

1. As a general rule, requests for alteration of address or withdrawal of a parcel from the post shall be dealt with in accordance with articles 140 and 141 of the Detailed Regulations of the Convention
2. Any telegraphic request for alteration of address concerning an insured parcel shall be confirmed by post by the first mail, the confirmatory request prepared on a C 7 form used for the letter post, shall bear, underlined in coloured pencil, the note "*Confirmation de la demande télégraphique du . . .*" (Confirmation of the telegraphic request of the . . .); it shall be accompanied by the facsimile prescribed in article 140, § 1 (a), of the Detailed Regulations of the Convention.

Chapter III

Treatment of parcels by the offices of exchange

Section I

Routing

Article 113

General principles of the exchange of parcels

1. Each administration shall forward by the routes and means that it uses for its own parcels those parcels transferred to it by another administration to be conveyed in transit across its territory.
2. In the event of the interruption of a route, parcels in transit which were intended to go by that route shall be forwarded by the best route available.
3. If the use of the new dispatch route occasions higher costs (additional land or sea rates), the transit administration shall act in accordance with article 51 of the Agreement

4. Transit shall be effected under the conditions fixed by the Postal Parcels Agreement and by its Detailed Regulations, even when the administration of origin or destination of the parcels has not acceded to the Agreement.

5. In the relations between countries separated by one or more intermediate territories parcels shall follow the routes which the administrations concerned have agreed upon.

Article 114

Routing and customs clearance of air parcels

1. Every administration providing the air parcel service shall forward by the air routes that it uses for its own items of that type, air parcels transferred to it by another administration; if for any reason the forwarding of air parcels by another route offers, in a particular case, advantages over the existing air routes, the air parcels shall be forwarded by that route.

2. Administrations which do not participate in the air parcel service shall forward such parcels by the surface routes normally used for other parcels.

3. Air parcel mails shall be forwarded by the route requested by the administration of the country of origin, provided that route is used by the administration of the transit country for the transmission of its own mails. If this is not possible or if there is not sufficient time for the transshipment, the administration of the country of origin shall be informed of this.

4. Articles 192 and 193 of the Detailed Regulations of the Convention shall be applicable, respectively, in the event of an interrupted flight or a diversion of air parcel mails and in the event of an accident. In the event of reforwarding by surface, the outward office of exchange shall prepare, for each of the intermediate administrations, a CP 12 special parcel bill.

5. Administrations shall take steps to speed up as much as possible customs clearance of air parcels.

Article 115

Transshipment of air parcels

1. In the absence of special agreement between administrations the transshipment of air parcels in the conditions prescribed in article 52, § 7, of the Agreement shall be done by the postal administration of the country where the transshipment takes place.

2. § 1 shall not apply when the transshipment is made between aircraft of two connecting flights of the same carrier. The administration of the transit country may also authorize a transshipment direct from one aircraft to another between two different carriers; where required, the carrier making the transshipment shall send to the office of exchange of the country where this transshipment takes place a copy of the AV 7 delivery bill mentioned in article 188 of the Detailed Regulations of the Convention or any other document giving details of the operation.

Article 116

Customs clearance of express parcels

Administrations which participate in the exchange of express parcels shall take steps to speed up as much as possible customs clearance.

Section II

Make-up and dispatch of mails

Article 117

Different methods of transmission

1. The exchange of dispatches of postal parcels shall be carried out by offices called "offices of exchange"
2. This exchange shall be effected, as a general rule, by means of receptacles (bags, baskets, crates, etc). Adjacent administrations may, however, agree to the handing over of certain categories of parcels unenclosed.
3. In the service between non-adjacent countries, the exchange shall be effected, as a general rule, in closed mails.
4. Administrations may agree to effect exchanges in transit *à découvert*; however, it shall be obligatory to make up closed mails if an intermediate administration states that the parcels in transit *à découvert* are such as to hinder its work.

Article 118

Parcel bills

1. Before dispatch, all the parcels to be forwarded by surface shall be entered by the outward office of exchange on a parcel bill in the form of the annexed specimen CP 11. For air parcels being sent direct or in transit *à découvert* the offices of exchange shall use a special parcel bill, known as an "Air parcel bill" in the form of the annexed specimen CP 20.
2. As regards service parcels and prisoner-of-war and internee parcels, air parcels require a statement of the air conveyance dues to be credited to the administrations concerned.
3. The following documents shall be attached to the parcel bill: dispatch notes, COD money order forms, customs declarations, franking notes, advices of delivery and all other documents which may be required (invoices, certificates of origin, of health, etc). In the services between countries whose administrations have agreed to this, the parcel bill as well as the relative documents shall be sent by air to the country of destination.
4. For parcels exchanged in closed mails, the administrations of origin and destination may agree in advance on the documents mentioned in § 3 being attached to the parcels to which they refer
5. In the absence of special agreement, parcel bills shall be numbered according to an annual series for each outward office of exchange and each inward office of exchange as well as for each route if more than one route is used; the last number of the year shall be shown on the first parcel bill of the following year. If a mail is cancelled, the dispatching office shall enter on the parcel bill beside the number of the mail the indication "*Dernière dépêche*" (Last mail). In the case of sea and air services, the name of the ship carrying the mail or, where appropriate, the air service used shall be shown, whenever possible, on the parcel bills.
6. If air parcels are sent from one country to another by surface routes along with other parcels, the presence of the air parcels with an air parcel bill shall be shown by an appropriate note on the CP 11 parcel bill.
7. Where closed mails are exchanged between countries which are not adjacent, the outward office of exchange shall prepare for each of the intermediate administrations a special parcel bill in the form of the annexed specimen CP 12, that office shall insert thereon the total number of parcels per weight step or the total number of parcels or the gross weight of the mail. The CP 12 parcel bill shall be numbered in an annual series for each outward office of exchange and for each intermediate administration and in addition, bear the serial number of the relative mail, the last number of the year shall be shown on the first parcel bill of the following year. In the case of sea services the CP 12 parcel bill shall be completed whenever this is possible by the name of the ship carrying the mail.

Article 119

Simplified parcel bills

1. Simplified parcel bills shall be drawn up in the cases laid down in article 55, §§ 2 and 3, of the Agreement.
2. When the apportionment of land and sea rates is made entirely on the basis of weight steps, the number of parcels for each weight step shall be entered on the parcel bills. Redirected parcels shall be entered individually with an indication opposite each parcel of the amount of the dues payable on the parcel upon delivery to the administration to which it is transferred. Insured parcels and parcels forwarded in transit à découvert shall also be entered individually with an indication of the corresponding rate.
3. When the administration of destination and, if appropriate, the intermediate administrations are to be credited with amounts calculated per parcel, the number of the latter shall be entered on the parcel bills. However, parcels which are redirected or forwarded in transit à découvert as well as insured parcels shall be entered individually.
4. If the administration of destination and, if appropriate, the intermediate administration are to be credited with amounts per kilogramme, the number of bags making up the mail as well as the gross weight of the latter shall be shown. In other cases the procedure described in § 3 shall be followed.

Article 120

Transmission in closed mails

1. In the normal circumstances of transmission in closed mails, the receptacles (bags, baskets, crates, etc) shall be marked, closed and labelled in the manner laid down for letter bags in articles 149, §§ 3 and 4, and 155, §§ 1, 6 and 7 of the Detailed Regulations of the Convention, subject to the following special provisions:
 - (a) the labels shall be yellow ochre in colour. The layout and text shall conform to the annexed specimens CP 23 and CP 24;
 - (b) for receptacles other than bags some other special methods of closing may be adopted provided that the contents are sufficiently protected;
 - (c) the labels or addresses of closed receptacles which contain air parcels shall bear the indication or label "Par avion" (By air mail);
 - (d) the outer bag containing insured parcels must be in good condition and the edge of its mouth shall be provided, if possible, with piping which makes it impossible to open the bag illicitly without leaving visible traces.
2. The number of receptacles comprising the mail shall be entered on the parcel bill. In the absence of special agreement administrations shall number the receptacles of the same mail; the serial number of each receptacle shall be written on the CP 23 or CP 24 label.
3. The following shall be dispatched in separate receptacles:
 - (a) insured parcels where uninsured and insured parcels are dispatched in the same bag, the insured parcels shall be placed in an inner receptacle sealed with lead. The receptacles which include such parcels, whether alone or together with uninsured parcels, shall be marked with the letter V;
 - (b) fragile parcels the receptacles concerned shall then be provided with the label referred to in article 110, § 4;
 - (c) parcels containing the substances referred to in article 105, § 1, (g) and (h); the receptacles concerned shall be provided with a special label bearing in bold letters an appropriate indication, for example, "Celluloid";
 - (d) express parcels, if their number justifies it: the receptacles which contain only or some such parcels shall bear the label or the indication "Express".
4. Cumbersome parcels, fragile parcels, or those whose nature necessitates it may be sent unenclosed. In order to determine the mail of which they are part, such parcels shall be provided with a CP 23 label. Labels of unenclosed insured parcels shall be endorsed with the letter V. However, parcels using the sea route shall be dispatched in receptacles.
5. As a general rule, bags and other receptacles containing parcels shall not weigh more than 30 kilogrammes.

6. The parcel bill, accompanied by the documents referred to in article 118, § 3, shall be inserted by the outward office of exchange in one of the receptacles comprising the mail, where appropriate in one of those containing insured parcels or express parcels; if the number of accompanying documents justifies it, the parcel bill may be inserted in a special bag; in all cases, the label of the receptacle containing the parcel bill shall be marked "F". After special agreement between the administrations concerned, the label may also be marked with the number of bags making up the dispatch and, if applicable, the number of parcels sent *à découvert*. The administrations of origin and of destination may agree between themselves that the accompanying documents be inserted in the receptacle containing the corresponding parcels. The accompanying documents concerning express parcels shall be placed in the bundle before the other documents.

7. The parcel bills relating to mails containing insured parcels shall be inserted in a pink envelope. If the insured parcels are placed in a lead-sealed inner receptacle in accordance with § 3 (a), the pink envelope containing the parcel bill shall be attached to the outside of this receptacle.

8. The special CP 12 parcel bill mentioned in article 118, § 7, shall be sent unenclosed or in any other way agreed between the administrations concerned, accompanied, where appropriate, by the documents required by the intermediate countries.

9. For conveyance purposes, bags of postal parcels and unenclosed parcels may be placed in containers, subject to special agreement between the administrations concerned on the methods of using containers.

Article 121

Transfer of mails

1. In the absence of special agreement between the administrations concerned, the transfer of surface parcel mails shall be carried out by means of a C 18 delivery bill referred to in article 157, § 1, of the Detailed Regulations of the Convention.

2. The mails shall be handed over in good condition. However, a mail may not be refused because of damage or theft. When a mail is received in bad condition by an intermediate office, it shall be put in new packing just as it is. The office which repacks it shall copy the particulars from the original label onto the new label and apply to the latter an impression of its date stamp, preceded by the endorsement "*Remballé à . . .*" (Repacked at . . .)

3. Air parcel mails to be handed over at an airport shall be accompanied by AV 7 forms under the conditions laid down in article 188 of the Detailed Regulations of the Convention.

Article 122

Treatment of parcels with advice of embarkation

1. If a parcel accompanied by an advice of embarkation is included in a closed mail sent in transit through the port of embarkation concerned, the outward office of exchange of the mail shall withdraw the advice of embarkation attached to the documents accompanying the parcel and attach it to the relevant CP 12 special parcel bill referred to in article 118, § 7, after making the necessary notes on it.

2. Every office of exchange which undertakes the embarkation either of a parcel with an advice of embarkation received *à découvert* or of a closed mail in transit containing such a parcel shall fill up the CP 6 form appropriately and send it direct to the sender.

Section III

Check of mails and parcels. Return of empty receptacles

Article 123

Check of mails by offices of exchange

1. Every office of exchange receiving a mail shall immediately check the receptacles and their fastening. It shall also check the origin and destination of the bags making up the mail and entered on the delivery bill, and

then the parcels and the various documents which accompany them. These checks shall be made in the presence of the other interested parties whenever this is possible. The office of destination shall, in addition, keep a close check on whether the mails arrive in the sequence in which they were dispatched, particularly in the case of mails containing insured parcels.

2. When the receptacles are opened, the constituent parts of the fastening (string, lead seal, label) shall be kept together; to achieve this the string shall be cut in one place only.

3. When an intermediate office has to repack a mail it shall check the contents if it thinks that these have not remained intact. It shall make out a verification note in the form of the annexed specimen CP 13. This note shall be sent to the office of exchange from which the mail was received: one copy of it shall be sent to the office of origin and another inserted in the repacked mail. The CP 13 verification note shall also be used when intermediate offices of exchange establish the loss of a mail or of one or more of the bags comprising it, or any other irregularity. However, intermediate offices of exchange shall not be bound to check the documents accompanying the parcel bill.

4. If the office of exchange of destination discovers errors or omissions in the parcel bill it shall immediately make the necessary corrections taking care to cross out the incorrect entries in such a way as to leave the original entries legible. These corrections shall be made in the presence of two officials; unless there is an obvious error, the corrections shall be accepted in preference to the original statement. The office of exchange shall also carry out the routine checks when the receptacle or its fastening gives grounds for presuming that the contents have not remained intact or that some other irregularity has occurred. The irregularities which have been established, as well as the loss of a mail or one or more of the bags comprising it, or the loss of the parcel bill, shall be notified without delay to the outward office of exchange by a CP 13 verification note prepared in duplicate and forwarded in a special envelope as specified in article 158, § 15, of the Detailed Regulations of the Convention; where appropriate, a copy of this note shall also be sent to the intermediate office of exchange from which the mail was received. If the parcel bill is missing the inward office shall, in addition, prepare a fresh parcel bill or make a precise note of the parcels received (serial number of the parcels, offices of origin and destination, weight, insured value, etc).

5. Verification notes and their duplicates shall be sent under registered cover by the most rapid route (air or surface). Irregularities concerning insured parcels which involve the liability of administrations shall, in addition, be notified immediately by telex or telegram. When the inward office of exchange has not sent off a CP 13 note by the first available post, it shall be considered, until the contrary is proved, as having received the bags or parcels in good condition.

6. Notwithstanding § 4, the office of exchange of destination shall have the right not to make corrections and not to make out a CP 13 verification note if the errors or omissions in respect of the rates due do not exceed 2 francs per parcel bill.

7. The offices to which the verification notes CP 13 are sent shall return them as promptly as possible after having examined them and indicated thereon their observations, if any; they shall retain the copies. The returned verification notes shall be attached to the parcel bills to which they relate. Corrections made to a parcel bill unsupported by documentary evidence shall not be considered as valid; however, if these verification notes are not returned to the office of exchange which issued them within a period of two months from the date of their dispatch they shall be considered, until the contrary is proved, as duly accepted by the offices to which they were sent; this period shall be extended to four months in the service with distant countries.

8. When the findings of an office of exchange are such as may involve the liability of a transport undertaking, they must where possible be countersigned by the representative of that undertaking. This signature may be made either on the CP 13 verification note, a copy of which shall be handed to the undertaking, or, as the case may be, on the C 18 or AV 7 delivery bill accompanying the mail.

9. The discovery, at the time of the check, of any irregularities whatsoever may in no case be the cause of the return of a parcel to origin except as provided for in article 21, §§ 3 and 4, of the Agreement.

Article 124

Discrepancies of weight or size of parcels

1. Unless there is an obvious error, the view of the office of origin shall prevail as regards the establishment of the weight or size. However, if the discrepancies in weight which are established entail a change in rates, the new weight shall be valid.

2. As regards ordinary parcels, discrepancies in weight within the same weight step may not be made the subject of verification notes or the cause of the parcels being returned; verification notes shall be prepared only where the discrepancy would involve an alteration of the rates.

3. As regards insured parcels, discrepancies of weight up to 10 grammes above or below the weight stated may not be queried by the intermediate administration or administration of destination unless the external condition of the parcel makes it necessary.

Article 125

Notification of irregularities for which administrations may be liable

1. Any office of exchange which, on the arrival of a mail, discovers the absence of, theft from or damage to one or more parcels shall proceed as follows:

- (a) it shall indicate in as much detail as possible on the CP 13 verification note made out in accordance with article 123 or in the CP 14 formal report provided for in article 126, § 2, the condition in which it found the outer packing of the mail. Unless this is impossible for a stated reason, the receptacle, the string, the lead or other seal and the label shall be kept intact for a period of six weeks from the date of verification and shall be sent to the administration of origin if it so requests;
- (b) it shall send a duplicate of the verification note to the last intermediate office of exchange, if any, at the same time as to the outward office of exchange.

2. If it considers it necessary, the inward office of exchange may, at the expense of its administration, inform the outward office of exchange of its discoveries by telegraph.

3. Where offices of exchange in direct contact are concerned, the respective administrations of these offices may agree on the method of procedure in the case of irregularities for which they may be liable.

Article 126

Receipt by the office of exchange of a damaged or insufficiently packed parcel

1. Any office of exchange which receives from a corresponding office a damaged or insufficiently packed parcel shall send it on, after having repacked it if necessary, preserving as far as possible the original packing, the address and the labels. The weight of the parcel before and after repacking shall be shown on the actual packing of the parcel; this indication shall be followed by the note "*Remballé à . . .*" (Repacked at . . .) stamped with an impression of the date-stamp and signed by the officials who did the repacking.

2. If the condition of the parcel is such that the contents could have been removed or damaged or if the parcel shows a discrepancy in weight such as to suggest the removal of the whole or part of the contents, the office of exchange, without prejudice to the application of the provisions of article 125, § 1, and § 1 above, shall automatically open it and check the contents. The result of this check shall be given in a formal report in the form of the annexed specimen CP 14; a copy of the report shall be attached to the item.

3. If the parcel referred to in § 2 is an insured parcel the following additional steps shall be taken:

- (a) the original formal report shall be sent under registered cover to the central administration of the country to which the outward office of exchange belongs or to an authority appointed by that administration;
- (b) a duplicate of the report shall be sent at the same time, either to the central administration to which the inward office of exchange belongs or to any other controlling authority appointed by that administration.

Article 127

Check of mails of parcels forwarded in bulk

1. The provisions of articles 123 to 126 shall be applicable only to rifled and damaged parcels as well as to parcels entered individually on the parcel bills. The other items shall be simply checked in bulk.

2. The administration of origin may agree with the administration of destination and, if appropriate, with the intermediate administrations to limit to certain categories of parcels the detailed check and the preparation of the CP 13 verification notes and CP 14 formal reports mentioned in articles 123 to 126.
3. When an office of exchange establishes a discrepancy between the number of parcels given on the parcel bill and the number of parcels found in the mail, the CP 13 verification note shall be prepared only to correct the total number of parcels and the amounts of the rates.

Article 128

Reforwarding of a parcel arriving out of course

1. Any parcel arriving out of course as a result of an error on the part of the sender or the dispatching administration shall be treated according to article 32 of the Agreement.
2. The reforwarding administration shall report the matter in a CP 13 verification note to the administration from which the parcel has been received.
3. The reforwarding administration shall treat the parcel arriving out of course as if it had arrived in transit *à découvert*; if the rates which have been allocated to it are insufficient to cover the costs of reforwarding which it has to defray, the reforwarding administration shall credit the true administration of destination and, where appropriate, the intermediate administrations taking part in the reforwarding of the parcel with the relative conveyance rates. It shall then credit itself, through a claim on the administration responsible for the office of exchange which misdirect the parcel, for the amount of the expense which it has incurred. The claim and its cause shall be notified to that office by means of a verification note.

Article 129

Return of empty receptacles

1. Receptacles shall, in principle, be returned empty to the administration to which they belong by the next post and, unless this is impossible, by the route followed on the outward journey.
2. Administrations may agree among themselves for the administrations of destination to return the bags to origin using them for the dispatch of parcels.
3. Empty bags shall always be returned free of charge.
4. An administration returning receptacles shall indicate on the parcel bills the number of receptacles returned, unless the administrations concerned have agreed to omit such indication.
5. A special dispatch of empty air-mail bags shall be made up as soon as the number of such empty bags reaches ten.
6. Empty air-mail bags returned by air shall be made up as special dispatches described on AV 7 S statements, as mentioned in article 199, § 2, of the Detailed Regulations of the Convention.
7. Otherwise, the provisions of article 161, §§ 2 to 5, of the Detailed Regulations of the Convention shall apply.

Chapter IV

Treatment of parcels by the office of destination

Section I

Delivery of parcels

Article 130

Reservations on delivery of rifled or damaged parcels

1. In the cases specified in article 40, § 1 (a) and (b), of the Agreement, the delivering office shall prepare a CP 14 report on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy of the report shall be handed to the addressee or, if the item is refused or redirected, attached to the parcel. One copy shall be retained by the administration which prepared the report.
2. If the parcel is delivered, the copy of the CP 14 report prepared in accordance with article 126, § 2, shall be attached to the parcel and dealt with according to the regulations of the country of destination; if the item is refused, the said copy shall remain attached to the parcel.
3. When the internal regulations so require, a parcel subjected to the treatment specified in § 1 shall be returned to the sender if the addressee refuses to countersign the CP 14 report.

Article 131

Treatment of franking notes after delivery of the parcel for delivery free of charges and fees

1. After delivery to the addressee of a parcel for delivery free of charges and fees, the office which has advanced charges of any kind on behalf of the sender shall complete, so far as it is concerned, with the use of carbon paper, the details appearing on the back of parts A and B of the franking note which is drawn up officially by the office of destination when the request for delivery free of charges and fees has been made after the posting of the parcel. This office shall send part A, accompanied by the supporting vouchers, to the office of origin, this transmission shall be effected in a closed envelope, without indication of the contents. Part B shall be retained by the administration of destination for accounting with the debtor administration.
2. Each administration may specially appoint certain offices to return part A of the franking notes on which charges have been paid or to receive part A of the franking notes returned after delivery of the parcel; the name of the office to which part A is to be returned shall be entered in every case on the front of this part by the office of origin of the parcel.
3. When a parcel endorsed "*Franc de taxes et de droits*" (Free of charges and fees) arrives without a franking note, the office responsible for customs clearance shall prepare a duplicate note. On parts A and B of this note it shall show the name of the country of origin and as near as possible, the date of posting of the parcel. When the franking note is lost after delivery of the parcel a duplicate shall be prepared under the same conditions.
4. Parts A and B of the franking notes relating to items which for any reason are returned to origin shall be cancelled through the good offices of the administration of destination and attached to the dispatch note.
5. On receipt of part A of a franking note showing the charges paid out by the administration of destination, the administration of origin shall convert the amount into its own currency, at a rate which shall not be higher than the rate fixed for the issue of postal money orders in the country concerned. The result of the conversion shall be shown in the main part of the form and on the coupon at the side. After recovering the amount of the charges, the office appointed for that purpose shall hand to the sender the coupon from the note and any supporting vouchers.
6. When the sender disputes the amount of the charges shown in part A of the franking note, the administration of destination shall verify the amount of the sums paid out, if necessary, approach its national Customs services and, after making any necessary corrections, send part A of the note in question to the administration of origin. Likewise, if the administration of destination finds an error or omission regarding the charges relating to a parcel free of charges and fees for which part A of the franking note has been returned to the administration of origin, it shall issue a corrective duplicate, sending part A of it to the administration of origin to put the matter in order.

Article 132

Treatment of advices of delivery after delivery of parcels with advices of delivery

1. Immediately the parcel has been delivered, the office of destination shall return the C 5 form, duly completed, to the address shown by the sender *à découvert* and post free by the quickest route (air or surface). A blue air-mail label or impression shall be affixed to advices of delivery returned by air.
2. If the C 5 form does not reach the office of destination, that office shall automatically make out a new copy of it.

Section II

Treatment of undelivered parcels

Article 133

Advice of non-delivery

1. An advice of non-delivery in the form of the annexed specimen CP 9 shall be sent, under registered cover and by the fastest route (air or surface), to the administration of origin after having been duly completed:
 - (a) by the administration of destination:
 - (i) in the event of non-delivery, for every parcel of which the sender has asked to be advised of non-delivery or in application of article 29, § 1 (b) (ii), last sentence, of the Agreement;
 - (ii) for every parcel automatically retained or undelivered because of theft or damage or for some other cause of the same kind; however, this procedure shall not be compulsory in cases of *force majeure* or when the number of parcels automatically retained is such that the sending of an advice is physically impossible;
 - (b) by the intermediate administration concerned; for every parcel automatically retained in course of transmission either by the postal service (accidental interruption of traffic) or by the Customs (customs control) subject to the reservation made under (a) (ii).
2. The advice of non-delivery shall be accompanied by the dispatch note, except when advice is sent to a third party, in accordance with article 22, § 2 (b), of the Agreement; in the circumstances referred to in § 1 (a) (ii) and (b) of this article, the advice shall be endorsed in bold letters "*Colis retenu d'office*" (Parcel automatically retained). If the parcel is pending owing to theft or damage, a copy of the CP 14 report giving information on the extent of the damage shall accompany the advice of non-delivery.
3. In the case of several parcels posted at the same time by the same sender and addressed to the same addressee, it shall be permissible to send only one advice of non-delivery, even if these parcels were accompanied by several dispatch notes; in such a case, all these notes shall be attached to the advice of non-delivery.
4. As a general rule, advices of non-delivery shall be exchanged between the office of destination and the office of origin. However, any administration may request that the advices concerning its service be sent to its central administration or to a specially appointed office; the name of that office shall be notified to administrations through the International Bureau. The administration of origin shall be responsible for advising the sender. The exchange of advices of non-delivery shall be speeded up as much as possible by all the offices concerned.

Article 134

Non-delivery. New instructions by the person concerned

1. The advice of non-delivery shall be returned under registered cover and by the fastest route (air or surface) to the office which prepared it, completed with fresh instructions from the sender or the third party and accompanied, if appropriate, by the dispatch note; new instructions shall be sent by telegraph when the telegraph charge is paid.

2 Since the only fresh instructions which the sender or the third party referred to in article 22, § 2 (b), of the Agreement shall be authorized to give are listed in article 28, § 1, of the Agreement, the following rules shall apply in the undermentioned special cases:

- (a) if the sender (or third party) requests that a cash-on-delivery parcel be delivered against payment of a sum less than the original sum, a new R 4, R 7 or R 9 form shall be prepared in accordance with article 107, § 3, of the Detailed Regulations of the Cash-on-Delivery Agreement;¹
- (b) if the sender or the third party gives as his instructions that the parcel is to be delivered free of charges and fees either to the original addressee or to another addressee, the office concerned shall apply article 111.

3. When a parcel which has been the subject of an advice of non-delivery is delivered or redirected before the receipt of fresh instructions, the sender shall be so informed through the office of origin. If the advice has been sent to a third party appointed by the sender this information shall be communicated to that third party. If a cash-on-delivery parcel is concerned and if the R 4, R 7 or R 9 money order form, referred to in article 105, § 1, of the Detailed Regulations of the Cash-on-Delivery Agreement, has already been sent to the sender, the latter need not be advised.

Article 135

Return of parcels to origin

1. An office which returns a parcel for any reason whatsoever shall give, either in manuscript or by means of a stamped impression or a label on the parcel and on the dispatch note which accompanies it, the reason for non-delivery. If there is no dispatch note, the reason for the return shall be entered on the parcel bill. The endorsement shall be made in French, each administration having the option of adding a translation in its own language and any other appropriate particulars; this endorsement shall be made in a clear and concise form, such as: "*inconnu*" (not known), "*refusé*" (refused), "*en voyage*" (travelling), "*parti*" (gone away), "*non réclamé*" (unclaimed), "*décédé*" (deceased), etc.

2. The office of destination shall strike out the address particulars with which it is concerned and write "*Retour*" (Return) on the front of the parcel and on the dispatch note; it shall also apply its date-stamp beside the indication "*Retour*".

3. Unless the sender asks for the return of a parcel to origin by air, it shall be returned by the route used for the outward journey as regards surface parcels and by the quickest surface route in the case of air parcels, unless it is impossible to do so.

4. Parcels shall be redirected in their original packing: they shall be accompanied by the dispatch note prepared by the sender. If for any reason a parcel has to be repacked or the original dispatch note replaced by another note, the name of the office of origin of the parcel, the original serial number and, as nearly as possible, the date of posting shall invariably appear on the new packing and on the dispatch note.

5. If an air parcel is redirected by surface, the "*Par avion*" (By air mail) label and any notes relating to transmission by air shall be automatically struck through with two thick horizontal lines.

6. Every parcel returned to origin shall be entered on the parcel bill with the note "*Retour à l'origine*" (Return to origin) in the column headed "*Observations*".

7. The allocation and recovery of rates, charges and fees paid on the parcel under articles 29, § 3, 33, § 1 and 37, § 1, of the Agreement shall be made as mentioned in article 143. They shall be indicated in detail on a statement of charges, in the form of the annexed specimen CP 25, which shall be affixed at one edge to the dispatch note.

Article 136

Redirection of a parcel in consequence of the change of address of the addressee

1. When the rates, charges and fees mentioned in article 31, § 6, of the Agreement are paid at the time of redirection the parcel shall be dealt with as if it had originated in the redirecting country and been addressed to the country of the new destination: no conveyance charge shall be collected by the administration of that country at the time of delivery

¹ See p. 479 of this volume.

2. Article 135, §§ 4 to 7, shall be applicable to redirected parcels. In particular, the endorsement "*réexpédié*" (redirected) shall appear on the parcel bill in the column "*Observations*" opposite entry of the parcel.

Article 137

Express parcel to be redirected

If an express parcel to be redirected has been the subject of an unsuccessful attempt at delivery to the place of address by special messenger, the redirecting office shall strike through the label or endorsement "*Exprès*" (Express) with two thick horizontal lines.

Article 138

Treatment of requests for withdrawal from the post or for alteration of address

1. On receipt of the request for withdrawal from the post or for alteration of address in accordance with article 112, the office of destination shall search for the parcel in question and act on the request.
2. When it receives the telegraphic request referred to in article 112, § 2, the office of destination shall hold the parcel and not comply with the request until receipt of the postal confirmation; however, the administration of destination may, on its own responsibility, act on the telegraphic request without waiting for this confirmation.

Article 139

Sale. Destruction

1. When a parcel has been sold or destroyed in accordance with the provisions of article 36 of the Agreement, a formal report of the sale or destruction shall be drawn up. A copy of the report accompanied by the dispatch note shall be sent to the office of origin.
2. The proceeds of the sale shall serve in the first instance to defray the charges on the parcel; the balance, if any, shall be sent to the office of origin to be handed to the sender; the latter shall bear the costs of forwarding it.

Chapter V

Inquiries

Article 140

Inquiries

1. Every inquiry about a parcel shall be dealt with according to article 143, §§ 1 to 14 of the Detailed Regulations of the Convention, subject to replacement of the R 3, R 6 or R 8 form used for the letter post by the R 4, R 7 or R 9 form referred to in article 105, § 1, of the Detailed Regulations of the Cash-on-Delivery Agreement.
2. Every C 9 form concerning an inquiry relating to a parcel received by an administration other than the administration of origin shall be forwarded to the latter accompanied, where appropriate, by the certificate of posting, it shall reach the administration of origin within the period prescribed in article 150, § 1.

Article 141

Inquiries concerning an advice of delivery or an advice of embarkation not received

1. When the sender inquires about an advice of delivery which he has not received within a reasonable time, the procedure shall follow that outlined in article 131, § 5, of the Detailed Regulations of the Convention.

2. Any inquiry by the sender concerning an advice of embarkation not received within a reasonable time shall give rise to the preparation of a C 9 inquiry form, referred to in article 140, § 2, and exempt from any charges. This form, accompanied by a duplicate CP 6 advice of embarkation, which the office of origin shall endorse "*Duplicata*" (Duplicate), shall be dealt with in accordance with article 140; the advice of embarkation charge shall not be collected a second time.

Chapter VI

Accounting

Section I

Allocation of rates and dues

Article 142

Rates and dues credited to other administrations by the administration of origin

1. In the case of exchange of closed mails, the administration of origin shall credit the administration of destination and each intermediate administration with the land and sea rates which are due to them including the exceptional rates authorized by the present Agreement or by the Final Protocol annexed thereto.
2. In the case of exchange in transit *à découvert* the administration of origin shall credit:
 - (a) the administration of destination of the mail, with the rates enumerated in § 1 as well as rates due to the subsequent intermediate administrations and to the administration of destination;
 - (b) the administration of destination of the mail, with the amounts in respect of air conveyance dues to which it is entitled under article 52, §§ 3 and 4, of the Agreement for reforwarding air parcels;
 - (c) the intermediate administrations preceding the administration of destination of the mail with the rates enumerated in § 1.
3. When article 55, § 3, of the Agreement has been applied, the administration of origin shall credit the administration of destination and any intermediate administrations with sums calculated for each parcel or kilogramme of gross weight of the mails instead of with the rates mentioned in § 1.

Article 143

Allocation and recovery of rates, charges and fees in the case of return to origin or redirection

1. When rates, charges and fees have not been paid at the time of return to origin or redirection, the returning or redirecting administration shall proceed as indicated below for the allocation and recovery of these rates, charges and fees
2. In the case of exchange of closed mail between the returning or redirecting country and the country of origin or of the new destination, the returning or reforwarding administration shall:
 - (a) recover from the administration to which the mail is addressed:
 - (i) the rates due to it and to the intermediate administrations,
 - (ii) the following charges provided for in article 13 of the Agreement.
 - presentation to Customs charge,
 - delivery charge,
 - advice of arrival charge,
 - repacking charge,
 - poste restante* charge,
 - storage charge,
 - additional express charge (article 9, § 2, of the Agreement) due to the administration which has attempted delivery, if this charge has not been collected at the time of presentation of the parcel at the place of address of the addressee;

- (iii) the redirection charge provided for in article 31, § 6 (a), of the Agreement;
 - (iv) the fees it has had to lay out (article 15 of the Agreement);
- (b) credit the intermediate administrations with the rates due to them.
3. In the case of transmission in transit à découvert, the intermediate administration, after having been debited by the administration which returns or redirects the parcel with the amounts due to this latter administration by virtue of the rates and charges enumerated at § 2 (a), shall credit itself, by debiting the administration to which it hands over the parcel, with the sum due to it and with that due to the returning or redirecting administration. This procedure shall be repeated, if need be, by each intermediate administration.
4. In the case of parcels returned to origin or redirected by air, air conveyance dues shall be recovered, where appropriate, from the administration of the countries where the request for return or redirection originated.
5. In the case of the redirection of missent parcels, the allocation and the recovery of the rates, charges and fees shall be made in accordance with article 128, § 3.

Article 144

Special case of recovery of dues

Air conveyance dues for air-parcel dispatches re-routed in the course of conveyance shall be settled in accordance with article 75 of the Convention.

Article 145

Determination of average payments per parcel or per kilogramme

1. The average payment per parcel laid down in article 55, § 3, of the Agreement, shall be obtained by dividing the amount of the land and sea rates due from the administration of origin to the administration of destination and, as appropriate, to the intermediate administrations for parcels dispatched during a period of at least three months, by the number of these parcels.
2. The average payments per kilogramme mentioned in the same article of the Agreement shall be obtained by dividing the sum of the land and sea rates by the gross weight of the mails dispatched to the administration of destination during the same period.
3. These average payments may be revised:
- (a) automatically, in the event of modification of the charges by applying the new charges to the basic statistical factors;
 - (b) at the request of one of the administrations concerned, made at least a year after the last revision, by using new statistical factors.

Section II

Preparation and settlement of accounts

Article 146

Preparation of accounts

1. Each administration shall arrange for its offices of exchange to prepare monthly or quarterly for all the items received from one and the same administration,
- (a) for surface parcels, a statement in the form of the annexed specimen CP 15 giving, by dispatching office and per mail,
 - (i) the total sums entered to its credit and debit on CP 11 parcel bills;
 - (ii) as applicable, the number of parcels per weight step or the total number of parcels or the gross weight, entered on the CP 11 and CP 12 parcel bills, with indication of the appropriate rate and the monthly or quarterly product of the payment;

- (b) for air parcels, a statement in the form of the annexed specimen CP 15^{bis} giving, by dispatching office and per mail,
- (i) the total sums entered to its credit and debit on CP 20 parcel bills;
 - (ii) as applicable, the number of parcels per weight step or the total number of parcels or the gross weight, entered on the CP 20 parcel bills, with indication of the appropriate rate and the monthly or quarterly product of the payment.
2. In the event of alteration of CP 11, CP 12 or CP 20 parcel bills, the number and date of the CP 13 verification note prepared by the transferring office of exchange or the office of exchange to which the transfer is made shall be shown in the "Observations" column of the CP 15 or CP 15^{bis} statements.
3. The CP 15 and CP 15^{bis} statements shall be summarized in an account in the form of the annexed specimen CP 16 made out in duplicate.
4. The CP 16 account, accompanied by the CP 15 and CP 15^{bis} statements, but without the parcels bills, shall be sent by the most rapid route (air or surface) to the administration concerned for examination during the two months following that to which it relates; as regards distant countries the account shall be sent as soon as the last parcel bill of the month in question has arrived "Nil" accounts shall not be prepared. In the amount of the balance of the CP 16 account, centimes shall be ignored. Totals shall never be altered; any discrepancies shall be noted in statements in the form of the annexed specimen CP 17. These statements shall be sent in duplicate to the administration concerned which shall incorporate the amount in its next CP 16 account; no CP 17 statement shall be made out when the final amount of the discrepancies does not exceed 10 francs per account.
5. After they have been checked and accepted, the CP 16 accounts and CP 15 and CP 15^{bis} statements shall be returned to the administration which prepared them at the latest by the end of the second month from the date of dispatch; this interval shall be extended to four months in relations with distant countries. If the administration which has sent the account does not receive any notice of amendment during these periods, the account shall be regarded as fully accepted.
6. The CP 16 accounts shall be summarized in a quarterly general account in the form of the annexed specimen CP 18, prepared by the creditor administration; this account may, however, be prepared half-yearly by agreement between the administrations concerned.
7. When the balance of a CP 18 general account prepared quarterly or half-yearly does not exceed 25 francs, it shall be carried into the next CP 18 general account. If, after carrying out this procedure for the whole year, the CP 18 general account drawn up at the end of the year shows a balance not exceeding 25 francs the debtor administration shall be exempted from all payment.
8. Accounting in respect of the sums paid out by each administration on behalf of another for parcels delivered free of charges and fees shall be effected on the following bases:
- (a) the creditor administration shall draw up each month in the currency of its own country a detailed monthly account on a form conforming to the annexed specimen CP 19; parts B of the franking notes which have been retained shall be entered in the alphabetical order of the offices which have advanced the charges and in the numerical order given to them;
 - (b) the detailed account, accompanied by parts B of the franking notes, shall be forwarded to the debtor administration at the latest by the end of the month following that to which it relates. "Nil" accounts shall not be prepared;
 - (c) the accounts shall be checked under the conditions laid down by the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement;¹
 - (d) the accounts shall be settled separately; each administration may, however, request that these accounts be settled with the postal money order accounts, the CP 16 parcel accounts or the R 5 accounts relating to cash-on-delivery items, without being incorporated in them.
9. When it is necessary to recover payments from the administrations responsible in accordance with article 44 of the Agreement and several amounts are involved, these shall be summarized on a form conforming to the annexed specimen CP 22 and the total amount shall be carried forward to the CP 16 account.

¹ See p. 351 of this volume.

Article 147

Account for air-parcel mails

The account for air conveyance dues for air-parcel mails shall be drawn up according to articles 200 to 204 of the Detailed Regulations of the Convention.

Article 148

Settlement of accounts

1. The amount of the balance of the general accounts shall be paid by the debtor administration to the creditor administration in accordance with article 12 of the Convention.
2. The preparation and dispatch in duplicate of a general account may be carried out, without waiting for the CP 16 accounts to be returned accepted, as soon as an administration, which has all the accounts relative to the period concerned, finds that it is the creditor. The check of the CP 18 account by the debtor administration, the return of one of the two copies to the creditor administration and payment of the balance shall be carried out within a period of three months after receipt of the general account.
3. Any administration which consistently has owing to it by another administration a sum greater than 30000 francs, shall be entitled to claim a monthly payment on account up to three-quarters of the amount of the debt; its request shall be met within a period of two months.

Chapter VII

Miscellaneous provisions

Article 149

Forms for the use of the public

For the purpose of applying article 10, § 3, of the Convention¹ the following shall be considered as forms for the use of the public:

- CP 2 (Dispatch note);
- C 2^{bis} (Sender's instruction label);
- C 2/CP 3 (Customs declaration);
- C 3/CP 4 (Franking note);
- CP 6 (Advice of embarkation).

Article 150

Period of retention of documents

1. Documents of the parcels service, including dispatch notes, shall be kept for a minimum period of eighteen months from the day following the date to which they refer.
2. Documents concerning a dispute or an inquiry shall be kept until the matter has been settled. If the inquiring administration, duly informed of the result of an inquiry, allows six months to elapse from the date of the communication without raising any objections, the matter shall be regarded as settled.

¹ See p. 53 of this volume.

Chapter VIII**Final provisions****Article 151****Entry into force and duration of the Regulations**

1. These Regulations shall come into force on the day on which the Postal Parcels Agreement comes into operation.
2. They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Agreement; see p. 273 of this volume.)

LIST OF FORMS

No	Title or nature of form	References
1	2	3
CP 1	Table CP 1	Art 102, § 1
CP 2	Dispatch note	Art 106, § 1 (a)
CP 2 ^{bis}	Sender's instruction label	Art 106, § 7
C 2/CP 3	Customs declaration	Art 106, § 1 (b)
C 3/CP 4	Franking note	Art 110, § 3 (b)
CP 6	Advice of embarkation	Art 110, § 11 (b)
CP 7	"V" label for insured parcel combined with the number of the parcel and the name of the office of origin	Art 108 (c)
CP 8	Parcel label with the number of the parcel and the name of the office of origin	Art 107, § 1 (a)
CP 9	Advice of non-delivery	Art 133, § 1
CP 11	Parcel bill	Art 118, § 1
CP 12	Special parcel bill	Art 118, § 7
CP 13	Verification note	Art 123, § 3
CP 14	Report concerning the theft, damage or decrease in weight of a postal parcel	Art 126, § 2
CP 15	Monthly statement of amounts due for surface parcels	Art 146, § 1 (a)
CP 15 ^{bis}	Quarterly statement of amounts due for air parcels	Art 146, § 1 (b)
CP 16	Summarized account	Art 146, § 3
CP 17	Statement of differences observed in the summarized account	Art 146, § 4
CP 18	General account	Art 146, § 6
CP 19	Detailed monthly account of Customs, etc. charges	Art 146, § 8 (a)
CP 20	Air parcel bill	Art 118, § 1
CP 21	Table CP 2]	Art 102, § 1
CP 22	Statement of amounts due in respect of indemnity for postal parcels	Art 146, § 9
CP 23	Label for parcel post dispatch	Art 120, § 1 (a)
CP 24	Label for air parcel post dispatch	Art 120, § 1 (a)
CP 25	Statement of charges	Art 135, § 7

ANNEXES : Forms CP 1 to C 3/CP 4, CP 6 to CP 9, CP 11 to CP 25

(Country of Origin)	DISPATCH NOTE	Stamps	CP 2 (Front)
Name and address of the sender	Space reserved for CP 7 and CP 8 labels	Do not reforward (see overleaf)	Routes to be followed
Name and full address of addressee, including country of destination	Insured value—words figures	Office of Exchange	Stamp of the office of origin or of the dispatching office of exchange
CDD amount—words figures	Ins. value gold frs.	Customs stamp	
Giro account no.: Giro centre	Holder of the Giro account	Customs duty	
Number of Parcels Cert's & invoices Customs declarations	Description of packing	Weight (gross) kg g	Case, packet, carton, etc.

Parcels, Lausanne 1974, Art. 106, § 1 (a)—Size: 210 x 148 mm

CP 2 (Back)

INSTRUCTIONS TO BE GIVEN BY THE SENDER

If the sender does not wish this parcel to be redirected, he must indicate this by inserting a cross in the box provided for this purpose on the front of this form and by a note on the parcel.

The sender must indicate, in the specs below and on the parcel, the manner in which the latter is to be treated in case of non-delivery.

Parcels may be returned without advice, if the sender has given no or contradictory instructions. In such a case, and also if instructions c, d, e, and f below apply, the sender is obliged to pay the charges demanded for each new transmission as well as the other charges made by the administrations concerned.

If the delivery of the parcel described on the front of this note cannot be effected, I request:

- a that an advice of non-delivery be sent to me
 - b that an advice of non-delivery be sent to Name and address of a third person in the country of destination
 - c that the parcel be returned to origin forthwith by surface air
 - d that the parcel be returned to origin at the end of the period shown below by surface air
Number of days
 - e that the parcel be delivered or redirected by surface air
(Mention, where appropriate, if the parcel is to be delivered without collection of the COD amount or against payment of a sum less than the original sum.)
Name and address of new addressee
 - f that the parcel be redirected by surface air
for delivery to the original addressee
 - g that the parcel be treated as abandoned
- Signature of sender

RECEIPT OF ADDRESSEE

The undersigned declares that he has received the parcel(s) described on the front of this note

Date and signature

SENDER'S INSTRUCTION LABEL		CP 2bis
a	<input type="checkbox"/>	Send advice of non-delivery to sender
b	<input type="checkbox"/>	Send advice of non-delivery to address given below
c	<input type="checkbox"/>	Return to origin forthwith
		by <input type="checkbox"/> surface by <input type="checkbox"/> air
d	<input type="checkbox"/>	Return to origin after <input type="text" value="Days"/>
		by <input type="checkbox"/> surface by <input type="checkbox"/> air
e	<input type="checkbox"/>	Delivery or redirect to the address given below
		by <input type="checkbox"/> surface by <input type="checkbox"/> air
f	<input type="checkbox"/>	Redirect for delivery to original addressee
		by <input type="checkbox"/> surface by <input type="checkbox"/> air
g	<input type="checkbox"/>	Treat the parcel as abandoned
Name and address (if b or e applies)		
Signature of sender		

Parcels, Lausanne 1974, Art. 106, § 7—Size: 74 x 105 mm

(Front)

CUSTOMS DECLARATION **C 2/CP 3**

Postal administration

<p>(1) Name and address of sender</p>	<p>(2) Sender's reference, if any</p>
<p>(3) Name and full address of addressee, including country of destination</p>	<p>(4) Insert a cross (X), if the item contains a gift <input type="checkbox"/> a sample of merchandise</p> <p>(5) The undersigned certifies that the particulars given in this declaration are correct.</p> <p>(6) Place and date</p>
<p>(7) Observations</p>	<p>(8) Signature</p>
<p>(12) Number of items</p>	<p>(9) Country of origin of the goods</p> <p>(10) Country of destination</p> <p>(11) Total gross weight kg g</p>
<p>(13) Detailed description of contents</p>	<p>(14) Tariff No.</p> <p>(15) Net weight kg g</p> <p>(16) Value</p>

BEFORE COMPLETING THIS FORM YOU SHOULD READ CAREFULLY THE INSTRUCTIONS OVERLEAF

Convention, Lausanne 1974, Art. 116, § 1; Parcels, Lausanne 1974, Art. 106, § 1 (b)—Size: 210 x 148 mm

C 2/CP 3 (Back)

Instructions

The customs declaration should be completed in French or in a language which is accepted in the country of destination.

To clear your item the Customs in the country of destination need to know what the contents are. You must therefore complete your declaration fully, accurately and legibly, otherwise delay and inconvenience may be caused for the addressee. Moreover, a false, misleading or incomplete declaration may lead, for instance, to the seizure of the package.

It is also your responsibility to find out what documents, if any (certificate of origin, health certificates, invoices, etc.), are required in the country of destination and to attach them to this form.

Item (4): The insertion of a cross in this space does not relieve you of the obligation of completing the declaration in detail; nor does it necessarily imply that the goods will be admitted free of duty in the country of destination.

Item (7): See note 1 below.

Item (13): Indicate separately different kinds of goods. Generic terms such as "foodstuffs", "samples", "spare parts", etc. are not permitted.

Item (14): If known, state customs tariff number in the country of destination.

Item (15): State net weight of each kind of goods.

Item (16): State the value of each kind of goods separately, indicating the monetary unit used.

¹ Insert in space (7) any other relevant information (e.g., "returned goods", "temporary admission")

(Front)

COUNTERFOIL TO BE HANDED TO THE SENDER DETAILS OF THE CHARGES DUE In the currency of the country of destination of the item		C 3/CP 4 Part A																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Charge for delivery free of charges*</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td rowspan="5" style="text-align: center; vertical-align: middle;"> TOTAL OF CHARGES ADVANCED </td> <td rowspan="5" style="text-align: center; vertical-align: middle;"> Stamp of the office which has advanced the charges </td> </tr> <tr> <td>Customs duty</td> <td></td> <td></td> </tr> <tr> <td>Presentation to Customs charge</td> <td></td> <td></td> </tr> <tr> <td>Other charges</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> </tr> </table>		Charge for delivery free of charges*			TOTAL OF CHARGES ADVANCED	Stamp of the office which has advanced the charges 	Customs duty			Presentation to Customs charge			Other charges			Total			Part to be filled in by the administration of destination Amount in figures, in the currency of the country of destination of the item Office which has made the advance Date No. of register Signature of the official Amount in figures after conversion In-register No. Stamp of the office which has recovered the charges Signature of the official who has converted the amount	
Charge for delivery free of charges*			TOTAL OF CHARGES ADVANCED	Stamp of the office which has advanced the charges 																
Customs duty																				
Presentation to Customs charge																				
Other charges																				
Total																				
Stamp of the office which has recovered the charges 		Stamp of the office which has recovered the charges 																		
Postal administration C 3/CP 4 FRANKING NOTE Part B																				
Nature of the item No Weight ¹ Insured value Office of posting Name and address of sender Name and full address of addressee		The item is to be delivered free of charges and fees, which I undertake to pay Signature of sender Stamp of the office of origin 																		

* Also called "Commission charge"

¹ For parcels only

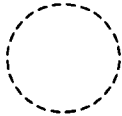
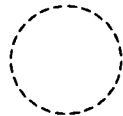
Part A (back)

Administration of origin

Part B (front)

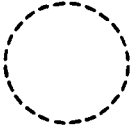
(Back)

DETAILS OF THE CHARGES DUE		C 3/CP 4 Part B	
in the currency of the country of destination of the item		Part to be filled in by the administration of destination	
Charge for delivery free of charges²		TOTAL OF CHARGES ADVANCED	
Customs duty		Amount in figures, in the currency of the country of destination of the item	
Presentation to Customs charge			
Other charges		Office which has made the advance	Date
Total		No. of register	Signature of the official
² Also called "Commission charge"			

COUPON		C 3/CP 4 Part A	
Postal administration		FRANKING NOTE	
Nature of the item	Weight	Nature of the item	Weight
No.	Insured value	No.	Weight
Office of posting		Insured value	Office of posting
Name and full address of addressee		Name and address of sender	
Name and full address of addressee		Name and full address of addressee	
The sender has paid the charges and fees indicated on the back		The item is to be delivered free of charges and fees, which I undertake to pay	
Stamp of the office of origin		Stamp of the office of origin	
			
For parcels only		Signature of sender	
		To be returned to the office of	

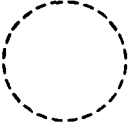
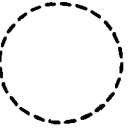
Convention, Lausanne 1974, Art. 117, § 2; Parcels, Lausanne 1974, Art. 110, § 3, (b)
Size: 148 x 105 mm, colour: yellow

(Front)

Postal administration of origin		CP 6
ADVICE OF EMBARKATION		
To be filled in by the office of origin		On Postal Service
Office of posting		
Date	Parcel No.	Stamp of the office returning the advice 
Insured value		
Name and address of addressee		
The sender wishes to know when and on which ship the parcel was loaded		The sender will give his address for the return of the advice
Port or country of embarkation		Name
		Street and No.
		Locality
		Country

Parcels, Lausanne 1974, Art. 110, § 11 (b)—Size: 148 x 105 mm

(Back)

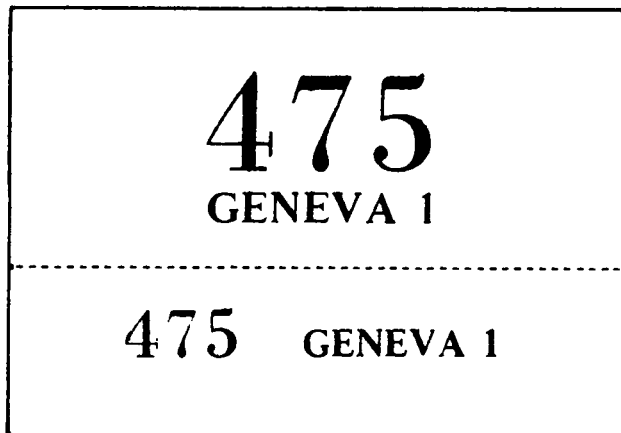
To be filled in by the dispatching office of exchange of the mail		
Mail in which the parcel described overleaf was included.		
Date	No.	
From		
To		
To be filled in by the office of exchange at the the port of embarkation		
Loading of the parcel described overleaf, or of the mail mentioned above		
Port of embarkation		
Ship		
Date of departure		

CP7



Parcels, Lausanne 1974, Art. 108 (c)—Size: 52×37 mm, colour: pink

CP8



Parcels, Lausanne 1974, Art. 107, § 1 (a)—Size: 52 x 37 mm

Postal administration of origin

CP 9 (Front)

ADVICE OF NON-DELIVERY

Office of issue of CP 9 advice	Notes. To be sent by registered post. One form is sufficient for several parcels posted at the same time by the same sender to the same address.
Office or service of destination	
Date of advice	

Undelivered parcel. The dispatch note is attached

Office of origin	Parcel No.
Number of parcels	Number of dispatch notes

The parcel is held undelivered at my office for the following reason

<input type="checkbox"/> The parcel was refused by the addressee	
<input type="checkbox"/> The parcel has not been claimed	
<input type="checkbox"/> The addressee is unknown	<input type="checkbox"/> The addressee is away
<input type="checkbox"/> The addressee is deceased	<input type="checkbox"/> The addressee has left without leaving an address
<input type="checkbox"/> The addressee has left	New address ¹
<input type="checkbox"/> The address is insufficient	
<input type="checkbox"/> The address on the parcel does not agree with that on the dispatch note	
<input type="checkbox"/> The addressee refuses to pay customs duty	<input type="checkbox"/> The addressee refuses to pay the COO amount
<input type="checkbox"/> The addressee refuses to pay the other charges and fees payable on the parcel	
<input type="checkbox"/> Customs duty and other charges and fees are payable on the parcel	
Present amount (currency of the country preparing the advice)	¹ For extended storage, this amount will be increased by
<input type="checkbox"/> The addressee has no import licence	
<input type="checkbox"/> The parcel has been rifled	<input type="checkbox"/> The parcel has been damaged
Other reasons	
Please ask the sender or the person named below to give instructions and inform him that if these instructions do not reach me within a period of two months the parcel will be returned to origin, subject to subsequent payment of charges. Until the instructions arrive, the office is authorized either to deliver the parcel to the original addressee or to another addressee if one is given on the back of the dispatch note, or to reforward it to a new address.	
Person named	
Office stamp and signature	

¹ Depending on the legislation of the first country of destination, give the full address by the name of the new country of destination.

Office furnishing the reply

CP 9 (Back)

REPLY

Office or service of destination	Date of reply
----------------------------------	---------------

The parcel should be

<input type="checkbox"/>	presented again to the original addressee
<input type="checkbox"/>	delivered to the original addressee or the person described below
<input type="checkbox"/>	redirected to the original addressee or the person described below by <input type="checkbox"/> surface <input type="checkbox"/> air
Name and full address of the original addressee or of another person	

<input type="checkbox"/>	without collection of the COD amount
<input type="checkbox"/>	against payment of a reduced COD amount
New COD amount	

New COD money order attached	
<input type="checkbox"/>	without collection of customs duty or other charges payable on the parcel
Franking note attached	
<input type="checkbox"/>	returned to the office of origin by <input type="checkbox"/> surface <input type="checkbox"/> air
<input type="checkbox"/>	forthwith <input type="checkbox"/> on the expiry of a period of _____
Number of days	
The sender undertakes to pay the transport and other charges	

<input type="checkbox"/>	treated as abandoned

The person concerned having failed to reply to the requests for instructions which have been addressed to him, the parcel should be returned to the office of origin at the expiry of the prescribed period

Office stamp, date and signature

Dispatching administration

CP 11 (front)

PARCEL BILL
Postal parcels

Outward office of exchange	Date of departure	Time	Mail No.
Inward office of exchange	Number of receptacles		
	No. of the parcel bill (if several)		
	Ship		

Detailed entry

Number		Number of parcels	Office of origin	Place of destination ¹	Weight ² of each insured parcel		Insured value				Rates payable		Observations
Serial	of parcel				by dispatching administration to receiving administration	by receiving administration to dispatching administration	kg	g	fr	fr	¢	fr	
1	2	3	4	5	6	7	8	9	10	11	12	13	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
Carried over from back													
Totals													

Bulk advice Enter parcels subject to inward rates. Use Section a, b or c, as appropriate.

a Number of parcels per weight step						b Total number of parcels	c Gross weight in kg
— 1 kg	1 — 3 kg	3 — 5 kg	5 — 10 kg	10 — 15 kg	15 — 20 kg		

Stamp of the outward office of exchange Signature of the official	○	Stamp of the inward office of exchange Signature of the official	○
--	---	---	---

¹Not to be completed if the parcels are addressed to the same office as the parcel bill
²If necessary, this column may be used for entering the weight of uninsured parcels.

CP 11 (back)

Number		Number of parcels	Office of origin	Place of destination ¹	Weight ² of each insured parcel	Insured value	Rates payable				Observations	
serial	of parcel						by dispatching administration to receiving administration	by receiving administration to dispatching administration				
1	2	3	4	5	6	7	8	9	10			
					kg	g	fr	fr	c	fr	c	
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
To be carried over to front												

¹ Not to be completed if the parcels are addressed to the same office as the parcel bill.
² If necessary, this column may be used for entering the weight of uninsured parcels

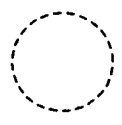
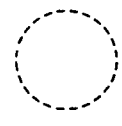
CP 12

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

Dispatching administration
 Dispatching office of exchange

Date of CP 12 bill No.

Intermediate office of exchange		Date of departure	Time	Mail No.
Transit administration		Ship		
Office of destination of the mail				
Land transit		Sea transit		
a. Number of parcels per weight step (Use Section a, b or c as appropriate)				
— 1kg	1 — 3 kg	3 — 5 kg	5 — 10 kg	10 — 15 kg
				15 — 20 kg
Uninsured parcels		Number of parcels in receptacles		
Insured parcels		Number of parcels not in receptacles		
Totals				
Stamp of the dispatching office of exchange		Stamp of the intermediate office of exchange		
Signature of the official		Signature of the official		



Parcels, Lausanne, 1974, Art. 118, § 7—Size: 210 x 148 mm

CP 13 (Front)

Postal administration of origin

VERIFICATION NOTE
To be sent by registered post

Office of origin of note	Date of note	No.	Mail No.
	Parcel bill No.		
Office of destination of note	Date of dispatch		time
	Outward office of exchange		
	Inward office of exchange		

1. Irregularities

Missing parcel bill, insufficient packing or fastening, etc.

.....

.....

.....

2. Missing parcels

Number		Office of origin	Address (as full as possible)	Credit		Correction		Observations
Serial	of parcel			fr	c	fr	c -	
1	2	3	4	5	6	7	7	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	

3. Excess parcels

Number		Office of origin	Full address		Weight	Insured value	Type of receptacle (bag, basket, etc.)
Serial	of parcels		of the sender	of the addressee			
1	2	3	4	5	6	7	8
.....	kg	g	fr
.....
.....
.....
.....
.....
.....
.....
.....
.....

¹ Col. 1 of the parcel bill

Parcels, Lausanne 1974, Art. 123, § 3—Size: 210 x 297 mm

Postal administration

REPORT
Postal parcel

CP 14 (Front)

To be sent by registered post Part 1	
Office completing part 1	Reference
Reason for report	<input type="checkbox"/> Damage <input type="checkbox"/> Theft <input type="checkbox"/> Decrease in weight
Posting of parcel	Office Date No
Sender	Name and full address
Addressee	Name and full address
Special particulars	Insured value
	CDD amount and currency
	Supplementary charge for fragile parcels paid <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other particulars
Weight	shown observed
Packing	External wrapping
	Internal packing
	The packing should be regarded as <input type="checkbox"/> regulation <input type="checkbox"/> non-regulation
Mall in which the parcel was sent	Date of dispatch Date of arrival No.
	Dispatching office
	Office of destination
Method of conveyance	<input type="checkbox"/> Travelling post office Name or number
	<input type="checkbox"/> Railway van
	<input type="checkbox"/> Ship
	<input type="checkbox"/> Flight
Parcel arrived	<input type="checkbox"/> In bag <input type="checkbox"/> Unenclosed
Detailed statement of the facts	
Stamp of the reporting office Signatures	

Parcels, Lausanne 1974, Art. 126, § 2—Size: 210 x 297 mm



Part II	Date	Reference
Office completing part II		
Contents	<input type="checkbox"/> From the invoice <input type="checkbox"/> From the customs declaration <input type="checkbox"/> According to the addressee or sender	
	The contents have been examined in the presence of <input type="checkbox"/> the addressee <input type="checkbox"/> the sender	
	Contents established on examination	
	Contents missing	
Estimate of loss	<input type="checkbox"/> According to the addressee <input type="checkbox"/> According to the sender The loss is estimated at the amount of	
Cause	The loss is due to	
Subsequent treatment of the parcel	<input type="checkbox"/> After repacking and weighing, the item has been forwarded to its destination New weight	
	<input type="checkbox"/> The contents have been destroyed by the undersigned office	
	<input type="checkbox"/> The packing is held here	
	<input type="checkbox"/> The addressee refuses the item <input type="checkbox"/> The sender refuses the item	
	<input type="checkbox"/> The addressee has accepted the item <input type="checkbox"/> The sender has accepted the item Amount of indemnity claimed	
Annexes to the report	<input type="checkbox"/> Packing <input type="checkbox"/> Receptacle <input type="checkbox"/> String <input type="checkbox"/> Seals <input type="checkbox"/> Lead seals <input type="checkbox"/> Label	
Signature of the addressee or sender		
Attestation. In witness whereof we have drawn up this report, a duplicate of which has been sent, with a verification note, to the authority shown below.		
Authority to which the report should be sent		
Signature of the postal officials		Signature of the customs officer

STATEMENT OF DIFFERENCES
 observed in the summarized account (CP 16 form)
 To be sent in duplicate.

Administration of destination of CP 16 account

CP 17

Serial number		Parcel mails		Amount entered in account	Amount corrected	Credit due to the administration		Observations. Use back if necessary			
		Date from	to			of	of				
CP 17	16	1	2	3	4	5	6	7	8	9	10
		fr									
1											
2											
3											
4											
5											

Dispatching administration of CP 16 account

Date of statement

Month | Year

Quarter | Year

Administration of destination of the account
 Place, date and signature

Seen and accepted by the dispatching administration of the account
 Place, date and signature

Parcels, Lausanne 1974, Art. 146, § 4—Size: 210 x 148 mm

Administration preparing the account

CP 18

GENERAL ACCOUNT

Corresponding administration	Date of account	
	Quarter	Year
	Half year	Year

Exchange	Period	Balance of CP 18 accounts in favour of the administration		Observations	
		preparing the account	corresponding administration		
1	2	3	4	5	
Received by the administration preparing the account		fr	fr		
Sent by the administration preparing the account					
Totals					
Less					
Name of creditor administration					
Credit balance					
The administration preparing the CP 18 account Place, date and signature		Seen and accepted by the administration receiving the CP 18 account Place, date and signature			

Parcels, Lausanne 1974, Art. 146, § 6—Size: 210 x 297 mm

CP 19

Creditor administration

DETAILED MONTHLY ACCOUNT
Customs charges, etc.

Debtor administration	Date of account	
	Month	Year

Serial No.	Date of payment	Number of franking note	Office which made the payment	Amount of each franking note	Observations
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total					

The creditor administration
Place date and signature

Dispatching administration Outward office of exchange	AIR PARCEL BILL Air parcels	CP 20 (Front)
Office of exchange of destination	Date of departure	Time
	Number of receptacles	
	No. of the bill (if several parcels)	
	Flight	
Mail No.		

Detailed entry

Number		Number of parcels	Office of origin	Place of destination ¹	Weight of each insured parcel	Insured value	Land and sea rates payable				Air conveyance dues payable				Observations
Serial	of parcel						by dispatching administration to receiving administration	by receiving administration to dispatching administration	by dispatching administration to receiving administration	by receiving administration to dispatching administration	by dispatching administration to receiving administration	by receiving administration to dispatching administration			
1	2	3	4	5	6	7	8	9	10	11	12	13			
					kg	a	fr	fr	c	fr	c	fr	c		
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
Carried over from back															
Totals															

Bulk entry Enter parcels subject to inward rates. Use Section a, b or c, as appropriate.

a Number of parcels per weight step						b Total number of parcels	c Gross weight in kg
— 1 kg	1 — 3 kg	3 — 5 kg	5 — 10 kg	10 — 15 kg	15 — 20 kg		

Stamp of the outward office of exchange Signature of the official	Stamp of the inward office of exchange Signature of the official
--	---

¹Not to be completed if the parcels are addressed to the same office as the parcel bill.
²If necessary, this column may be used for entering the weight of uninsured parcels.
 Parcels, Lausanne 1974, Art. 118, § 1—Size: 210 x 297 mm

CP 20 (Back)

Number		Number of parcels	Office of origin	Place of destination ¹	Weights of each insured parcel	Insured value	Land and sea rates payable				Air conveyance dues payable				Observations
Serial	of parcel						by dispatching admin- istration to receiving admin- istration	by receiving admin- istration to dispatching admin- istration	by dispatching admin- istration to receiving admin- istration	by receiving admin- istration to dispatching admin- istration	by dispatching admin- istration to receiving admin- istration	by receiving admin- istration to dispatching admin- istration			
													8	9	
1	2	3	4	5	6	7	8	9	10	11	12				
11															
12															
13															
14															
15															
16															
17															
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21															
22															
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24															
25															
26															
27															
28															
29															
30															
To be carried over to the front															

¹Not to be completed if the parcels are addressed to the same office as the air parcel bill
²If necessary, this column may be used for entering the weight of uninsured parcels

Postal administration

TABLE CP 21
Air parcels

CP 21 (Front)

Date of table

Reference

The above-mentioned administration 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.

Section A Information on the internal service

Questions	Answers
1. Does the administration preparing this table undertake to reforward air parcels by air in the interior of its country, on all or part of the journey?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If so, to which places? (In alphabetical order)	
2. Can air parcels addressed elsewhere be sent to these places at the request of the sender?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section B Conditions for the internal service

Weight stage	Inward rates payable to the administration of destination	Observations
1	2	3
kg	fr	c

Parcels, Lausanne 1974, Art. 102, § 1—Size: 210 x 297 mm

CP 21 (Back)

Section C Services to other countries

The amounts shown in column 5 normally cover only the inward rates with which the administration of destination is to be credited. When transit land rates or sea rates are to be allocated as well, the amounts must be shown in the same column with an appropriate note. Unless otherwise stated, the charges shown in column 7 shall be allocated compulsorily for all parcels.

Country of destination	Routes	Air sectors used	Weight steps	Inward rates payable to the administration		Total air conveyance dues by weight payable to the administration		Observations			
				of		of					
				Rates according to weight		as far as the country of destination	In the interior of the country of destination				
1	2	3	4	5		6		7		8	
			kg	fr	c	fr	c	fr	c		

Creditor administration

STATEMENT

CP 22

Amounts due in respect of indemnity for postal parcels

Date of statement

Debtor administration	Notes. Compensation for postal parcels lost, damaged, sold, etc.		
	Month	Quarter	Year

Serial No.	Postal parcels		Letters authorizing recoveries (No. of statement, name of office, date, reference No. of debtor administration)	Amount	
	Parcel No. and office of origin	Destination		fr	c
1	2	3	4	5	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total (to be carried over to CP 16 summarized account)					

Any observations may be made in the blank space on the front or on the back of the form

Parcels, Lausanne 1974, Art. 148, § 9—Size: 210 x 297 mm

Montreal (Canada)	POSTAL PARCELS	to	CP 23
	from Liverpool	MONTREAL	
Montreal (Canada)	Mail No.	(Canada)	
	Date of dispatch	Via	
	Receipt No.	Ship	
	Number of parcels	Port of disembarkation	

Parcels, Lausanne 1974, Art. 120, § 1 (a)—Size: 125 x 60 mm or 148 x 52 mm, colour: yellow ochre

Note. Bearing in mind the needs of their service, administrations may make slight changes in the text and dimensions of the form, so long as they do not depart unduly from the directives which this specimen contains.

Rio da Janeiro (Brazil)	POSTAL PARCELS	BY	CP 24
	from Stockholm Ban	AIR MAIL	
Rio da Janeiro (Brazil)	Mail No.	to	RIO DE JANEIRO
	Date of dispatch	(Brazil)	
	Receipt No.	Flight No.	
Rio da Janeiro (Brazil)	Number of parcels	Airport of transhipment	Off-loading airport
	Kg		RIO

Parcels, Lausanne 1974, Art. 120, § 1 (a)—Size: 125 x 60 mm or 148 x 52 mm, colour: yellow ochre

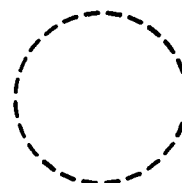
Note. Bearing in mind the needs of their service, administrations may make slight changes in the text and dimensions of the form, so long as they do not depart unduly from the directives which this specimen contains.

CP 25

STATEMENT OF CHARGESStamp of
outward office
of exchange

Administration of

Office of exchange of



Parcel No.		
Reason for return		
<input type="checkbox"/> Not known	<input type="checkbox"/> Refused	
<input type="checkbox"/> Gone away	<input type="checkbox"/> Unclaimed	
	fr	c
Customs clearance charge		
Storage charge		
Return charge		
Redirection charge		
Non-postal fees		
Miscellaneous		
Total		

Parcels, Lausanne 1974, Art. 135, § 7—Size: 105 x 148 mm

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED, APPROVED OR ACCEDED TO THE AGREEMENT, INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL WITH THE GOVERNMENT OF SWITZERLAND, OR THE DATE OF THE NOTIFICATION OF ACCESSION EFFECTED BY THAT GOVERNMENT UNDER ARTICLE 11 (5) OF THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

<i>State or Territory</i>	<i>Date of definitive signature (s) or date of deposit of the instrument of ratification or approval (AA) or date of notification of accession (a*)</i>	
BELGIUM.....	23 October	1975 AA
DENMARK.....	5 July	1974 s
FIJI.....	14 October	1975
FRANCE.....	22 October	1975 AA
The whole of the territories represented by the French Overseas Postal and Telecommunication Office.....	22 October	1975 AA
GERMANY, FEDERAL REPUBLIC OF..... (With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)	29 December	1975
ICELAND.....	6 October	1975
JAPAN.....	1 August	1975 AA
LIECHTENSTEIN.....	20 August	1975
LUXEMBOURG.....	11 March	1976 AA
MALAYSIA.....	30 January	1976 AA
NETHERLANDS..... (In respect of the Netherlands, Surinam and the Netherlands Antilles.)	21 November	1975
REPUBLIC OF KOREA.....	23 December	1975
SURINAM.....	20 April	1976 a*
SWITZERLAND.....	9 September	1975
THAILAND.....	5 March	1976 AA
TUNISIA.....	30 October	1975
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND.. (In respect of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man.)	23 February	1976 AA
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND . (In respect of Antigua, Dominica, St. Kitts-Nevis-Anguilla, St. Lucia, St. Vincent, Brunei, Belize, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands and Dependencies, Gibraltar, Gilbert Islands, Hong Kong, Montserrat, New Hebrides (British-French Condominium), Pitcairn Group, St. Helena and Dependencies, Seychelles, Solomon Islands, Turks and Caicos Islands and Tuvalu.)	11 March	1976 AA

No. 14726

UNIVERSAL POSTAL UNION

**Money Orders and Postal Travellers' Cheques Agreement
(with Detailed Regulations). Concluded at Lausanne on
5 July 1974**

Authentic text: French.

Registered by Switzerland on 26 April 1976.

MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES AGREEMENT

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Preliminary provisions

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- 1 Purpose of the Agreement

Section II

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3. Currency Conversion
4. Maximum amount issued
5. Payment of funds Receipt
6. Charges
7. Exemption from charges
8. Special provisions regarding issue of telegraph money orders

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Special provisions relating to certain facilities offered to the public

Art

9. Advice of payment. Express delivery. Payment to addressee only. Forwarding by air. Messages to the payee
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11. Redirection
12. Endorsement

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13. Duration of validity. Authorization to extend period of validity
14. Maximum amount on payment
15. General regulations for payment of money orders
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17. Charges which may be collected from payee
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MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES AGREEMENT¹

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, § 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² have, by common consent and subject to article 25, § 3, of the Constitution, drawn up the following Agreement.

Section I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern, the exchange of postal money orders, hereinafter called "money orders", and the postal travellers' cheques service that contracting countries agree to set up in their reciprocal relations.

Section II

Money orders

Chapter I

General provisions

Article 2

Methods of exchange

- 1 Money orders may be exchanged either by post or, if telegraph money orders are accepted in relations between the countries concerned, by telegraph.
- 2 Exchange by post may be carried out by cards or lists, as administrations prefer. In the first case, the instruments shall be called "card money orders" and in the second, "list money orders".
- 3 Exchange by telegraph may be done by telegraph card money orders or by telegraph list money orders, and both categories shall be called "telegraph money orders"

¹ Put into effect on 1 January 1976, in accordance with article 52.

² See p. 418 of this volume for the list of States and territories which ratified, approved or acceded to the Agreement.

³ United Nations, *Treaty Series*, vol. 611, p. 7.

Chapter II

Issue of money orders

Article 3

Currency. Conversion

1. In the absence of special agreement, the amount of the money order shall be expressed in the currency of the paying country.
2. The issuing administration shall fix the conversion rate of its currency into that of the paying country.

Article 4

Maximum amount issued

1. The amount of a money order may not exceed the equivalent of 3000 francs. However, each administration may set a lower maximum.
2. Exceptionally, no maximum shall be set for the money orders covered by article 7.

Article 5

Payment of funds. Receipt

1. Each administration shall determine the form in which the sender of a money order shall pay the funds to be transferred.
2. A receipt, bearing the number of the money order, shall be given gratis to the sender at the time the funds are paid.

Article 6

Charges

1. The issuing administration shall freely decide the charge to be collected at the time of issue. The amount of this charge may not exceed 20 francs.
2. To this principal charge, it shall add any charges pertaining to special services (request for advice of payment, for payment by express, etc).
3. Money orders exchanged between a contracting country and a non-contracting country, through the intermediary of a country party to this Agreement, may be subjected by the administration of the intermediary country to an additional proportional charge of ¼%, but not less than 1 franc and not more than 2 francs, deducted from the amount of the order; however, this charge may be collected from the sender and allocated to the administration of the intermediary country if the administrations concerned agree to that.

Article 7

Exemption from charges

Money orders relating to the postal service exchanged under the terms of article 15 of the Convention¹ shall be exempt from all charges.

¹ See p 53 of this volume.

Article 8**Special provisions regarding the issue of telegraph money orders**

1. Telegraph money orders shall be subject to the provisions of the Telegraph Regulations attached to the International Telecommunications Convention.¹
2. In addition to the postal rate, the sender of a telegraph money order shall pay the telegram charges including any charge for a personal message to the payee.

Chapter III**Special provisions relating to certain facilities offered to the public****Article 9****Advice of payment. Express delivery. Payment to addressee only. Forwarding by air. Messages to the payee**

1. The sender of a money order may ask to be notified of payment. Article 42, § 1, of the Convention shall be applicable to advices of payment.
2. If the first advice of payment has not reached him within a normal time, the sender may make out a second on payment of the charge laid down. If the money order was paid before the second advice of payment was made out, the charge collected shall be refunded to the sender.
3. Subject to article 16, the sender of a money order may ask for the funds to be delivered at the place of address by express delivery immediately upon arrival of the money order; in that case, article 29 of the Convention shall be applicable.
4. In relations with countries which permit payment to the addressee only, the sender of a money order may request, by an entry made on the form, that payment be made exclusively to the addressee and with a personal receipt from the payee. In that case, the sender shall pay a special charge equal to that provided for in article 21 (q), of the Convention.
5. The sender of a card money order or a list money order may ask for it to be sent by air upon payment of the air surcharge.
6. The sender may write down, on the back of the coupon, a personal message to the payee of the money order. With respect to list money orders, only references shall be accepted.

Article 10**Withdrawal from the post. Alteration of address**

The sender of a money order, under the conditions prescribed in article 30 of the Convention, may have it withdrawn from the service or have its address altered, so long as the instrument or the funds have not been delivered to the payee.

Article 11**Redirection**

1. If a payee changes his address, any money order may be redirected by post or telegraph either at the request of the sender or at that of the payee, within the limitations of the money order service which operates between the reforwarding country and the country of new destination. In this case, article 31, §§ 1 to 3, of the Convention shall be applicable by analogy.
2. Redirection by post of postal or telegraph money orders shall be performed without collecting charges and without issuing new instruments when the country of new destination maintains an exchange of card money orders with the issuing country on the basis of this Agreement.

¹ United Kingdom, *Treaty Series*, No. 74 (1961), Cmnd. 1484.

3. In all other cases, redirection shall be done by means of a new money order the charges for which, including any telegraph charges, shall be deducted from the amount of the reforwarded money order.

4. In redirection, article 31, § 6, of the Convention, shall be applicable with respect to the *poste restante* charge and the additional express charge.

Article 12

Endorsement

Any country may declare transferable, by endorsement, within its territory, the ownership of money orders coming from another country.

Chapter IV

Payment of money orders

Article 13

Duration of validity. Authorization to extend period of validity

1. The validity of money orders shall extend:

- (a) as a general rule, until expiry of the first month following that of issue;
- (b) upon agreement between the administrations concerned, until expiry of the third month following that of issue;
- (c) in relations between distant countries, until expiry of the seventh month following that of issue.

2. After that period card money orders shall be paid only if they bear an authorization to extend the period of validity ("*visa pour date*") given by the service designated by the issuing administration, at the request of the paying post office. List money orders may not be granted the authorization to extend the period of validity.

3. The authorization to extend the period of validity shall confer upon card money orders, starting from the day it is granted, a new validity whose duration shall be the same as that which a money order issued on the same day would have.

4. If non-payment before expiry of validity is not due to a service error, a so-called "authorization to extend the period of validity" charge, equal to that provided for in article 21 (m), of the Convention, may be collected.

Article 14

Maximum amount on payment

1. In the absence of special agreement, the maximum amount of the money orders payable in a country shall be the same as that adopted by the administration of that country for issue.

2. When one and the same sender has had issued, on the same day, to the order of the same payee, several money orders whose total amount exceeds the maximum adopted by the paying administration, the latter shall be authorized to space out the payment of the instruments so that the sum paid to the payee on one and the same day shall not exceed this maximum.

Article 15

General regulations for payment of money orders

1. Money orders shall be paid according to the regulations of the paying country.

2. The amount of the money orders shall be paid to the payee in the legal currency of the paying country; it may be paid in any other currency following special agreement between the corresponding administrations.

3. Payment may validly be made by a deposit to a postal giro account, in accordance with the regulations in force in the paying administration.

4. After advising the administrations concerned, the paying administration may, if its legislation so requires, either ignore fractions of monetary units or round the amount off to the nearest monetary unit or tenth part thereof.

Article 16

Express delivery

If the sender has requested payment by express delivery, the paying administration may deliver by this means either the funds, or the instrument itself, or an advice, of arrival of the money order, in so far as provided by its regulations

Article 17

Charges which may be collected from payee

The following charges may be collected from the payee:

- (a) a delivery charge, when payment is made at the place of address,
- (b) the charge for payment authorization laid down in article 20, § 5;
- (c) if appropriate, the charge for the authorization to extend the period of validity provided in article 13, § 4,
- (d) the corresponding air surcharge when the requests for authorization to extend the validity period or for payment authorization, as well as the resulting visas or authorizations, shall be transmitted by air at the request of the payee;
- (e) the charge laid down in article 21 (c), of the Convention, when the money order is addressed *poste restante*

Article 18

Special provisions regarding payment of telegraph money orders

1. Telegraph money orders shall always be delivered as laid down in article 16.
2. When funds are delivered to the address by express delivery, the paying administration may collect a special charge for this, taking into account, if the money order telegram bears the paid service notation XP, the express charge paid by the sender
3. Delivery of an advice of arrival or of the instrument itself shall be made without charge to the payee; however, if this place of address is outside the local delivery area of the paying office and if the money order telegram does not bear the paid service notation XP, the express charge may be collected from the payee

Chapter V

Unpaid money orders. Payment authorizations

Article 19

Unpaid money orders

1. Any refused money order, any money order whose payee is unknown, or who has left without a forwarding address or who has gone to a country to which it cannot be redirected, shall be returned immediately to the issuing administration

2. Any money order whose payment is not claimed within the validity period shall be returned immediately after expiry of such period.
3. Any money order unpaid for any cause whatsoever shall be reimbursed to the sender.
4. Article 31, § 6, of the Convention shall be applicable to the *poste restante* charge and the additional express charge.

Article 20

Payment authorization

1. Any card money order mislaid, lost or destroyed before payment may be replaced at the request of the sender or the payee, by a payment authorization obtained from the issuing administration.
2. When the sender and the payee simultaneously request, one the reimbursement and the other the payment of the money order, the authorization shall be made out:
 - (a) to the order of the sender when the request is made before delivery of the money order or of the advice of arrival to the payee;
 - (b) to the order of the payee when the request is made after delivery of the money order or of the advice of arrival.
3. A payment authorization shall also be obtained when a conversion error attributable to the issuing office necessitates a supplementary payment to the payee.
4. The validity period of a payment authorization shall be the same as that for a money order issued on the same day.
5. If no service error was committed, a "payment authorization" charge equal to that prescribed in article 21 (m), of the Convention, may be collected either from the sender or the payee, except if the charge has already been collected for the inquiry form or the advice of payment.

Article 21

Stale money orders

Sums converted into money orders whose amount has not been claimed before prescription shall be permanently acquired by the administration of the issuing country. The prescription period shall be set by the legislation of the said country.

Chapter VI

Liability

Article 22

Principle and extent of liability

1. Postal administrations shall be liable for the sums paid in until such time as the money orders have been duly paid.
2. Liability shall extend to errors of conversion and telegraphic transmission errors
3. Administrations shall assume no liability for delays which may occur in the transmission and payment of money orders.

Article 23

Exceptions to the principle of liability

Postal administrations shall be relieved of all liability:

- (a) when, owing to the destruction of official records by *force majeure*, they cannot account for the payment of a money order, unless proof of their liability is otherwise produced;
- (b) upon expiry of the prescription period laid down in article 21;
- (c) in the case of a dispute as to the validity of a payment, upon expiry of the period prescribed in article 39, § 1, of the Convention

Article 24

Determination of liability

1. Subject to §§ 2 to 5 below, liability shall rest with the issuing administration.
2. Liability shall rest with the paying administration if it cannot establish that the payment was made under the terms prescribed in its regulations.
3. Liability shall rest with the postal administration of the country where the error occurred:
 - (a) if it is a service error, including an error of conversion;
 - (b) if it is an error in telegraphic transmission occurring within the issuing country or the paying country.
4. Liability shall rest with the issuing administration and the paying administration equally:
 - (a) if the error is attributable to both administrations or if it is not possible to establish in which country the error occurred;
 - (b) if an error in telegraphic transmission occurs in an intermediary country;
 - (c) if it is not possible to establish the country in which such error of transmission occurred.
5. Subject to § 2, liability shall rest:
 - (a) in the case of payment of a spurious money order, with the administration of the country on whose territory the money order was introduced into the service;
 - (b) in the case of payment of a money order whose amount has been increased fraudulently, with the administration of the country in which the money order was falsified; however, the loss shall be borne equally by the issuing and paying administrations when it is not possible to establish the country in which the falsification occurred or when it is not possible to obtain compensation for a falsification committed in an intermediary country which does not participate in the money order service on the basis of this Agreement.

Article 25

Refund of amounts owing. Recourse

1. The obligation to indemnify the claimant shall rest with the paying administration if the funds are to be delivered to the payee; it shall rest with the issuing administration if they are to be repaid to the sender.
2. Whatever the reason for the refund, the amount refunded may not exceed that paid in.
3. The administration which indemnified the claimant shall have the right of recourse against the administration responsible for the incorrect payment.
4. The administration which finally bore the loss shall have the right of recourse, up to the amount paid, against the sender, against the payee or against third parties.

Article 26

Time allowed for payment

1. Payment of amounts owing to the claimant shall be made as soon as possible, within a maximum period of six months from the day following the day of inquiry.
2. The administration which, according to article 25, § 1, shall indemnify the claimant may, exceptionally, postpone payment beyond that period if, despite every effort made in the investigation of the matter, the said period is not sufficient to establish liability.
3. The administration to which the claim has been made shall be authorized to indemnify the claimant on behalf of the administration which was liable when the latter, although duly informed, has allowed five months to pass without finally settling the claim.

Article 27

Reimbursing the administration which paid the indemnity

1. The administration on whose behalf the claimant was indemnified shall reimburse the administration which made the payment the amount of its disbursement within four months of dispatch of the advice of payment.
2. This reimbursement shall be made without charge for the creditor administration:
 - (a) by one of the payment procedures outlined in article 103, § 8, of the Detailed Regulations of the Convention;¹
 - (b) subject to agreement, by an entry to the credit of the administration of that country in the money order account.
3. After the four-month period, the amount due to the creditor administration shall be chargeable with interest at the rate of 6% per annum, reckoned from the date of expiry of that period.

Chapter VII

Accounting

Article 28

Allocation of charges

1. The issuing administration shall allocate to the paying administration a unit rate on the amount of the charges that it has collected in application of article 6.
2. The rate shall be fixed in relation to the average amount of card money orders included in one and the same monthly account at:
 - 0.80 francs up to 100 francs;
 - 1.00 franc over 100 francs and up to 200 francs;
 - 1.20 francs over 200 francs and up to 300 francs;
 - 1.50 francs over 300 francs and up to 400 francs;
 - 1.80 francs over 400 francs and up to 500 francs;
 - 2.10 francs over 500 francs.
3. However, the administrations concerned may, at the request of the paying administration, agree on a higher rate than that which is fixed in § 2, when the charge collected on issue is higher than the amount of the combined charge below:
 - (a) set charge of:
 - 0.80 francs for card money orders;
 - 1.60 francs for list money orders;
 - (b) proportional charge of $\frac{3}{4}$ % of the sum paid in.

¹ See p. 53 of this volume.

4. Inpayment money orders and money orders issued free of charge shall give rise to no allocation.
5. For list money orders, over and above the unit rate provided for in § 2, of this article, a supplementary rate of 50 centimes shall be allocated to the paying administration.
6. In cases of reforwarding, the administration of the country of new destination shall receive, regardless of the charges actually collected by the issuing administration, the rates that would have been due to it if it had been the administration of the country of initial destination.

Article 29

Preparation of accounts

1. Each paying administration shall prepare, for each issuing administration, a monthly account of the sums paid for card money orders or a monthly account of the amount of the lists received during the month for list money orders; the monthly accounts shall be incorporated, periodically, in a general offset account giving rise to the determination of a balance.
2. When money orders have been paid in various currencies, the lower credit shall be converted into the currency of the higher credit, using as a conversion basis the average official rate of exchange in the country of the debtor administration during the period to which the account pertains; this average rate shall be invariably calculated to four decimal places.
3. The settlement of accounts may also be made on the basis of monthly accounts, without offsetting.

Article 30

Settlement of accounts

1. In the absence of special agreement, payment of the balance of the general account or the amount of monthly accounts shall be made in the currency that the creditor administration uses for payment of money orders.
2. Any administration may maintain with the administration of the corresponding country a credit from which the sums due shall be deducted.
3. Any administration which finds another administration overdrawn by a sum exceeding the limits fixed by the Regulations¹ may ask for a payment on account.
4. In cases of non-payment within the periods fixed by the Regulations, sums due shall be chargeable with interest at the rate of 6% per annum, reckoned from the date of expiry of those periods to the day of payment.
5. No unilateral measure, such as a moratorium, prohibition of transfer, etc, may interfere with the implementation of the provisions of this Agreement and its Detailed Regulations on the preparation and settlement of accounts.

Chapter VIII

Miscellaneous provisions

Article 31

Offices participating in the exchange

Postal administrations shall take all necessary measures to ensure, so far as possible, the payment of money orders in all localities of their countries.

¹ See p. 372 of this volume.

Article 32**Participation of non-postal organizations**

1. Countries, in which the money order service is provided by non-postal organizations, may participate in the exchange governed by the provisions of this Agreement.
2. These organizations shall come to an agreement with the postal administration of their country to ensure full implementation of all clauses of the Agreement; the postal administration shall act as their intermediary in their relations with the postal administrations of the other contracting countries and with the International Bureau.

Article 33**Prohibition of fiscal or other fees**

Money orders and the receipts given on money orders may not be subjected to any charge or fee other than those authorized by this Agreement.

Section III**Inpayment money orders****Article 34****Nature of inpayment money orders**

The sender of a money order may, as a substitute for payment in cash, ask for the entry of the amount to the credit of the postal giro account of the payee, if the regulations of the country of destination permit.

Article 35**General provisions**

Subject to articles 36 to 39, inpayment money orders shall be governed by the provisions laid down for money orders in this Agreement.

Article 36**Maximum amount issued**

The amount on inpayment money orders shall be unlimited. However, each administration may limit the total amount of the inpayment money orders that any depositor may order either in one day, or during a specified period.

Article 37**Charges**

1. The issuing administration shall freely decide the charge to be collected at the time of issue. This charge shall be lower than the charge for a money order of the same amount.
2. To this principal charge, it shall add any charges pertaining to special services (request for advice of entry to the credit of the payee's postal giro account, etc).

Article 38**Advice of entry**

In relations between countries whose administrations have so agreed, the depositor may ask for an advice of entry to the credit of the payee's account. Article 42 of the Convention shall apply to advices of entry.

Article 39**Prohibitions**

1. Reforwarding of an inpayment money order to another country of destination shall not be permitted.
2. Notwithstanding article 12, endorsement shall not be permitted for inpayment money orders.

Section IV**Postal travellers' cheques****Chapter I****General provision and issue****Article 40****Definition. Books**

1. Postal travellers' cheques shall be instruments which may be issued and paid by the postal administrations of contracting countries on the basis of the provisions of this Agreement.
2. They shall be issued in books.

Article 41**Currency. Maximum amount. Conversion**

1. Each cheque shall be made out, in the currency of the country of payment, for a fixed sum equivalent to approximately 25, 50 or 100 francs and determined by agreement between the postal administrations concerned.
2. In special cases, the cheques may be made out in another currency than that of the country of payment or for a sum appreciably different from any of the equivalents stated in § 1.
3. The issuing administration shall fix the conversion rate of its currency into that of the paying country.
4. A book shall contain not more than ten cheques; each book may contain cheques of different amounts.

Article 42**Charge**

The charge payable on each cheque shall be fixed by the issuing administration; it may not exceed ¾ % of the sum paid in, or be less than 10 centimes.

Article 43**Selling price**

The issuing administration may collect, in addition to the value of the cheques and in addition to the charges, a sum corresponding to the cost of the cheques, their covers and the work involved in making up the books.

Chapter II**Payment of cheques****Article 44****Validity of the instruments. Payment of funds**

1. The cheques shall be valid for four months from the day of issue; months shall be counted from nth to nth, whatever the number of days in them.
2. When the paying service does not have sufficient funds, it may suspend payment of the cheques until such time as it has been able to procure the means of payment.
3. Ownership of books and cheques shall not be transferable by means of endorsement or cession; books and cheques may not be pledged.

Article 45**Stop order**

Subject to the application of the legislation of their country, administrations may not act on requests to stop the payment of a properly issued cheque.

Chapter III**Inquiries. Liability. Accounting****Article 46****Inquiries and liability**

1. No claim may be instigated against the issuing administration unless the book is produced.
2. In case of the loss of a book or cheques, the claimant shall, in order to obtain reimbursement of the corresponding amounts, show proof to the issuing administration that he has requested delivery of a book of cheques and paid the total corresponding amount.
3. This administration may then proceed to make the repayment within a period which may not exceed the period of validity by three months and after satisfying itself that the instruments declared to be lost have not been paid; the three-month period shall be extended to six months in relations with distant countries.
4. Administrations shall not be liable for the consequences which may be caused by the loss, fraudulent removal or fraudulent use of books or cheques.

Article 47**Allocation of charges. Preparation of accounts**

1. The issuing administration shall allocate to the paying administration $\frac{2}{3}$ of the amount of the cheques paid.
2. The account of the amounts paid for cheques shall be prepared monthly at the same time as the one of the amounts paid for money orders.

Section V**Final provisions****Article 48****Application of this Agreement to postal travellers' cheques**

Section II of this Agreement shall apply to postal travellers' cheques in all cases not expressly governed by section IV.

Article 49**Application of the Convention**

The Convention shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 50**Exception to the application of the Constitution**

Article 4 of the Constitution shall not apply to this Agreement.

Article 51**Condition of approval of proposals concerning this Agreement and its Detailed Regulations**

1. To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting, which are parties to the Agreement. At least half of these member countries represented at Congress shall be present at the time of voting.
2. To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations must obtain:
 - (a) unanimity of votes, if they involve the addition of new provisions or amendments to articles 1 to 10, 11, § 4, 12 to 14, 15, §§ 1, 2 and 4, 16 to 18, 19, § 4, 20, § 5, 22 to 30, 33, and 48 to 52 of this Agreement and 102 to 106, 109, 116, 119 to 121, 124, 129 to 133, 136, § 1, and 157 of its Detailed Regulations;
 - (b) two-thirds of the votes, if they involve amendments to the provisions of this Agreement other than those mentioned under (a) and (c), of articles 107 and 108, 110, 112, 115, 117, 118, 122, 123, 125, 127, 134, 137 and 138 to 144 of its Detailed Regulations;
 - (c) a majority of the votes, if they involve amendments to article 20, § 3, of the Agreement and other articles of the Detailed Regulations or interpretation of the provisions of this Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 52**Entry into force and duration of the Agreement**

This Agreement shall come into force on 1 January 1976 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

This Agreement was signed on behalf of the States and territorial entities listed below by one or several of the plenipotentiaries who signed the Second Additional Protocol to the Constitution of the Universal Postal Union:

(For the signatures affixed by those plenipotentiaries under the Second Additional Protocol, see United Nations, Treaty Series, vol. 1004, p. 11).

Democratic People's Republic of Algeria
Federal Republic of Germany
United States of America
The whole of the territories of the United States including the Trust Territory of the Pacific Islands
Argentine Republic
Republic of Austria
Belgium
People's Republic of Bulgaria
Republic of Burundi
United Republic of Cameroon
Central African Republic
Chile
Republic of Cyprus
Republic of Colombia
People's Republic of the Congo
Republic of Korea
Republic of Costa Rica
Republic of the Ivory Coast
Republic of Dahomey
Kingdom of Denmark
Arab Republic of Egypt
Republic of El Salvador
Republic of Ecuador
Spain
Republic of Finland
French Republic
The whole of the territories represented by the French Overseas Postal and Telecommunications Office
Gabon Republic
Greece
Republic of Guinea
Republic of Upper Volta
People's Republic of Hungary
Republic of Indonesia
Republic of Iceland
Japan
Khmer Republic
Lebanese Republic
Libyan Arab Republic
Principality of Liechtenstein
Luxembourg
Malagasy Republic
Republic of Mali
Kingdom of Morocco
Islamic Republic of Mauritania
United States of Mexico

Principality of Monaco
Republic of Nicaragua
Republic of Niger
Norway
Republic of Paraguay
Netherlands
Netherlands Antilles and Surinam
People's Republic of Poland
Portugal
State of Qatar
Socialist Republic of Romania
Republic of San Marino
Republic of Senegal
Democratic Republic of the Sudan
Republic of Sri Lanka (Ceylon)
Sweden
Swiss Confederation
Syrian Arab Republic
Republic of Chad
Czechoslovak Socialist Republic
Thailand
Togolese Republic
Tunisia
Turkey
Eastern Republic of Uruguay
Vatican City State
Republic of Vietnam
Arab Republic of the Yemen
Democratic People's Republic of the Yemen
Federative Socialist Republic of Yugoslavia
Republic of Zaire

**DETAILED REGULATIONS OF THE MONEY ORDERS AND
POSTAL TRAVELLERS' CHEQUES AGREEMENT****CONTENTS****Part I****Preliminary provisions****Art**

- 101. Information to be supplied by administrations
- 102. Application of the Detailed Regulations of the Convention
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- 104. Card money order forms
- 105. Preparation of card money orders
- 106. Prohibited or authorized entries
- 107. Automatic registration
- 108. Transmission of card money orders

Chapter II**Special provisions relating to certain facilities offered to the public**

- 109. Withdrawal from the post. Alteration of address
- 110. Redirection of card money orders

Chapter III**Special treatment, inquiries**

- 111. Irregular card money orders
- 112. Preparation of the advice of payment
- 113. Authorization to extend the validity period
- 114. Inquiries

Chapter IV**Unpaid card money orders**

- 115. Return of unpaid card money orders
- 116. Payment authorization
- 117. Card money orders mislaid, lost or destroyed before payment
- 118. Card money orders mislaid, lost or destroyed after payment

Section II**List money orders****Chapter I****Preliminary provisions**

- 119. Provisions common to list money orders and card money orders

Chapter II**Issue, transmission**

- 120. Offices of exchange
- 121. Transmission of list money orders
- 122. Special lists
- 123. Special services. Entries to be made on lists

Chapter III**Special provisions relating to certain facilities offered to the public**

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DETAILED REGULATIONS OF THE MONEY ORDERS AND POSTAL TRAVELLERS' CHEQUES AGREEMENT

Having regard to article 22, § 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,¹ the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Money Orders and Postal Travellers' Cheques Agreement.

Part I

Preliminary provisions

Article 101

Information to be supplied by administrations

1. At least three months before implementing the Agreement, each administration shall transmit to the other administrations, through the intermediary of the International Bureau, the following information:

(a) Money order service

- (1) a list of countries with which it exchanges card money orders, list money orders and inpayment money orders on the basis of the Agreement;
- (2) either a list of offices that it authorizes to issue and pay money orders or the notice that all its offices participate in this service;
- (3) if appropriate, notice that it takes part in the exchange of telegraph money orders;
- (4) the maximum amount adopted for issue and payment;
- (5) the currency in which the amount of the money orders addressed to its country shall be expressed;
- (6) the charge collected on money orders issued;
- (7) either the method of indicating this charge, or the advice that this charge is not indicated;
- (8) if appropriate, the charges collected for payment at the place of address, *poste restante*, authorization to extend the period of validity, inquiry, and payment authorization, respectively;
- (9) the duration of the period after which its legislation permanently assigns to the State the amount of the money orders whose payment has not been claimed;
- (10) the special charge for delivery of funds by express (telegraph money orders);
- (11) its decision with respect to the possibility, in its country, of transferring or not transferring ownership of money orders by means of endorsement;
- (12) a copy of the money order forms it uses, unless money orders are exchanged by means of lists;
- (13) the spelling, in the official language of its country, of the numbers 1 to 3000, to be used to express the sums to be entered on money orders;
- (14) a list of countries not participating in the Agreement for which it can serve as intermediary for the exchange of money orders;
- (15) the service to which inquiries, requests for withdrawal from the post and alteration of address and requests for authorization to extend the period of validity shall be transmitted (central administration, exchange office or other specially designated office);

¹United Nations, *Treaty Series*, vol. 611, p. 7

- (b) Postal travellers' cheques
- (1) a list of countries with which it exchanges postal travellers' cheques on the basis of the Agreement;
 - (2) either a list of offices that it authorizes to issue and pay cheques or the notice that all its offices participate in the service;
 - (3) the amount, in the currency of the countries for which the cheques are drawn, of each postal travellers' cheque;
 - (4) the charges collected on cheques issued.
2. Any amendment to the information mentioned above shall be notified without delay.
3. Administrations shall inform one another direct of the conversion rates that they apply in their reciprocal relations and any changes made in these rates.

Article 102

Application of the Detailed Regulations of the Convention

In all cases not expressly governed by these Regulations the provisions of the Detailed Regulations of the Convention¹ shall be applicable, particularly those of the following articles:

- (a) article 131, "Advice of delivery";
- (b) article 134, "Express items";
- (c) articles 140 and 141, "Withdrawal from the post. Alteration of address", supplemented by articles 109 and 124 of these Regulations.

Article 103

Forms for the use of the public

For the purpose of applying article 10, § 3, of the Convention, the following shall be considered as forms for the use of the public:

- MP 1 (International money order),
- MP 4 (Inquiry concerning an international money order),
- MP 10 (Postal travellers' cheque),
- MP 11 (Book of postal travellers' cheques),
- MP 12 (International money order for machine handling),
- MP 16 (International inpayment money order).

Part II

Money orders

Section I

Card money orders

Chapter I

Issue, transmission

¹ See p. 53 of this volume.

Article 104

Card money order forms

1. Card money orders shall be drawn up on a pink, strong cardboard form conforming to the annexed specimen MP 1.
2. Administrations which agree to grant certain facilities to bulk posters of money orders may authorize them to use a form conforming to the annexed specimen MP 12.

Article 105

Preparation of card money orders

1. Money orders shall be written in roman letters and arabic numerals, without erasure or alteration, even if certified. Entries shall be handwritten, printed if possible, or typewritten. Pencilled entries shall not be accepted; however, service instructions may be made with an indelible pencil. The MP 12 form shall, with the exception of the service instructions, be filled in completely by typewriter.
2. The amount of the money orders and the name of the currency unit shall be written out in full. The amount shall also be given in numerals and, if necessary, with the abbreviation of the name of the unit provided that it is usual and does not create confusion. When the currency used is based on the decimal system, fractions of the currency unit may be expressed in numerals only, but obligatorily in hundredths (or thousandths) by means of a figure of two (or three) numerals using a zero (or two zeros) if necessary. When the currency used is not based on the decimal system, the number of currency units or fractions of currency units shall always be written out in full while their name may be abbreviated under the conditions prescribed for the decimal system; in the indication of the amount in numerals, the units or fractions of currency units not mentioned in the sum in letters shall be replaced by zeros.
3. The indication written out in full of the amount on MP 1 and MP 12 money orders may be replaced by a numbered indication supplied by a so-called "cheque-protecting machine", and preceded by a symbol other than a number or a letter, in the relations with administrations which accept payment of such money orders. In that case, the amount to be paid shall be given only once in the instrument. The characters used shall be large enough not to be misread.
4. The address of the money orders shall be written so that the payee may be clearly identified, abbreviated addresses and telegraphic addresses shall not be accepted.
5. Service money orders shall bear on both front and back, the entry "*Service des postes*" (On postal service) or some similar entry.
6. Money orders for delivery to the addressee only shall bear, on front and back, in conspicuous letters, the entry "*Ne payer qu'en main propre*" (Pay to addressee only).
7. Money orders with advice of payment shall bear, on the front in conspicuous letters, the entry, "*Avis de paiement*" (Advice of payment).
8. It shall not be compulsory to indicate on the money order the charge collected from the sender. Where applicable, this charge shall be indicated either by affixing postage stamps or by entering the charge collected in the space provided on the forms MP 1, MP 12 and MP 16.

Article 106

Prohibited or authorized entries

It shall be prohibited to make any other entries on the money orders than those comprised in the contents of the forms, except for service instructions such as "On postal service", "Pay to addressee only", "Advice of payment", "By air mail"; however, the sender may write down a personal message on the back, as provided for in article 9, § 6, of the Agreement

Article 107

Automatic registration

Administrations may agree among themselves as to the amount above which the money orders they issue shall be automatically registered, providing this amount is not less than 200 francs.

Article 108

Transmission of card money orders

1. In the absence of special agreement, money orders shall not be transmitted in envelopes
2. Money orders shall be inserted in mails in the manner prescribed in article 151, §§ 2 to 6, or in article 152 of the Detailed Regulations of the Convention, depending on whether or not they are automatically registered.

Chapter II

Special provisions relating to certain facilities offered to the public

Article 109

Withdrawal from the post. Alteration of address

1. Any request for withdrawal from the post or for alteration of address sent by mail shall be drawn up on a form conforming to annexed specimen MP 4.
2. Any request for withdrawal from the post or for alteration of address sent by telegraph shall be confirmed, by the first post, by a postal request. The MP 4 form shall have written across the top the note "*Confirmation de la demande télégraphique du . . .*" (Confirmation of telegraphic request dated . . .) underlined in red pencil, the paying office shall hold the money order until receipt of this confirmation.
3. However, the paying administration may, on its own responsibility, act on a telegraphic request for withdrawal or for alteration of address without waiting for confirmation by post

Article 110

Redirection of card money orders

1. An office redirecting a card money order by mail shall cross out in ink, where appropriate, indications of the amount of the money order in such a way as to leave the original entries legible; the entry under the heading "Sum deposited" (*Somme versée*) shall not be altered. The amount of the money order shall be converted into the currency of the country of the new destination on the basis of the rate set for money orders originating from the reforwarding country; the result of the conversion shall be written on the money order, in figures and in words, if possible above the indication of the original amount. The entry of the new amount shall be signed by the official on duty. The same procedure shall be followed in cases of subsequent redirection.
2. In cases of redirection to the country of initial destination, the reforwarding office shall restore the original amount; if the reforwarding is to the issuing country, the reforwarding office shall substitute, for the amount indicated, that inscribed in the service indications under the heading "Sum deposited"
3. In cases of redirection by telegraph, the reforwarding office shall prepare a telegraph money order for the sum remaining after deduction of postal and telegraph charges. The postal charge shall be calculated from the sum obtained after deduction of the telegraph charge from the original amount. The conversion into the currency of the country of the new destination shall be carried out according to the terms laid down in §§ 1 and 2 above. The original money order shall be receipted by the reforwarding office; it shall bear the entry "*Réexpédié le montant de . . . à . . . sous déduction des taxes de . . .*" (Reforwarded the amount from

... to ... less deduction of charges of ...), and shall be accounted as a paid money order. The coupon of the original money order shall be attached to the advice of issue referred to in article 131, for delivery to the payee.

4. Paragraph 3 shall be applicable:

- (a) to card money orders originating in a contracting country and redirected to another contracting country with which the issuing country does not exchange money orders or when they are exchanged by means of lists,
 - (b) to card money orders redirected to a country which is not a party to the Agreement;
 - (c) to card money orders originating in a non-contracting country and redirected to a contracting country.
5. Requests for redirection shall be recorded, as a reminder, by the office of initial destination and by offices of subsequent destination, if any. The reforwarding office shall advise the issuing office of this action.

Chapter III

Special treatment, inquiries

Article 111

Irregular card money orders

1. Any card money order presenting one of the irregularities listed below shall be returned, for correction, to the issuing office by the quickest route (air or surface) and in an envelope along with a form conforming to the annexed specimen MP 14:
 - (a) inexact, insufficient or unclear indication of the name or address of the payee;
 - (b) discrepancies in or omissions of names or amounts;
 - (c) exceeding the maximum amount agreed to between the administrations concerned, due to an obvious error in the conversion rate;
 - (d) erasures or alterations in the entries;
 - (e) omission of stamps, signatures, or other service indications;
 - (f) indication of the amount to be paid in a currency other than that which is accepted, or omission of the name of the currency unit;
 - (g) obvious error in the ratio between the currency of the issuing country and that of the paying country, a ratio which the paying office, however, shall not be bound to verify;
 - (h) use of non-regulation forms.
2. Nevertheless, in the case of irregularities which are, or appear to be, attributable to the sender, the administration of payment may, where applicable, after notifying the payee, permit the latter to make a request for rectification. This request may be sent, at the payee's expense, by air or telegraph; these charges shall be refunded to him if it is established that the mistake was due to a service error.
3. However, in its relations with distant countries, the administration of payment may automatically rectify minor errors. Such rectification shall be written in red ink and signed by the official on duty
4. When rectification of the irregularity is requested by telegram, the irregular money order shall be held by the paying office, which shall make the correction upon receipt of the rectifying telegram and attach this telegram to the money order.
5. Upon receipt of a request for rectification by air or by telegram, the issuing office shall check whether the irregularity derives from an error imputable to the service; if so, it shall correct it forthwith by air or by telegraph. If not, it shall notify the sender, who shall then be authorized to correct the irregularity by air or by telegraph, at his own expense.
6. If after a period of 30 days the sender has not complied with a request for rectification of a money order accompanied by an MP 14 form, the money order shall be considered unpaid. The above form, bearing the appropriate information, shall be returned to the office of destination by the quickest route (air or surface).

Article 112

Preparation of the advice of payment

Administrations whose regulations do not permit the use of the form attached by the issuing administration shall be authorized to prepare the advice of payment on their own service form.

Article 113

Authorization to extend the validity period

Authorization to extend the validity period shall be entered on the money order itself.

Article 114

Inquiries

1. Any inquiry concerning a card money order shall be drawn up on an MP 4 form and transmitted, as a general rule, by the issuing office direct to the paying office. One form may be used for several money orders issued at the same time at the request of the same sender and to the order of the same payee. Inquiries shall be transmitted officially and always by the most rapid route (air or surface) under the conditions prescribed in article 39 of the Convention.

2. When the paying office is in a position to supply definitive information on what happened to the instrument, it shall return the form, completed according to the results of the investigations, to the office which received the inquiry. In cases of fruitless investigations or disputed payment, the form shall be transmitted to the issuing administration through the intermediary of the paying administration which shall attach, if possible, a statement by the payee attesting that he has not received the amount of the money order.

3. When an inquiry is submitted in a country other than the issuing country or the paying country, the MP 4 form shall be transmitted to the issuing administration accompanied by the certificate of posting. If, for any reason, the certificate produced cannot be attached to the MP 4 form, the latter shall be endorsed "*Vu récépissé du dépôt n° . . . délivré le . . . par le bureau de . . . pour un montant de . . .*" (See certificate of posting No . . . issued on . . . by the office of . . . for the sum of . . .). The period prescribed in article 39, § 1, of the Convention shall apply.

Chapter IV

Unpaid card money orders

Article 115

Return of unpaid card money orders

1. Money orders which could not be paid to the payees for any reason shall be returned direct to the issuing office; before this the paying office shall record them, stamp them, or affix the label prescribed in article 139, §§ 1 to 3, of the Detailed Regulations of the Convention.

2. However, money orders prepared under the conditions laid down in article 110, §§ 3 and 4, shall be transmitted to the administration which prepared them. That administration shall place the amount at the disposal of the administration which issued the original instrument either by a new charge-free money order or by a deduction from the monthly account of the paid money orders.

Article 116

Payment authorizations

Payment authorizations shall be prepared on a pink form conforming to the annexed specimen MP 13.

Article 117

Card money orders mislaid, lost or destroyed before payment

1 Before issuing payment authorization to cover a money order mislaid, lost or destroyed before payment, the issuing administration shall ascertain in agreement with the paying administration that the money order has not been paid, reimbursed, or redirected; every precaution shall also be taken to prevent its being paid later

2 In support of his request for reimbursement, the sender shall produce the certificate of posting for the mislaid, lost or destroyed instrument.

3 When the paying administration declares that a money order has not reached it, the issuing administration may issue a payment authorization on condition that the money order in dispute does not appear in any of the monthly accounts covering the validity period of the money order; however, if no reply is obtained from the paying administration within the period prescribed in article 26, §§ 1 and 2, of the Agreement, for the indemnification of the claimant, and if the instrument does not appear in any of the monthly accounts received by the end of that period, the issuing administration shall be authorized to reimburse the funds; notification of this action shall be sent, under registered cover, to the paying administration and the money order, henceforth deemed definitively lost, may not subsequently be entered in an account.

Article 118

Money orders mislaid, lost or destroyed after payment

1. The paying administration may replace any money order mislaid, lost or destroyed after payment by a new instrument prepared on form MP 1. This form shall bear all the necessary indications of the original instrument as well as the words "*Titre établi en remplacement d'un mandat égaré (perdu ou détruit) après paiement*" (Instrument prepared to replace a money order mislaid (lost or destroyed) after payment) and a date stamp.

2 A statement by the payee attesting that he has received the funds shall be given, preferably on the back of the replacement instrument itself. Exceptionally, this statement may be taken on a slip attached to the latter as a supporting document; such a statement shall take the place of the original receipt.

3 If this statement cannot be requested of the payee, an official note shall be made on the back of the replacement instrument or on a special supporting document, stating that the amount of the money order has in fact been paid.

Section II

List money orders

Chapter I

Preliminary provisions

Article 119

Provisions common to list money orders and card money orders

The following articles of these Regulations shall apply to list money orders:

- (a) article 106, "Prohibited or authorized entries";
- (b) article 109, "Withdrawal from the post. Alteration of address", supplemented by the provisions of article 124;
- (c) article 114, "Inquiries".

Chapter II

Issue, transmission

Article 120

Offices of exchange

List money orders shall be exchanged only through the intermediary of offices called "offices of exchange" designated by the administration of each of the contracting countries.

Article 121

Transmission of list money orders

1. List money orders shall be transmitted between the issuing office and the office of exchange of the issuing country or between the office of exchange of the paying country and the paying office by forms which each of the administrations concerned shall determine according to its own convenience.
2. Between offices of exchange of different countries, they shall be transmitted according to the following rules:
 - (a) each office of exchange shall prepare, daily or upon agreed dates, lists in the form of the annexed specimen MP 2, recapitulating the money orders deposited in its country for payment in another;
 - (b) every money order entered on a list shall bear a serial number called an international number; this number shall be assigned from an annual series beginning, by agreement between the administrations concerned, on 1 January or on 1 July, when the numbering changes, the first list which follows shall bear, in addition to its serial number, the last number of the preceding series;
 - (c) the lists themselves shall be numbered, according to the natural sequence of the numbers, beginning on 1 January or on 1 July of each year;
 - (d) the lists shall be transmitted post free to the corresponding office of exchange by the most rapid route (air or surface) and, in the absence of special agreement, without the money orders prepared by the issuing office;
 - (e) the corresponding office of exchange shall acknowledge receipt of each list by an appropriate entry on the first list dispatched in the opposite direction.
3. The administrations concerned may agree to limit the description of the money orders on the MP 2 list to entering in column 7 the amount of the money orders transmitted. In that case, the issuing country shall attach to the list the forms used to transmit the money orders between the issuing office and its own office of exchange, or any other form that the administrations agree to adopt.

Article 122

Special lists

A special MP 2 list shall be prepared for each of the following categories of money orders:

- (a) money orders exempt from charges referred to in both article 16 of the Convention and article 7 of the Agreement, the list shall be endorsed, at the top, "*Mandats exempts de taxe*" (Money orders exempt from charges);

- (b) money orders which the sender has asked to be sent by air; the list shall be endorsed "*Mandats par avion*" (Money orders by air mail) and shall be forwarded by the first air mail

Article 123

Special services. Entries to be made on lists

1. When the sender of a money order requests express delivery, the entry "*Exprès*" (Express) shall be made on the MP 2 list in the "Remarks" column, opposite the corresponding entry
2. When the sender of a money order requests an advice of payment, the notation "A P" shall be entered on the MP 2 list, in the "Remarks" column, opposite the entry relative to the money order.
3. When the sender of a money order requests payment to addressee only, the entry "*Ne payer qu'en main propre*" (Payment to addressee only) shall be made on the MP 2 list in the "Remarks" column, opposite the money order.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 124

Withdrawal from the post. Alteration of address

Notwithstanding article 140 of the Detailed Regulations of the Convention, MP 4 requests for withdrawal from the post or alteration of address relative to list money orders shall be sent to the office of exchange of the paying country through the intermediary of the office of exchange of the issuing country.

Article 125

Redirection of list money orders

Any list money order redirected to another country shall be receipted by the reforwarding office. If appropriate, the sum shall be converted, after deduction of charges, into the currency of the country of new destination and a new money order prepared.

Chapter IV

Operations in the paying country

Article 126

Treatment of missing or incorrect lists

1. If a list is missing, an inquiry shall immediately be instigated by the office of exchange which notes its absence. The office of exchange of the issuing country shall immediately send to the office which made the inquiry, by the fastest route (air or surface), a duplicate of the missing list.
2. The lists shall be carefully checked by the office of exchange of the paying country, which shall automatically correct them if they contain any minor errors. The office of exchange of the issuing country shall be advised of these corrections when the office of exchange of the paying country acknowledges receipt of the list.
3. When the lists contain irregularities worth pointing out, the office of exchange of the paying country shall request explanations from the office of exchange of the issuing country, which shall reply as promptly as possible, meanwhile, payment of the money order which is the subject of the request shall be held in abeyance. Requests for explanations and the relevant replies shall be exchanged by the quickest route (air or surface).

Article 127

Sending advice of payment

The advice of payment, prepared by the paying office on a C 5 form provided for in article 131, § 2, of the Detailed Regulations of the Convention, shall be sent direct to the sender of the money order.

Article 128

Return of unpaid list money orders

1 The following shall be returned to the office of exchange, by means of an entry in the next MP 2 list, as if they were a money order dispatched from the paying country to the issuing country:

- (a) money orders referred to in article 19 of the Agreement;
- (b) money orders which have been the subject of a request for withdrawal from the post.

2. An appropriate notation, followed by the international number and a concise description of the original money order, shall be made in the "Remarks" column, opposite the entry.

Section III

Telegraph money orders

Chapter I

Preliminary provisions

Article 129

Common provisions

The provisions relative to card money orders and list money orders shall apply to telegraph money orders, in everything not expressly governed by section III of these Regulations.

Chapter II

Issue. Transmission

Article 130

Preparation of telegraph money orders

1. Telegraph money orders shall be prepared by the issuing post office which shall send money order telegrams direct to the paying post office. Money order telegrams shall be written in French in the absence of a special agreement and shall invariably be drawn up as follows:

- Indications of service charges paid (if appropriate),
- Advice of payment (if appropriate),
- Payment to addressee only (if appropriate),
- Money order . . . (postal issuing number),
- Name of the paying post office,

Name of the issuing post office and (if appropriate) its number and name of country of origin,
Name of the sender,
Total amount to be paid,
Exact designation of payee, of his residence (place name) and, if possible, of his domicile (street address), so that the rightful owner may be clearly identified,
Personal message (if any).

2 When several telegraph money orders are issued at the same time by the same sender to the order of the same payee, one money order telegram may be sent if the administration of destination accepts this; in which case the issuing number shall be indicated in the following manner: "Money Orders 201–203" and the total to be paid shall comprise the individual amounts of each money order.

3 When the locality where the paying post office is located does not have a telegraph office, the money order telegram shall bear the name of the paying post office and that of the telegraph office which serves it. When there is doubt about the existence of a telegraph office in the locality of payment or when the telegraph office which serves it cannot be indicated, the money order telegram shall bear either the name of the territorial subdivision, or of the paying country, or both these indications, or any other detail deemed sufficient for the forwarding of the money order telegram.

4 The amount shall be expressed as follows: total number of monetary units in figures, then in words, the name of the monetary unit and fractions of a unit, if any, in figures.

5 The surname of a female payee, even if it is accompanied by a first name, shall be preceded by one of the words "Mrs" or "Miss" unless this indication duplicates a rank, a title, a position or a profession which enables the rightful owner to be clearly identified, neither the sender nor the payee may be designated by a coded abbreviation or word.

6 The name of the place of residence of the payee may be omitted if it is the same as that of the paying office. When telegraph money orders are addressed "*Poste restante*" or "*Télégraphe restant*", the money order telegrams shall bear the indication of the corresponding service charge paid, to the exclusion of any other equivalent entry.

Article 131

Advice of issue

1. The issuing office shall draw up for each telegraph money order a confirmatory advice of issue in the form of the annexed specimen MP 3
2. It shall be prohibited to affix postage stamps or postage-paid impressions to these advices.
3. The advice of issue shall be sent, under cover, by the first mail and by the quickest route (air or surface):
 - (a) direct to the paying office, in the case of a telegraph card money order;
 - (b) to the office of exchange of the issuing country, in the case of a telegraph list money order

Article 132

Transmission of telegraph list money orders

1. Telegraph list money orders shall be transmitted direct by the issuing post office to the paying post office without going through the intermediary of the offices of exchange
2. Telegraph list money orders shall give rise to the preparation of a special MP 2 list headed "Telegraph list money orders"
3. The offices of exchange may assign to the telegraph list money orders described on such special lists an international number from a special series for telegraph money orders.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 133

Alteration of address

1. Except when it involves a simple correction of the address as described in article 30, § 6, of the Convention, the paying office of a telegraph money order shall have the advice of issue in its possession before acting upon a request for alteration of address.
2. However, the paying administration may, on its own responsibility, act on a telegraphic request for alteration of address without waiting for either confirmation by post or the advice of issue.

Article 134

Redirection of telegraph money orders

1. A telegraph money order shall be redirected by post or by telegraph without having to wait for the advice of issue.
2. In cases of postal redirection to the issuing country before arrival of the advice of issue, the reforwarding office shall limit itself to changing the address of the payee and crossing out, in ink, the particulars of the amount. The money order shall be transmitted under cover to the office of new destination; the same shall apply to the advice of issue on its arrival at the reforwarding office.

Chapter IV

Operations in the paying country

Article 135

Treatment of irregular telegraph money orders

1. When a money order cannot be delivered, because of insufficient or inaccurate address, or for any other reason for which the payee is not responsible, a telegraph service advice shall be sent to the issuing office stating the reason for non-delivery.
2. Upon receipt of a request for rectification by telegraph service notice, the issuing office shall proceed as indicated in article 111, §§ 5 and 6.
3. Any telegraph money order whose irregularity has not been corrected within a normal period, by air or telegraph, shall be rectified in the manner prescribed for postal money orders.

Article 136

Payment of telegraph money orders

1. Telegraph money orders shall be paid on receipt and without waiting for the advice of issue; this shall subsequently be attached, if possible, to the money order receipted by the payee.
2. Telegraph money orders whose advice of issue reaches the paying office before the money order telegram shall not be paid on sight of the advice of issue alone; in that case the money order telegram shall be inquired about by means of a telegraph service notice. Advices of issue which have not reached the paying office by the first mail after the date of the money order shall be inquired about by means of request for rectification in the form of the specimen MP 14.

3. Telegraph list money orders for which the paying office has not received any money order telegram may be paid only after a receipt of a duplicate of this money order telegram, requested by telegraph service notice.

4. Telegraph money orders for which the office of exchange of the paying country has not received an MP 2 list within a normal period shall be the subject of requests for explanations addressed to the office of exchange of the issuing country, which shall reply as promptly as possible. In cases of non-reply within a reasonable period, the telegraph list money orders actually paid may automatically be added to the first MP 2 list received from the issuing administration; if the missing MP 2 list arrives after this automatic entry, it shall be cancelled or rectified by the office of exchange which receives it.

Article 137

Preparation of advice of payment

The task of preparing an advice of payment for a telegraph money order shall rest with the paying office, which shall send it to the issuing office immediately after payment and without waiting for the advice of issue.

Article 138

Return of unpaid telegraph money orders

1. Telegraph card money orders which could not be paid to the payees for any reason whatsoever shall be subject to the provisions of article 115.

2. They shall be returned under cover, without waiting for the arrival of the relative advices of issue. Advices of issue received subsequently shall also be returned under cover.

Section IV

Inpayment money orders

Article 139

General provisions

Subject to what is expressly prescribed in this section, inpayment money orders shall be subject to the general provisions governing money orders whatever the method of transmission, by post or telegraph, whether it involves the card system or the list system.

Article 140

Preparation of inpayment money orders

1. Inpayment money orders shall be prepared on a strong, yellow cardboard form conforming to the annexed specimen MP 16.

2. The address on inpayment money orders shall consist of the surname or business name of the payee, the number of his postal giro account preceded by the words "*compte courant postal*" (postal giro account) or the abbreviation "*CCP*", and the designation of the postal giro centre in which the payee's postal giro account is held.

Article 141

List of inpayment money orders

- 1 Inpayment money orders, in the list system, shall be transmitted by means of a special MP 2 list which shall be entitled "*Mandats de versement*" (Inpayment money orders).
- 2 When the sender of an inpayment money order requests an advice of entry to the credit of the payee's postal giro account, the notation "A 1" shall be entered on the MP 2 list in the "Remarks" column, opposite the entry pertaining to the money order.

Article 142

Telegraph inpayment money orders

Telegraph inpayment money orders shall be prepared in accordance with article 130. They shall give rise to the transmission of money order telegrams direct to the giro centre which holds the payee's postal giro account. The money order telegrams shall be written in French in the absence of special agreement and shall invariably be drawn up as follows:

- Indications of service charges paid (if appropriate),
- Advice of entry (if appropriate),
- Money order . . . (postal issuing number),
- Name of the postal giro centre of destination,
- Name of the sender,
- Total amount to be credited to the payee's postal giro account,
- Exact designation of payee and number of his postal giro account preceded by the initials CCP,
- Personal message (if any).

Article 143

Inpayment money orders mislaid, lost or destroyed after entry

Any inpayment money order mislaid, lost or destroyed after entry of the amount to the credit of a postal giro account may be replaced by the administration of destination by a new instrument prepared on an MP 16 form bearing the indications prescribed in article 118, § 1, and specifying, on the back, the date of entry to the credit of the payee's postal giro account.

Article 144

Accounting provisions concerning inpayment money orders

In the absence of special agreement, inpayment money orders shall be described on a special MP 6 list and incorporated into the monthly account for money orders

Section V

Accounting provisions

Chapter I

Common regulations

Article 145

Preparation of monthly accounts

1. Each paying administration shall prepare monthly, for each of the administrations from which it received money orders, a monthly account in the form of the annexed specimen MP 5 for card money orders, or a monthly account in the form of the annexed specimen MP 15, for list money orders. It shall recapitulate in this account all the money orders paid by its own offices on behalf of the corresponding administration during the preceding month; it shall likewise recapitulate those money orders the extension of whose period of validity has been duly authorized and which have already been paid during another month, but which for any reason it has only been possible to enter in the accounts during the month to which the account relates. The recapitulation shall be made according to:
 - (a) the chronological order of the months of issue;
 - (b) the alphabetical or numerical order of the issuing offices, as agreed;
 - (c) for each issuing office, the numerical order of the money orders.
2. If necessary, the paid money orders shall be summarized on a special list in the form of the annexed specimen MP 6, which shall be attached to the monthly account prepared, in this case, on a form conforming to the annexed specimen MP 7
3. The paying administration shall also enter in this account:
 - (a) the amount of the rates due to it by virtue of article 28 of the Agreement,
 - (b) if appropriate, the amount of the reimbursement referred to in article 27 and that of the interest prescribed in articles 27, § 3, and 30, § 4, of the Agreement;
4. The receipted payment authorizations shall be treated as money orders and described in the MP 5 account or, when appropriate, on the MP 6 list under the same conditions which would apply if the instruments themselves were involved.
5. The monthly account shall be transmitted to the debtor administration at the latest before the end of the month following that to which it pertains, accompanied by the supporting instruments (money orders and receipted payment authorizations). When, for any reason whatsoever, the monthly account cannot be transmitted in due time, the debtor administration shall be advised, within the eight days which follow expiry of the above-mentioned period, of the estimated transmission date of the account in question. The information shall be sent by telegraph.
6. If there are no instruments paid (money orders, payment authorizations), a "Nil" monthly account shall be sent to the corresponding administration.
7. Discrepancies in the monthly accounts noted by the debtor administration shall be taken up in the next monthly account to be prepared, they shall be ignored if the amount does not exceed 50 centimes per account.

Article 146

Preparation of the general account

1. The general account shall be drawn up, on a form conforming to the annexed specimen MP 8, by the creditor administration immediately upon receipt of the monthly accounts and even before checking the details of these accounts.
2. It shall be settled within the two months following expiry of the month to which it pertains, this period shall be extended to four months in relations between distant countries
3. Administrations may agree among themselves to prepare the general account on a quarterly, half-yearly or yearly basis

Article 147

Payment methods and periods

1. In the absence of special agreement, and subject to § 2, the balance of the general account or the totals of the monthly accounts shall be paid in the currency of the creditor country, without loss to the latter.

- (a) by means of cheques or drafts payable on sight at the capital or at a commercial centre in the creditor country, or by means of giro transfers;
 - (b) or by deduction from any credit established under the terms of article 30, § 2, of the Agreement.
2. The payment charges collected in the debtor country (fees, clearing charges, deposits, commission, etc) and charges collected by banks in intermediate countries shall be borne by the debtor administration. The charges collected in the creditor country shall be borne by the creditor administration.
 3. Payment shall be made no later than fifteen days after receipt of the general account or after receipt of the monthly account, if the regulations operate on the basis of that account; this period shall be extended to one month for distant countries.
 4. In the event of disagreement between two administrations regarding the total of the sum to be paid, only the payment of the contested portion may be postponed; the debtor administration shall notify the creditor administration within the periods prescribed in § 3 of the reasons for the dispute.

Article 148

Instalments

1. Any administration which finds another administration overdrawn by a sum exceeding 30 000 francs per month, may claim during the month in which the money orders are issued the automatic payment of a monthly instalment. The amount of the instalment shall be calculated on the basis of the average amount of the last three monthly accounts accepted. The debtor administration shall pay the instalment on a monthly basis once it is claimed, at the latest on the fifteenth day of each month, unless it can show that the average of the last three months elapsed no longer corresponds to the actual volume of money order traffic, in which case the amount of the instalment shall be reassessed accordingly. In case of non-payment within the above-mentioned period, article 30, § 4, of the Agreement shall apply unless the debtor administration is able to prove that the creditor administration does not regularly send its accounts within the period laid down in article 145, § 5.
2. A debtor administration which wishes to benefit from the option provided in article 30, § 2, of the Agreement without having previously received a request for an instalment from the creditor administration shall determine as it sees fit the amount and frequency of the payments it deems necessary to cover its issues.
3. When the sum paid as an instalment is greater than the actual balance of the period in question, the difference shall be taken up in the next account or, if appropriate, carried over to the credit provided for in article 30, § 2, of the Agreement.

Chapter II

Special accounting regulations for list money orders and telegraph money orders

Article 149

Preparation of monthly accounts

List money orders and telegraph money orders shall be subject to the following special accounting provisions:

- (a) List money orders
 - (i) administrations shall recapitulate, on the monthly account, the totals of the lists received during the month;
 - (ii) the monthly account shall be transmitted to the debtor administration, immediately upon receipt of the last list of the month to which it pertains;
 - (iii) administrations may, by common consent, waive preparation of monthly accounts and settle the amount of each list by means of a cheque or draft, to be attached to that list.

- (b) Telegraph money orders
- (i) telegraph money orders shall be recapitulated with the card money orders or the list money orders, as appropriate;
 - (ii) telegraph money orders, accompanied by corresponding advices of issue, whenever possible, shall be attached to the monthly account; advices of issue which reach the paying administration after transmission of the account upon which the telegraph money orders to which they pertain are described shall be returned to the issuing administration, attached to a later account;
 - (iii) the provisions of subparagraph (b) (ii) shall not apply to telegraph list money orders.

Part III

Postal travellers' cheques

Article 150

General regulations for issue

Subject to the special provisions below, the general provisions relating to the issue of money orders shall be applicable to the drawing up of cheques and book covers.

Article 151

Cheque forms and book covers. Supply

1. Postal travellers' cheques shall be prepared on forms conforming to the annexed specimen MP 10. They shall be made of white paper with a shaded watermark representing an allegoric head approximately two centimetres high. A white strip three-and-one-half centimetres wide shall be provided on the left of the form. The watermark shall be placed at the top of this strip; an embossed stamp, the same for all countries and representing the head of Mercury, shall be applied in the centre; the lower part of this strip shall be reserved for the impression of the embossed stamp which the service issuing the cheques shall apply in accordance with article 152. Apart from the white strip, the form shall have a security backing formed by printing very clearly in three colours an allegory composed of some large subjects with relief shading. The words "*Bon postal de voyage*" (Postal travellers' cheque) shall be printed at the same time as the security backing and in the same colours. Distinctly different shades shall be used for the cheques of each of the three values prescribed in article 41, § 1, of the Agreement

2. Each cheque shall bear the following indications, printed on the front:

- (a) a serial number from 1 to 100 000;
- (b) the name of the issuing country,
- (c) the value of the cheque followed by the name of the currency in which it has been drawn up;
- (d) the name of the country in which it shall be exclusively payable.

3. Cheques sold to the public shall be bound in a book with a light blue cover conforming to the annexed specimen MP 11. The name of the issuing country and the name of the paying country shall be printed on the front.

4. Administrations shall be supplied with cheques and book covers by the International Bureau which shall arrange for them to be printed.

Article 152**Preparation of cheques**

1. On issue, the impression of an embossed stamp, peculiar to the service which issues them, shall be applied to the cheques in the white strip on the front in the space provided for that purpose. The first and last days of validity shall also be indicated on the cheques by hand, with a typewriter or by means of a stamp. Administrations may agree to authenticate the cheques by means of the impression of the rubber-stamp used for the issue of postal money orders.
2. Administrations may agree to indicate the name of the issuing service by means of a special embossed stamp.

Article 153**Make-up and preparation of books**

1. The cheques shall be placed in the books in numerical order.
2. The office issuing a book shall indicate on the cover, in the space provided for that purpose, the first and last day of validity of the cheques. It shall also write on the hatchings of this cover the number of cheques issued and the numbers of the first and the last of these cheques; the name of the paying country shall be written conspicuously on the book and on the cheques in the spaces provided.
3. Entries shall be made by hand, with a typewriter or by means of mechanical printing process.
4. The impression of the embossed stamp or the rubber-stamp mentioned in article 152, § 1, shall be applied on the cover in the space provided for that purpose when the book is prepared.

Article 154**Exceptional payment of cheques drawn up in a currency other than that of the country where payment is requested**

1. When, as a result of exceptional circumstances and then only in relations between countries which have agreed on this beforehand, the payee is obliged to ask for payment of his cheques in a country other than the paying country originally indicated on the cheques, the amount to be paid on each cheque in the currency of the country where payment is sought shall be requested by telegram or air mail from the issuing office, at the payee's expense.
2. The office which makes the payment shall indicate on the front of the cheque the amount paid in its currency and attach the telegram or reply note to the cheques paid in accordance with the conditions mentioned in § 1.

Article 155**Cheques mislaid, lost or destroyed after payment**

Article 118 shall apply by analogy to postal travellers' cheques mislaid, lost or destroyed after payment. The replacement instrument shall be prepared on form MP 10. The paying administration shall obtain, through the intermediary of the administration of origin, a statement from the payee to serve as a receipt.

Article 156**Preparation of accounts**

1. The monthly account of cheques paid shall be prepared on a form conforming to the annexed specimen MP 9.
2. This account shall be attached to the MP 5 monthly account relating to the money orders paid during the same period and its total shall be added to that of the MP 5 account.

3. Postal travellers' cheques paid exceptionally by a country which is not a party to the service in the circumstances described in article 154 shall be entered in a special MP 5 monthly account, which shall be annexed to the postal money order account.

Part IV

Final provisions

Article 157

Entry into force and duration of the Regulations

1. These Regulations shall come into force on the day on which the Postal Money Orders and Postal Travellers' Cheques Agreement comes into operation.

2. They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Agreement; see p. 370 of this volume.)

LIST OF FORMS

No	Title or nature of form	References
1	2	3
MP 1	International money order	Art 104, § 1
MP 2	List of money orders	Art 121, § 2 (a)
MP 3	Advice of issue of a telegraph money order	Art 131, § 1
MP 4	Inquiry or request for withdrawal from the post, alteration of address concerning an international money order	Art 109, § 1
MP 5	Monthly account of card money orders and payment authorizations	Art 145, § 1
MP 6	Summary list of paid money orders and payment authorizations	Art 145, § 2
MP 7	Monthly account of money orders, payment authorizations and COD money orders	Art 145, § 2
MP 8	General account of money orders	Art 146, § 1
MP 9	Monthly account of postal travellers' cheques	Art 156, § 1
MP 10	Postal travellers' cheque	Art 151, § 1
MP 11	Book of postal travellers' cheques	Art 151, § 3
MP 12	International money order for machine handling	Art 104, § 2
MP 13	Payment authorization	Art 116
MP 14	Request for rectification of a money order, of an inpayment money order, or a request for authorization of payment	Art 111, § 1
MP 15	Monthly account of list money orders	Art 145, § 1
MP 16	International inpayment money order	Art 140, § 1

Annexes :

Forms MP 1 to MP 16

(Front)

COUNTERFOIL (May be detached by the payee)		Postal administration	INTERNATIONAL MONEY ORDER		MP 1
Amount in Arabic figures	Amount in Arabic figures	Amount in Arabic figures	Exchange rate ¹	Sum paid ¹	Space for postage stamps or indication of charge collected if applicable
Date of issue	Amount in words and Roman letters				
Name and address of sender	Name of payee				
	Street and No.				
	Place of destination				¹ To be entered by the paying administration when effecting the conversion
	Country of destination				
Stamp of the issuing office	Stamp of the issuing office	Indications of issuing office		Money order No.	Sum deposited
		Office		Date	
		Signature of the official			

Money orders, Lausanne 1974, Art. 104, § 1—Size: 148 x 105 mm, colour pink

(Back)

Space for endorsements, if any	
Payee's receipt	
Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
N°	

Administration preparing the list

LIST
Money orders

MP 2 (Page 1)

Corresponding administration

Date of list

N°

Notes: Please acknowledge receipt of the present list

Lists received and found correct, apart from the alterations shown below.

Number of list	Date of list	International numbers of money orders included in the lists	Amounts on the list	
1	2	3	4	5

Alterations

Money orders, Lausanne 1974, Art 121, § 2 (a)—Size 210 x 297 mm

LIST OF MONEY ORDERS

MP 2 (Page 2)

International number	Issue 1 Office 2 Date 3 Number	Sender Name and full address	Payee Name, forename and full address	Amount in the currency of issue	Exchange rate	Amount in the currency of issue in which money orders are made out	Special references	To be filled in by office of destination		
								Number of international money order	Paying office	Remarks
1	2	3	4	5	6	7	8	9	10	11

LIST OF MONEY ORDERS

MP 2 (Page 3)

International number	Issue: 1. Office 2. Date 3. Number	Sender Name and full address	Payee Name, to name and full address	Amount in the currency of issue	Exchange rate	Amount in the currency in which the money orders are made out	Special references	To be filled in by office of destination		
								Number of original money orders	Paying office	Remarks
1	2	3	4	5	6	7	8	9	10	11

MP 2 (Page 4)

LIST OF MONEY ORDERS

To be filled in by office of destination											
	1	2	3	4	5	6	7	8	9	10	11
International number	Issue: 1 Office 2 Number	3	4	5	6	7	8	9	10	11	Remarks
	Sender Name and full address	Payee Name, forename and full address	Amount in the currency of country of issue	Exchange rate	Amount in the currency in which the money orders are made out	Special references	Number of internal money order	Paying office	Remarks		

Stamp, date and signature

Postal administration of origin		MP 3	
Office of destination		ADVICE OF ISSUE	
Telegraph money order			
Notes. To be sent under cover, by the first mail, and by air whenever possible.			
Office		Money order No.	Date
Posting			
Amount in currency of paying country		Amount in currency of issuing country	
Name of sender			
Payee. Name, title and full address			
Stamp and date. Signature of the official preparing the advice		Stamp of paying office	
The amount cannot be paid on sight of this advice of issue, but only on receipt of the telegram to which this advice relates.			

Money orders, Lausanne 1974, Art. 131, § 1—Size: 148 x 105 mm

MP 4 (Front)

Postal administration of origin
 Post office or Giro centre of origin

- INQUIRY**
- REQUEST** for withdrawal from the post
- REQUEST** for alteration of address

Post office or Giro centre of destination		Date of MP 4 form <hr/> Our reference <hr/> Your reference <hr/>	
Description of money order	<input type="checkbox"/> Card money order	<input type="checkbox"/> List money order	<input type="checkbox"/> Inpayment money order
Method of transmission	<input type="checkbox"/> Surface or air	<input type="checkbox"/> Telegraph	
Issue	Office	No. of money order	Date
Amount	<input type="checkbox"/> In currency of paying country		<input type="checkbox"/> In currency of issuing country
Amount of money order			
Sender	Name and full address		
Payee	Name and full address <hr/> Giro centre Account No		
Person making inquiry or request	Name and full address		
Additional information		
Reason for inquiry or request	<input type="checkbox"/> The sender states that the payee has not received the amount Please investigate this matter and communicate the findings to us <hr/> <input type="checkbox"/> Please return the above-mentioned money order to me for delivery to sender <hr/> <input type="checkbox"/> Please alter as follows: Present address of money order Altered address <hr/> <input type="checkbox"/> The sender wishes to know whether the money order has been paid to the payee Other reasons		
If the money order has been lost, the amount is to be paid	<input type="checkbox"/> to the original payee <hr/> <input type="checkbox"/> to the sender		
Method of transmission of reply	<input type="checkbox"/> Surface	<input type="checkbox"/> Air	<input type="checkbox"/> Telegraph
The present form must be returned to the office of origin of the request			
Place and date	Stamp of office originating the request Signature of official in charge		
Signature of person making the inquiry or request	<div style="border: 1px dashed black; border-radius: 50%; width: 60px; height: 60px; margin: 0 auto;"></div>		

Office sending the reply

MP 4 (Back)

REPLY TO INQUIRY OR REQUEST

Post office or Giro centre of destination of the reply	Date of the reply
	Our reference
	Your reference

Treatment of money order in question

<input type="checkbox"/> It was duly paid to the payee	Date of payment
<input type="checkbox"/> It was credited to the payee's account	Date credited
<input type="checkbox"/> It is still being dealt with at the post office	Name of office
<input type="checkbox"/> It is still being dealt with at the Giro centre	Name of centre
<input type="checkbox"/> It has been delivered to the payee, who has not yet taken delivery of the amount	Date
<input type="checkbox"/> It has been returned to the country of issue	Date
<input type="checkbox"/> It has been reforwarded	Date
New address of reforwarded money order	
.....	
.....	
<input type="checkbox"/> It has not arrived at the post office	Name of office
<input type="checkbox"/> It has not arrived at the Giro centre	Name of centre
Other reasons for non-payment of the money order or not crediting the amount to the account	
.....	
.....	
.....	

Declaration of payee (if possible)

.....

.....

.....

.....

.....

Stamp of office sending the reply
Signature of official in charge



MP 5

Administration preparing the account

MONTHLY ACCOUNT

Card money orders and payment authorizations

Issuing administration				Date of account			
				Month		Year	
Serial number of the money orders and payment authorizations paid	Issue			Money orders and payment authorizations for which charges have been received	Free-of-charge money orders and payment authorizations	Debit of administration issuing the money orders	
	Year	Month	Office				Number
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Totals							
Money orders and payment authorizations for which charges have been received (col. 5)							
No. of money orders		Average amount					
Unit rate		Amount per money order					
Free-of-charge money orders and payment authorizations (col. 7)							
Grand total of sums payable by the issuing administration							

The present monthly account is certified as conforming to the total of money orders and payment authorizations attached.
Stamp, date and signature

Administration preparing the list

MP 6

SUMMARY LIST

Paid money orders and payment authorizations

Issuing administration	Date of list	N°
	Month	Year

Notes: Enter free-of-charge money orders and payment authorizations separately, either at the end of this list, making note of them in the "Remarks" column, or in the additional lists or using the special lists. Enter the payment authorizations in the order appropriate to the money orders to which they refer and make note of them in the "Remarks" column

Serial number	Issue			Number	Money orders and payment authorizations	Remarks
	Year	Month	Office			
1	2	3	4	5	6	7
Total (To be summarized on the last list or carried forward to the MP 7 monthly account)						

Money orders, Lausanne 1974, Art. 145, § 2—Size 210 x 297 mm

Administration preparing the account

MP 7

MONTHLY ACCOUNT**Money orders, payment authorizations and
COD money orders**

Issuing administration		Date of account	
		Month	Year
Notes: This account may also include the reimbursements and interest provided for in Articles 27 and 30 of the Agreement			
Instrument	Number of money orders and payment authorizations paid	Amounts of money orders and payment authorizations paid	Amount of charges and rates
1	2	3	4
Money orders and payment authorizations for which charges have been received (Total on MP 6 forms attached)			
Average amount			
Unit rate Amount per money order			
Free-of-charge money orders and payment authorizations (Total on MP 6 forms attached)			
Totals			
COD money orders according to the R 5 detailed account			
Rates on COD money orders, to be deducted			
Grand totals			
Total charges and rates			
<input type="checkbox"/> to be added <input type="checkbox"/> to be deducted			
Possible entries in accordance with Articles 27 and 30 of the Agreement (Reimbursements and interest)			
Grand total of sums payable by the issuing administration			
The present monthly account is certified as conforming to the total of money orders and payment authorizations attached			
Stamp, date and signature			

Money orders, Lausanne 1974, Art 145, § 2—Size: 210 x 297 mm

Administration preparing the account

MP 8

GENERAL ACCOUNT

Money orders

Corresponding administration	Date of account
	Exchanged during the period

Period	Credit of administration preparing the account		Credit of corresponding administration	
	Money orders	Charges	Money orders	Charges
1	2	3	4	5
Totals				
Deduction after conversion				
Conversion rate				
Totals				
Balance				
Instalments				
Balance				

Breakdown of instalments

Dates	Dur reference	Amounts

Stamp of administration preparing the account Date and signature	Seen and accepted by the corresponding administration Stamp, date and signature
---	--

Money orders, Lausanne 1974, Art 146, § 1—Size: 210 x 297 mm

Administration preparing the account

MONTHLY ACCOUNT
Postal travellers' cheques

MP 9

Issuing administration				Date of account		Annexe	
				Month		Year	
Serial number of cheques paid	Issue			Number	Amount in currency of paying country		
	Year	Month	Office				
1	2	3	4	5	6		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Total of cheques paid							
Rate of 3/8%							
Grand total of sums payable by the issuing administration							
The present monthly account is certified as conforming to the total of cheques attached							
Stamp, date and signature							

(Front)

<p style="text-align: center;">Counterfoil for the holder</p> <hr style="width: 20%; margin: 0 auto;"/> <p style="text-align: center;">POSTAL TRAVELLERS' CHEQUE</p> <p style="text-align: center;">Amount (in currency of paying country)</p> <div style="background-color: #cccccc; width: 100px; height: 15px; margin: 5px auto;"></div> <p style="text-align: center;">Paying office</p> <p style="text-align: center;">Date of Payment</p>	<p>POSTAL ADMINISTRATION of</p> <p style="text-align: right;">MP 10</p> <p style="text-align: right;">No Issuing office</p> <p style="text-align: center;">Valid from To</p> <p style="text-align: center;">POSTAL TRAVELLERS' CHEQUE</p> <p style="text-align: center;">for the sum of (in Arabic figures with indication of currency)</p> <p style="text-align: center;">(in words)</p> <p style="text-align: center;">payable exclusively (Name of paying country)</p> <p style="text-align: center;">to the person named on the cover of the book</p> <p style="text-align: center;">Embossed stamp of issuing office</p>
---	---

Money orders, Lausanne 1974, Art. 151, § 1—Size: 162 x 114 mm

(Back)

Identity documents produced					
Received against this postal travellers' cheque the following sum					
Amount					
Place	Date				
Signature ¹					
Date stamp of paying office	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 20px; vertical-align: top; padding: 5px;">Date of payment</td> </tr> <tr> <td style="height: 20px; vertical-align: top; padding: 5px;">No. of payment</td> </tr> <tr> <td style="height: 20px; vertical-align: top; padding: 5px;">Signature of payer</td> </tr> <tr> <td style="height: 20px; vertical-align: top; padding: 5px;">*Must conform to that on the cover</td> </tr> </table>	Date of payment	No. of payment	Signature of payer	*Must conform to that on the cover
Date of payment					
No. of payment					
Signature of payer					
*Must conform to that on the cover					

Page 1 of cover

Issuing administration **BOOK OF POSTAL TRAVELLERS' CHEQUES MP 11**
(See page 4 of cover)

Validity	from		
	to (inclusive)		
Description of cheques (in Arabic figures)	Quantity	Numbers (first and last)	Denomination
Paying country			
Holder	Name and forenames		Embossed stamp (impression) of issuing office
	Address		
	Place of address		
	Signature		

Money orders, Lausanne 1974, Art 151, § 3—Size 162 x 115 mm

(Page 4 of cover)

- Postal travellers' cheques shall be made out in the currency of the paying country; this country is named on page 1 of the cover of this book.
- In the offices taking part in the service payment shall be made against surrender of the cheque signed in ink. The entitled person must prove his identity either by producing a passport or postal identity card or by other means of proof accepted by the paying country.
- When the paying service does not have the funds necessary for the payment of the cheque or cheques presented, payment may be suspended until such time as it has been able to procure the funds.
- The sums paid for conversion into cheques shall, within the prescribed period laid down in the legislation of the issuing country, be guaranteed to the entitled persons up to the time when the cheques are duly paid. An inquiry by the entitled person concerning the payment of a cheque to an unauthorized person shall be admitted only within a period of one year starting from the day following the issue of such cheque. Postal administrations shall not be liable for the consequences which may arise from loss, theft or the fraudulent use of books or the cheques contained in them.
- No inquiry may be instigated against the administration of the issuing country unless the book which is the subject of the inquiry is produced. However, in the case of loss of book or one or more cheques, the person concerned must show proof to the issuing administration that he has requested delivery of a book of cheques and has paid the total corresponding sum for this purpose. Repayment may not be made until the said administration has satisfied itself that the cheques declared to be lost have not been paid.
- Books or a cheque or cheques contained in them shall not be transferable to third persons by means of endorsement or cession, they may not be pledged.
Subject to the provisions of the internal legislation of each country, no action may be taken on requests to stop the payment of properly issued cheques.

(Front)

COUNTERFOIL (May be detached by the payee)		Postal administration	INTERNATIONAL MONEY ORDER for machine handling		MP 12
Amount in Arabic figures	Amount in Arabic figures	Exchange rate ¹	Space for postage stamps or indication of charge collected if applicable		
Date of issue	Amount in words and Roman letters	Sum paid ¹			
Name and address of sender	Payee	¹ To be entered by the paying administration when effecting the conversion.			
Stamp of the issuing office	Stamp of the issuing office				
Indications of issuing office		Money order No.	Sum deposited		
		Office of issue	Date		
		Signature of the official			

Money orders, Lausanne 1974, Art. 104, § 2—Size: 148 x 105 mm, colour: pink

(Back)

Space for endorsements, if any	
Payee's receipt	
Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
N°	

(Front)

COUNTERFOIL		Postal administration)		PAYMENT AUTHORIZATION		MP 13
Amount in Arabic figures 	Amount in Arabic figures 	Authorization No. 		<input type="checkbox"/> Replacement of		<input type="checkbox"/> Addition to money order
Date of original money order	Amount in words and Roman letters. 			To be entered by the paying administration when effecting the conversion.		
Name and address of sender	Name of payee	Street and number		Exchange rate		
		Place of destination		Sum paid		
	Country of destination			Sum deposited 		
Stamp of the issuing service 	Stamp of the issuing service 	Money order No.	Date			
		Office of issue of money order				
		Signature of the official preparing the authorization				

Money orders, Lausanne 1974, Art 116—Size. 148 x 105 mm, colour pink

(Back)

Space for endorsements, if any	
<input type="checkbox"/> Replacement of money order	
<input type="checkbox"/> Addition to money order	
Payee's receipt	
Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
N°	

MP 14 (Front)

 Postal administration of origin**I REQUEST FOR RECTIFICATION** of a money order of an inpayment money order Office of origin.**II REQUEST FOR AUTHORIZATION** of payment (back)

Office of issue of money order	Date of request
	Our reference
	Your reference

Description of money order	<input type="checkbox"/> Card money order	<input type="checkbox"/> Telegraph money order
	Office	Money order No
Amount	<input type="checkbox"/> In currency of country of payment	<input type="checkbox"/> In currency of country of issue
	Amount of money order	
Sender	Name and full address	
	
Payee	Name and full address	
	
	Giro centre	Account No
Additional information		

I. Request for rectification of a money order

The money order described above, which is attached herewith, cannot be paid, for the following reason

- Incorrect, insufficient or unclear indication of the name or address of the payee
- The number of the giro account as shown is wrong
- Discrepancies in or omission of names or amounts
- Erasures or alterations in the entries
- Omission of stamps, signature or other service indications
- Indication of the sum to be paid in a currency other than that which is accepted
- Exceeding the maximum amount authorized
- Obvious error in the ratio between the currency of the issuing country and that of the paying country
- Omission of the name of the currency unit
- Use of non-regulation form
- Expiry of validity date Date to be countersigned
- The advice of issue (the telegraph money order) has not arrived Please send a duplicate

Other reasons

Please return the money order, under cover, immediately after rectification, along with this form

Money orders, Lausanne 1974, Art. 111, § 1—Size 210 x 297 mm

MP 14 (Back)

11. Request for payment authorization

The money order described opposite

- was mislaid before payment
- was destroyed before payment
- was lost before payment
- requires an additional payment to the payee, following an error in conversion

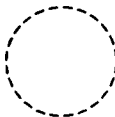
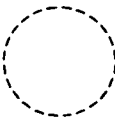
Amount of additional payment

Please issue a payment authorization and send it with this form

Stamp of paying office and date
Signature

Stamp of issuing office of money order

(Front)

COUNTERFOIL intended for holder of giro account No. Amount in Arabic figures Date of issue Name and address of sender	Postal administration	INTERNATIONAL INPAYMENT MONEY ORDER MP 16	
	Amount in Arabic figures Amount in words and Roman letters	Exchange rate ¹ Sum credited ¹	Space for postage stamps or indication of charge collected if applicable
Name of payee Giro Account No. Giro centre Country of destination	1 To be entered by the paying administration when effecting the conversion.		
Stamp of issuing office 	Stamp of issuing office 	Indications of issuing office Money order No. _____ Office _____ Signature of the official _____ Sum deposited _____ Date _____	

Money orders, Lausanne 1974, Art. 140, § 1—Size: 148 x 105 mm, colour: yellow

(Back)

	Space reserved for giro service
Stamp of the giro centre that credited the money order to the payee's giro account	

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED, APPROVED OR ACCEDED TO THE AGREEMENT, INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL WITH THE GOVERNMENT OF SWITZERLAND, OR THE DATE OF THE NOTIFICATION OF ACCESSION EFFECTED BY THAT GOVERNMENT UNDER ARTICLE 11 (5) OF THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

<i>State or Territory</i>	<i>Date of definitive signature (s) or date of deposit of instrument of ratification or approval (AA) or date of notification of accession (a*)</i>	
BELGIUM	23 October	1975 AA
DENMARK	5 July	1974 s
FRANCE	22 October	1975 AA
The whole of the territories represented by the French Overseas Postal and Telecommunication Office	22 October	1975 AA
GERMANY, FEDERAL REPUBLIC OF	29 December	1975
(With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)		
ICELAND	6 October	1975
JAPAN	1 August	1975 AA
LIECHTENSTEIN	20 August	1975
LUXEMBOURG	11 March	1976 AA
NETHERLANDS	21 November	1975
(In respect of the Netherlands, Surinam and the Netherlands Antilles.)		
REPUBLIC OF KOREA	23 December	1975
SURINAM	20 April	1976 a*
SWITZERLAND	9 September	1975
THAILAND	5 March	1976 AA
TUNISIA	30 October	1975

No. 14727

UNIVERSAL POSTAL UNION

**Giro Agreement (with Detailed Regulations). Concluded at
Lausanne on 5 July 1974**

Authentic text: French.

Registered by Switzerland on 26 April 1976.

GIRO AGREEMENT

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GIRO AGREEMENT¹

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, § 4, of the Constitution of the Universal Postal Union concluded at Vienna, 10 July 1964,² have by common consent and subject to article 25, § 3, of the Constitution, drawn up the following Agreement:

Part I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern all the services which the giro service is able to provide for users of giro accounts and which contracting countries agree to set up in their reciprocal relations.

Article 2

Financial relations between participating administrations

1. Where administrations have a giro system, each shall cause to be opened in its name with the corresponding administration a liaison giro account by means of which shall be settled mutual debts and claims resulting from exchanges made through the giro service and, possibly from any other operations that the administrations may agree to settle by this means.
2. Where the paying administration does not have a giro system, the issuing administration of the outpayment cheques shall deal with it in accordance with articles 29 and 30 of the Money Orders Agreement.

Article 3

Maintenance of liaison giro accounts. Interest on overdue payments

1. Each administration shall maintain with the administration of the corresponding country, in the currency of that country, a credit from which the amounts owing shall be deducted. Where applicable, the sums transferred to establish or maintain this credit shall be entered to the liaison giro account opened by the administration of destination in the name of the administration of origin.
2. This credit may not, in any circumstances, be otherwise appropriated without the agreement of the administration which established it.
3. If this credit is not sufficient to cover the orders given, the transfers, inpayments and payments shall nevertheless be executed, subject to §§ 5 and 6 below.
4. The creditor administration shall have the right to demand payment of amounts owing at any time; it may fix the date upon which payment is to be made, taking into account the transfer time due to distance.

¹ Put into effect on 1 January 1976, in accordance with article 56

See p. 477 of this volume for the list of States and territories which ratified or approved the Agreement.

² United Nations, *Treaty Series*, vol. 811, p. 7.

5. Where the uncovered balance is over 100 000 francs, the amounts to be settled shall become chargeable with interest upon expiry of a period of 15 days reckoned from telegraphic notification of the absence of cover. This rate of interest may not exceed 6% per annum.

6. If, after application of § 5, the debtor administration does not make the payment within the following 15 days, the creditor administration may suspend the service 8 days after sending notice by telegraph.

7. No unilateral measure, such as a moratorium, prohibition of transfer, etc, may impinge upon this article.

Article 4

Offices of exchange

Lists of transfers, inpayments or outpayment cheques and any settlements of any kind shall be exchanged exclusively through the giro centres called "offices of exchange" designated by the administration of each of the contracting countries.

Article 5

Application of the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations

Subject to the provisions set out in this Agreement, the exchanges of inpayments and payments shall be subject to the provisions of the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.

Part II

Giro transfers

Chapter I

Conditions for the acceptance and execution of transfer orders

Article 6

Methods of exchange

Giro transfers may be exchanged either by post or, if telegraph transfers are accepted in relations between the countries concerned, by any form of telecommunications.

Article 7

Currency. Conversion

1. In the absence of special agreement, the amount of the transfer shall be expressed in the currency of the country of destination.

2. Nevertheless, each administration may allow the aforesaid amount to be shown in the currency of the country of origin by the holder of the account to be debited.

3. The administration of origin shall fix the conversion rate of its currency into that of the country of destination.

Article 8**Maximum amount**

Each administration may limit the value of the transfers, which any account holder may order either in a single day or during a specified period.

Article 9**Charges**

1. The issuing administration shall decide what charge it shall collect from the payer of a giro transfer and shall retain that sum in its entirety.
2. The charge for the entry of a transfer to the credit of a giro account shall not be higher than the charge collected for the same operation in the internal service.

Article 10**Exemption from charges**

Transfers relating to the postal service exchanged under the terms of article 15 of the Convention¹ shall be exempt from all charges.

Article 11**Advice of transfer**

1. For every transfer sent by post an advice of transfer shall be prepared either by the payer or by the giro centre which holds his account.
2. The back of this advice may be used for a private message to the payee.
3. Advices of transfer shall be sent free of charge to the payee after the amounts transferred have been credited to their accounts.

Article 12**Provisions applicable to telegraph transfers**

1. Telegraph transfers shall be subject to the provisions of the Telegraph Regulations attached to the International Telecommunication Convention.²
2. In addition to the charge provided for in article 9, the payer of a telegraph transfer shall pay the charge stipulated for transmission by telecommunications including any charge for a private message to the payee and, in addition, a fixed charge not exceeding 1 franc
3. For each telegraph transfer the giro centre of destination shall prepare an advice of arrival and forward it free of charge to the payee.

Article 13**Entry to the payee's account Advice of entry**

1. After advising the administrations concerned, the administration of destination may, upon the entry of the credit to the payee's account and if its legislation so requires, either ignore fractions of monetary units or round the amount off to the nearest monetary unit or tenth part thereof

¹ See p. 53 of this volume.

² United Kingdom, *Treaty Series*, No 74 (1961), Cmnd. 1484

2. In relations between countries whose administrations have so agreed the payer may ask for an advice of entry to the credit of the payee's account. Article 42 of the Convention shall apply to advices of entry.
3. The charges to be collected in accordance with § 2 shall be deducted in advance from the payer's account.

Article 14

Notification of transfers

1. Transfers shall be notified by the administration of origin to the administration of destination by means of lists.
2. In the absence of special agreement, amounts to be transferred shall be expressed, in the list, in the currency of the country of destination.

Chapter II

Cancellation. Inquiries

Article 15

Cancellation of transfers

The payer may, within the terms of article 30 of the Convention, have a transfer cancelled so long as it has not been credited to the payee's account. Any request for cancellation shall be in writing and addressed to the administration to which the payer gave the transfer order.

Article 16

Inquiries

1. Any inquiry about the execution of a transfer shall be addressed by the payer to the administration to which he gave the transfer order, except where he has authorized the payee to deal with the administration holding the latter's account.
2. Article 39 of the Convention shall apply to inquiries.

Article 17

Transfers not credited to the payee's account

The value of any transfer which, for any reason, it has not been possible to credit to the payee's account shall be re-credited to the payer's account.

Chapter III

Liability

Article 18

Principle and extent of liability

1. Administrations shall be liable for amounts debited against the payer's account until such time as the transfer has been duly effected.
2. Administrations shall be liable for erroneous information supplied by their service in transfer lists or telegraph transfers. Liability shall extend to errors of conversion and transmission errors.
3. Administrations shall assume no liability for delays which may occur in the transmission and execution of transfers.

Article 19

Exceptions to the principle of liability

Administrations shall be relieved of all liability:

- (a) when, owing to the destruction of official records by *force majeure*, they cannot account for the execution of a transfer, unless proof of their liability is otherwise produced;
- (b) when the payer has made no claim within the period prescribed in article 39, § 1, of the Convention.

Article 20

Determination of liability

Except where the terms of article 24, §§ 2 to 5, of the Money Orders and Postal Travellers' Cheques Agreement¹ apply, liability shall rest with the administration of the country where the error occurs.

Article 21

Refund of amounts owing. Recourse

1. The obligation to indemnify the claimant shall rest with the administration to whom the inquiry is addressed.
2. Whatever the reason for the refund, the amount refunded to the payer of a transfer may not exceed that debited against his account.
3. The administration which indemnified the claimant shall have the right of recourse against the administration which is liable.
4. The administration which finally bore the cost shall have the right of recourse, up to the amount paid, against the person benefiting from the error.

Article 22

Time allowed for payment

1. Payment of amounts owing to the claimant shall be made as soon as the liability of the service has been established, within a maximum period of six months from the day following the day of inquiry.

¹ See p. 351 of this volume.

2. If the administration presumed to be liable, although duly informed, has allowed five months to pass without finally settling a claim, the administration to whom the inquiry was made shall be authorized to indemnify the claimant on behalf of the other administration.

Article 23

Reimbursing the administration which paid the indemnity

1. The administration which was liable shall be bound to reimburse the administration which indemnified the claimant within four months of dispatch of the advice of payment.

2. At the end of that period, the amount due to the administration which reimbursed the claimant shall be chargeable with interest on overdue payments at the rate of 6% per annum.

Part III

Inpayments into giro accounts

Article 24

General provisions

1. Any person residing in one of the countries which provide the giro inpayment service may order inpayments to be made to the credit of a giro account held in another of those countries.

2. Except for the special provisions below, all that is expressly provided for giro transfers shall apply equally to inpayments.

3. The issuing administration shall decide what charge it shall collect from the sender of a giro inpayment and it shall retain that sum in its entirety. The charge for a giro inpayment shall not be higher than the charge collected for a money order.

4. A receipt shall be given free of charge to the inpayer at the time the money is paid in.

5. In the absence of special agreement, inpayments shall be notified by the administration of origin to the administration of destination by means of lists.

Article 25

Methods of exchange of inpayments

1. Inpayments into giro accounts may be exchanged under the conditions set out at article 6. They shall be exchanged by means of advice of inpayment, card inpayment money order or list inpayment money order.

2. Administrations shall agree to adopt for the exchange of inpayments by post the type of form and the regulations which are best adapted to the organization of their service. They may, in particular, agree to use in their reciprocal relations the advice of inpayment of their internal service.

3. Exchange by telecommunications shall function according to any provisions laid down for telegraph money orders.

4. An administration which has not yet set up a giro service may participate in the issue of inpayment money orders.

Part IV

Payments made by outpayment cheques or postal money orders

Chapter I

General provisions

Article 26

Methods of making payments

1. International payments made by debiting giro accounts may be made by means of outpayment cheques, card money orders or list money orders.
2. Administrations shall agree to adopt for the payments service the regulations which best suit the organization of their service
3. Card money orders and list money orders issued to represent the sums debited from giro accounts shall be subject to the provisions of the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.¹

Chapter II

Issue of outpayment cheques

Article 27

Currency. Conversion

Article 7 shall apply to outpayment cheques.

Article 28

Maximum amount issued

The administration of origin may limit the value of the payments which any payer may order either in a single day or during a specified period.

Article 29

Charge to be collected from the payer

The administration of origin shall decide what charge it shall collect from the payer of an outpayment cheque.

Article 30

Use of telecommunications for the transmission of outpayment cheques

1. Outpayment cheques may be sent by telecommunications, either between the office of exchange of the administration of origin and the office of exchange of the paying administration, or between the office of exchange of the administration of origin and the post office designated for payment, when administrations agree to use this method of transmission.
2. Articles 4 and 8 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to telegraph outpayment cheques

¹ See p. 351 of this volume.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 31

Advice of payment. Express delivery. Payment to addressee only. Forwarding by air. Messages to the payee. Withdrawal from the post. Alteration of address. Endorsement

Articles 9, 10 and 12 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques.

Article 32

Redirection

1. The outpayment cheque may not be redirected outside the limits of the country of destination.
2. When the payee has established his residence outside the first country of destination, the outpayment cheque shall be treated as an unpaid cheque. If the internal regulations of the country of origin so permit, the payer shall be advised of the payee's new address.

Chapter IV

Payment of outpayment cheques

Article 33

Miscellaneous provisions

1. The paying administration shall not be obliged to make payment at the addressee's address of outpayment cheques, the amount of which exceeds that of postal money orders normally paid at the addressee's address.
2. As regards the duration of validity, authorization to extend the period of validity, the general regulations for payment, express delivery, charges which may be collected from the payee, special provisions regarding payment of telegraph money orders, articles 13 to 18 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques provided that the rules of the internal service do not prevent this.

Chapter V

Unpaid outpayment cheques. Payment authorization

Article 34

Unpaid outpayment cheques

1. The amount of any outpayment cheque which it was not possible to pay for one of the reasons given in article 19 of the Money Orders and Postal Travellers' Cheques Agreement shall be made available again to the giro service of the administration of origin through the intermediary of the giro office of exchange of the paying administration to be recredited to the payer's account.
2. Article 31, § 6, of the Convention shall be applicable as regards cancellation of the *poste restante* charge and the additional express charge

Article 35**Payment authorization**

1. Any outpayment cheque mislaid, lost or destroyed before payment may be replaced at the request of the payer or the payee by a payment authorization obtained from the paying administration.
2. Apart from § 1, article 20 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to payment authorizations made out in replacement of an outpayment cheque.

Article 36**Stale outpayment cheques**

Article 21 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to stale outpayment cheques.

Chapter VI**Liability****Article 37****Principle and extent of liability**

1. Administrations shall be liable for amounts debited against the payer's account until such time as the outpayment cheque has been duly paid.
2. Administrations shall be liable for erroneous information supplied by their service in lists of outpayment cheques or in documents handed to the telegraph service for the transmission of telegraph outpayment cheques. Liability shall extend to errors of conversion and transmission errors.
3. Administrations shall assume no liability for delays which may occur in the transmission or payment of outpayment cheques.
4. Articles 23, 24, 25, 26 and 27 of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques.

Chapter VII**Payment of the paying administration****Article 38****Allocation of rates**

1. The issuing administration shall allocate to the paying administration a unit rate.
2. The rate shall be fixed, in relation to the average amount of the outpayment cheques included in one and the same letter of dispatch, at:
 - 0.80 fr up to 100 fr;
 - 1.00 fr above 100 fr and up to 200 fr;
 - 1.20 fr above 200 fr and up to 300 fr;
 - 1.50 fr above 300 fr and up to 400 fr;
 - 1.80 fr above 400 fr and up to 600 fr;
 - 2.10 fr above 600 fr.

3. Instead of the rates set out at § 2, administrations may however agree to allocate a standard rate irrespective of the amount of the outpayment cheques.

Part V

Issue of foreign currency to travellers

Chapter I

Guaranteed payment cards

Article 39

Issue of guaranteed payment cards

1. Each administration may issue to holders of giro accounts guaranteed payment cards, payable on sight at the counters of post offices in contracting countries which agree to set up this service in their reciprocal relations.
2. The provisions of the present Agreement and of its Detailed Regulations concerning the guaranteed payment card apply by analogy to the guaranteed cheque.

Article 40

Currency. Conversion rate

1. The sum guaranteed shall be printed on the back of each card or in an annex in the currencies of the various contracting countries.
2. The issuing administration shall fix the conversion rate of its currency into those of the paying country.

Article 41

Maximum amount

The maximum amount which may be paid by means of a payment card shall be fixed by common agreement among the contracting countries.

Article 42

Duration of validity

1. The duration of validity of payment cards may be fixed by the issuing administration.
2. It shall be shown on the card by printing the last date of validity.
3. In the absence of such indication, the validity of payment cards shall be unlimited.

Article 43**General rules for payment**

1. The amount of the guaranteed payment cards shall be paid to the payee in legal currency of the paying country. However, if the administrations are in agreement thereon, payment may be made to a third party bearing the document.
2. Payment cards shall not be transferable by endorsement.

Article 44**Payment of the paying administration**

The administrations which agree to participate in the payment cards service shall fix by common agreement the amount of the payment which shall be allocated to the paying administration.

Article 45**Liability**

The paying administration shall be relieved of all liability, when it can prove that payment was made in regulation conditions.

Chapter II**Giro travellers' cheques****Article 46****Giro travellers' cheques**

1. At his request, there may be sent to any giro account holder in one of the countries which agree to exchange giro travellers' cheques, giro travellers' cheques payable in another of those countries.
2. The conditions of acceptance and execution of payments by means of girocheques and giro travellers' cheques shall be fixed by the countries which agree to exchange them.

Part VI**Negotiation by giro transfer of instruments payable at giro centres****Article 47****Instruments payable at giro centres**

1. Subject to agreement with the administration of the paying country, giro centres which receive for collection bank cheques or bills of exchange payable in a foreign giro centre shall send them to the office of payment which shall proceed with their negotiation by giro transfer.
2. The instruments shall comply with the procedural conditions laid down for bills for collection.
3. Administrations shall draw up by mutual agreement the necessary regulations for the execution of protest formalities as well as the conditions under which part payments may be accepted.

Article 48**Charge**

On any instruments accepted for collection by a giro centre a charge not exceeding 20 centimes may be made on behalf of the receiving administration.

Article 49**Liability**

1. Administrations shall be liable for the amount of the instruments debited against the accounts.
2. Administrations shall not be liable for delays in:
 - (a) the sending or presentation of instruments;
 - (b) the preparation of protests or the institution of the legal proceedings which they undertake under the terms of article 47, § 3.

Part VII**Miscellaneous provisions****Article 50****Application to open a giro account abroad**

1. Where an application is made to open a giro account in a country with which the country of residence of the applicant exchanges giro transfers, the administration of the country of residence shall be bound, in verifying the application, to cooperate fully with the administration responsible for keeping the account.
2. Administrations shall pledge themselves to carry out this verification with all due care and diligence without, however, assuming any liability on that account.
3. At the request of the administration which keeps the account, the administration of the country of residence shall also undertake, as far as possible, to verify information about any change in the legal capacity of the account holder.

Article 51**Free postage**

1. Envelopes containing account statements addressed by giro centres to account holders shall be sent by the quickest route (air or surface) and forwarded free in each country of the Union.
2. The redirection of these envelopes in any country of the Union shall not, in any circumstances, deprive them of the benefit of this exemption.

Article 52**Directory of account holders**

1. Account holders may obtain, through the administration which holds their accounts, directories of account holders published by other administrations, at the price fixed by the latter in their inland services.

2. Each administration shall provide the administrations of the contracting countries, free of charge, with the directories necessary for the execution of the service.
3. Administrations cannot be held liable because of errors in the directory of account holders.

Part VIII

Final provisions

Article 53

Application of the Convention

The Convention shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 54

Exception to the application of the Constitution

Article 4 of the Constitution shall not apply to this Agreement.

Article 55

Conditions of approval of proposals concerning this Agreement and its Detailed Regulations

1. To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress must be present at the time of voting.
2. To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations shall obtain:
 - (a) two-thirds of the votes, if they involve the addition of new provisions or amendments to the provisions of this Agreement and its Detailed Regulations;
 - (b) a majority of the votes, if they involve interpretation of this Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 56

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1976 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

This Agreement was signed on behalf of the States and territorial entities listed below by one or several of the plenipotentiaries, who signed the Second Additional Protocol to the Constitution of the Universal Postal Union:

(For the signatures affixed by those plenipotentiaries under the Second Additional Protocol, see United Nations, Treaty Series, vol. 1004, p. 11).

Democratic People's Republic of Algeria
Federal Republic of Germany
Argentine Republic
Republic of Austria
Belgium
Republic of Burundi
United Republic of Cameroon
Chile
Republic of Colombia
People's Republic of the Congo
Republic of the Ivory Coast
Republic of Dahomey
Kingdom of Denmark
Arab Republic of Egypt
Republic of Ecuador
Spain
Republic of Finland
French Republic
The whole of the territories represented by the French Overseas Postal and Telecommunications Office
Gabon Republic
United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man
The overseas territories for whose international relations the Government of the United Kingdom of Great Britain and Northern Ireland is responsible
Greece
Republic of Guinea
Republic of Upper Volta
Republic of Indonesia
Republic of Iceland
Japan
Libyan Arab Republic
Principality of Liechtenstein
Luxembourg
Malagasy Republic
Republic of Mali
Kingdom of Morocco
Islamic Republic of Mauritania
Principality of Monaco
Republic of Nicaragua
Republic of Niger
Norway
Republic of Paraguay
Netherlands
Netherlands Antilles and Surinam
Republic of San Marino
Republic of Senegal

Sweden
Swiss Confederation
Republic of Chad
Togolese Republic
Tunisia
Turkey
Eastern Republic of Uruguay
Vatican City State
Arab Republic of the Yemen
Federative Socialist Republic of Yugoslavia
Republic of Zaire

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DETAILED REGULATIONS OF THE GIRO AGREEMENT

Having regard to article 22, § 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,¹ the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Giro Agreement.²

Part I

Provisions common to all giro services

Article 101

Information to be supplied by administrations

1. Administrations shall send to each other direct:
 - (a) the names of the offices of exchange referred to in article 4 of the Agreement;
 - (b) specimen impressions of the authentication stamps used in the offices of exchange;
 - (c) a list – with specimen signatures – of the officials who are authorized to sign the summary lists in those offices; this list shall be supplied in sufficient copies to meet the needs of the service. In cases of amendment, a complete new list shall be sent to the corresponding administration; however, if it is just a question of cancelling one of the listed signatures, it shall be sufficient to have it struck off the existing list which shall continue to be used;
 - (d) the rate of conversion fixed for transfers, inpayment or outpayment cheques, if this is specially requested.
2. In addition, they shall send to the International Bureau:
 - (a) a list of the countries with which they exchange transfers, inpayments, outpayment cheques or payment cards and, if applicable, telegraph transfers, inpayments or outpayment cheques;
 - (b) the names of the offices of exchange referred to in article 4 of the Agreement.
3. Any amendment to the information mentioned above shall be notified without delay

Article 102

Forms for the use of the public

1 For the purpose of applying article 10, § 3, of the Convention, the following shall be considered as forms for the use of the public:

- VP 1 (advice of transfer or inpayment)
- VP 7 (inquiry about a transfer or inpayment)
- VP 10 (advice of entry)
- VP 13 and VP 13^{bis} (outpayment cheque)
- VP 14 and VP 14^{bis} (payment card).

¹ United Nations, *Treaty Series*, vol. 611, p. 7.

² See p. 420 of this volume.

2. Internal service forms used as transfer advices or, if applicable, as inpayment advices under the conditions set out in articles 105, § 1, and 125, § 2, shall not be subject to these provisions.

Part II

General provisions

Article 103

Operation of the liaison giro account

1. The following, in particular, shall be credited to the liaison giro account:
 - (a) sums transferred to constitute or to finance a credit balance. The corresponding transfers shall be made either by means of cheques or drafts payable on sight at the capital or at a commercial centre in the creditor country, or by the transfer to a banking institution in that capital or commercial centre;
 - (b) transfers, inpayments, payments, the making of which has not been possible.
2. The following, in particular, shall be debited to the liaison giro account:
 - (a) the total of the transfer lists or inpayment lists referred to in articles 106 and 125 which the administration of destination must credit to payees' giro accounts;
 - (b) the total of the lists of outpayment cheques mentioned in article 132 for which it has to provide cash;
 - (c) the total of the lists of payment cards mentioned in article 151 against which payment has been effected;
 - (d) the total of the rates and the payment referred to in articles 38 and 44 of the Agreement which are paid to it by the administration of origin of the outpayment cheques and payment cards;
 - (e) sums the repatriation of which is requested by the administration holding the liaison giro account for contingency levelling of the latter's credit balance.
3. Administrations may agree among themselves to use the liaison giro accounts to settle transactions other than those relating to the operation of the giro service. Where applicable, they shall determine the procedure to be applied.
4. Any charges shall be borne by the administration of origin with the exception of extraordinary charges, such as clearing charges, imposed by the creditor country.

Part III

Transfers

Chapter I

Issue. Notification

Article 104

Entries on forms

1. Entries on transfer service forms shall be made very clearly, in roman characters and arabic numerals preferably typewritten.
2. Entries in indelible pencil or in ordinary pencil shall be forbidden; however, signatures may be in indelible pencil.

Article 105

Preparation of transfer advices

1. Transfer advices shall be prepared, on forms conforming to the annexed specimen VP 1, either by the holder of the account to be debited or by the giro centre holding the account; however, each administration may, exceptionally, authorize the use of its own internal service forms.
2. When the payer shows the amount to be transferred in the currency of the country of origin the centre receiving the transfer order — or the office of exchange — shall do the conversion and enter in red ink, on the advice, the value of the transfer in the currency of the country of destination.
3. Transfer advices shall bear the date-stamp impression of the giro centre of origin.

Article 106

Transfer lists

1. Transfer lists shall be prepared by the offices of exchange on forms conforming to the annexed specimen VP 2. Administrations may agree that column 3 of the form need not be filled in. Each list shall bear the impression of the stamp of the centre which prepared it.
2. The transfer lists, to which are attached the transfer advices sent by post, shall be sent, once each working day, to the corresponding offices of exchange; however, the administrations concerned may come to an arrangement to group transfers for several days on a single list.

Article 107

Preparation of summary lists

1. The total of the lists addressed to each particular office of exchange shall be carried over to a summary list prepared in duplicate in the form of the annexed specimen VP 3, the grand total of which shall be given in words or printed in figures by means of a cheque protection machine.
2. The entry number of the summary list shall be carried forward to each transfer list.
3. The summary lists shall be stamped with the stamp of the centre which prepared them and signed by the official or officials authorized to do so. Each of these summary lists shall be numbered consecutively in a series which is renewed each month for each office of exchange.
4. The summary list shall be sent in duplicate. The final summary list sent off at the end of each month shall be endorsed "*Dernière lettre d'envoi N° . . .*". (Final summary list N° . . .). When an office of exchange has no transfers to send to the corresponding office on the last working day of a month, it shall send a "nil" summary list annotated in the same way "*Dernière lettre d'envoi N° . . .*". (Final summary list N° . . .).

Article 108

Notification of transfers

The summary lists, lists and transfer advices shall be placed together in sealed packets and sent post-free to the destination office of exchange by the quickest route (air or surface mail); these packets may be registered.

Chapter II

Special provisions relating to certain facilities offered to the public

Article 109

Request for an advice of entry

1. When, at the time he orders the transfer, the payer asks for an advice of entry to be sent to him in accordance with article 13 of the Agreement, the letters "AI" shall be shown on the VP 2 list opposite the corresponding entry; in the case of a transfer sent by post, the words "*Avis d'inscription*" (Advice of entry) shall be entered conspicuously on the transfer advice.
2. A form conforming to the annexed specimen VP 10 or a C 5 form, provided for in article 131, § 2, of the Detailed Regulations of the Convention, properly filled in so far as the address of the payer (front) and the description of the transfer (back) are concerned, shall be attached to the relevant transfer advice.

Article 110

Request for the cancellation of a transfer

1. For every request for cancellation to be transmitted by post the centre of origin shall prepare a form conforming to the annexed specimen VP 5 and send it to the office of exchange in its country, the latter office shall complete the form by entering details of the transmission of the transfer to the office of exchange in the country of destination and forward it to that office by registered post.
2. If the request is to be sent by telecommunications, a form conforming to the annexed specimen VP 6 shall be filled in by the centre or office of exchange of origin and the particulars sent in the form of a paid telegraph service advice to the centre holding the account to be credited. The service advice shall be confirmed immediately by post on a VP 5 form which shall go through the offices of exchange of the two countries.

Article 111

Inquiries

Any inquiry about the execution of a transfer order shall be prepared on a form conforming to the annexed specimen VP 7 by the giro centre holding the account to be debited and shall be sent, if appropriate, via the offices of exchange in each of the countries concerned, to the giro centre holding the account to be credited, it shall be dealt with in accordance with article 142, § 2, of the Detailed Regulations of the Convention.¹

Chapter III

Operations at the giro centre of destination

Article 112

Return of advices of entry

The advice of entry referred to in article 109, duly completed by the giro centre holding the account credited, shall be sent direct to the payer

¹ See p. 53 of this volume

Article 113**Verification of transmissions and treatment of irregularities**

1. Upon receipt of the packets containing the summary lists, the lists and transfer advices, the office of exchange of destination shall proceed to check them. If it finds any irregularity or omission, it shall immediately bring this to the notice of the office of exchange of origin by means of a letter in the form of the annexed specimen VP 4 and the latter shall reply by the quickest route (air or surface) and send duplicates of any missing documents. Duplicates of missing documents shall also be exchanged by the quickest route (air or surface).
2. If the irregularity concerns a discrepancy between the amounts on the transfer advice and the transfer list, the destination office of exchange shall be authorized to carry out the transfer for the lower of the two amounts; if this is done, the transfer advice or the transfer list and summary list as the case may be shall be amended accordingly in red ink, and the amendment notified to the corresponding office of exchange by means of a VP 4 form.

Article 114**Cancellation of a transfer**

1. A transfer shall be cancelled according to the rules laid down in article 115; if the cancellation has been requested by telecommunications, the giro centre of destination shall hold the transfer advice until receipt of the postal confirmation.
2. The action taken by the giro centre of destination on the cancellation request shall be communicated to the giro centre of origin by the quickest route (air or surface); in the case of a cancellation request, by telecommunications it shall not be necessary to wait for the arrival of the VP 5 form before giving this information.
3. Cancellation requests made or forwarded in any way other than that laid down by article 110 shall be ignored.

Article 115**Non-execution of a transfer**

1. When, for any reason whatsoever, a transfer cannot be credited to the payee's account, it shall be described on a VP 4 form, to which shall be attached, where appropriate, the corresponding transfer advice. The VP 4 form may, if necessary, have a description of several non-executed transfers entered on it.
2. Refused transfers shall be entered on the VP 4 form to their amount expressed in the currency of the first country of destination as calculated by the administration of origin of the transfer.
3. The total amount of the VP 4 form shall be credited to the giro account opened in the name of the administration of origin of the refused transfers.
4. The VP 4 form and the transfer advices attached to it shall be attached to the account statement mentioned in article 116, § 2.

Chapter IV**Financial settlements between administrations****Article 116****Payment of amounts owing**

1. After verification of the VP 2 lists and the VP 3 summary list, the total amount of the transfers received shall be debited to the liaison giro account opened in the name of the administration of origin of the transfers.

2. A copy of the VP 3 summary list, stamped with the date stamp of the giro service of destination shall be attached to the daily account statement which shall be sent the same day as the transaction to the administration holding the liaison giro account debited.

Chapter V

Telegraph transfers

Article 117

Common provisions

The provisions relative to transfers exchanged by post shall apply to telegraph transfers, in everything not expressly covered in this chapter V.

Article 118

Preparation of telegraph transfers

1. For telegraph transfers the giro centre of origin shall send giro telegrams direct to the giro centre which holds the payee's account.
2. Transfer telegrams shall be written in French, in the absence of special agreement, and shall invariably be drawn up as follows:
 - Indications of service charges paid (if any);
 - Advice of entry (if any),
 - Transfer . . . (issue number);
 - Name of the giro centre of destination;
 - Name or designation of the payer;
 - Number of the account debited;
 - Name of the giro centre holding the payer's account,
 - Amount to be credited;
 - Name or designation of the payee;
 - Number of the account to be credited;
 - Personal message (if any).
3. Administrations may agree to use a secret code for the complete or partial notification of the issue number and value of each telegraph transfer.
4. The amount to be credited shall be expressed as follows: total number of monetary units in figures, then in words, the name of the monetary unit and fractions of a unit, if any, in figures.
5. Neither the payer nor the payee may be designated by a coded abbreviation or word.
6. When administrations agree to use a form of telecommunications other than telegraph for transmission between their offices of exchange, they shall decide on the methods of operation.

Article 119

Telegraph transfer lists

Telegraph transfers shall be dealt with in separate VP 2 lists. No transfer advice shall be attached to these lists.

Article 120**Preparation of summary lists**

Where telegraph transfers are collated in separate VP 3 summary lists, these shall be numbered in the same series as summary lists for postal transfers.

Article 121**Request for an advice of entry**

The advice of entry for a telegraph transfer shall be prepared by the centre of destination as soon as the payee's account has been credited.

Article 122**Entry of telegraph transfers**

The giro centre of destination shall credit telegraph transfers to the payee's account without waiting for the corresponding list.

Article 123**Advice of entry**

The advice of entry for a telegraph transfer, as completed by the giro centre holding the account credited, shall be sent to the giro centre which holds the account.

Article 124**Verification of transmissions and treatment of irregularities**

1. When a telegraphic transfer order cannot be executed for any reason for which the payee is not responsible, a telegraph service advice shall be sent to the giro centre of origin stating the reason why the order was not executed. If, after checking, the centre of origin ascertains that the irregularity was due to a service error, it shall rectify it immediately in a telegraph service advice. If not, the correction shall be made by post after consulting the payer; however, if the latter so wishes and offers to pay the charges, the correction may be sent by air or by means of a paid telegraph service advice.

2. Telegraph transfers containing an irregularity which has not been rectified within a reasonable time shall be rejected in accordance with the provisions of article 115.

Part IV**Giro inpayments****Chapter I****Inpayment advice**

Article 125**General provisions**

1. Subject to the following paragraphs, the regulations relating to giro transfers shall also apply to giro inpayments.
2. Inpayment advices shall be prepared on VP 1 forms or, if administrations agree to their use, on the inpayment advice forms of the internal service, either by the inpayer or by the post office of inpayment or by the office of exchange in the country of origin. They shall be stamped with the date stamp of one of these offices.
3. The inpayment lists to which the inpayment advices shall be attached shall be prepared by the offices of exchange on VP 2 forms.
4. The total of each of the transfer lists or inpayment lists addressed to the same office of exchange shall be carried over to a VP 2 summary list.
5. In the absence of special agreement, article 116 shall apply to inpayment lists and summary lists.
6. The above provisions shall apply to inpayments issued on a VP 1 form intended for an administration whose giro system is based on the use of the inpayment money order.

Chapter II

Inpayment money orders. Treatment of inpayments received on MP 16 inpayment money orders intended for an administration whose giro system is based on the use of the VP 1 inpayment advice

Article 126**General provisions**

Subject to what is expressly provided for in this chapter, inpayment money orders shall be subject to the provisions of part IV of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

Article 127**Forwarding of inpayment money orders**

1. MP 16 inpayment money orders shall be forwarded direct by the issuing administration to the giro centre holding the payee's giro account.
2. MP 2 special lists, on which are described the list inpayment money orders, shall be sent either through the intermediary of the offices of exchange of the giro service when the two administrations have a giro system;
or through the intermediary of the list money order office of exchange and the office of exchange of the giro service when the issuing administration does not have such a service.

Where applicable, MP 2 lists shall be attached to the VP 2 transfer lists and their total transferred to the VP 3 summary list.

Article 128

Preparation and settlement of accounts of MP 16 inpayment money orders arriving at a giro centre of destination which does not use money orders for crediting its giro accounts

1. MP 16 inpayment money orders from a specific country shall, after being credited to the payee's account, be recorded by the giro centre of destination holding the liaison giro account of the issuing administration on a VP 2 list the heading of which shall be amended accordingly. This list shall be prepared in duplicate.
2. The total amount of the VP 2 list shall be debited from the liaison giro account opened in the name of the administration of origin of the money orders. VP 2 list and the corresponding MP 16 money orders shall be attached to the account statement sent to the administration issuing the instruments. The money order shall be endorsed on the back with a note stating the date when the amount was credited to the payee's account and stamped with the date stamp of the giro centre of destination. The coupon of the MP 16 money order may be detached by the giro centre of destination and used as an inpayment advice.
3. When the MP 16 inpayment money orders come from a country which has not yet set up a giro system, the account relating to the inpayment money orders shall be made out on the MP 8 form; it shall be sent, with the VP 2 list and money orders, to the service of the issuing administration responsible for exchanging money order accounts. The MP 8 account shall be settled direct by the issuing administration in favour of the giro service of destination of the money orders.

Part V**Payments made by debiting giro accounts****Chapter I****Issue of outpayment cheques****Article 129****Outpayment cheque form**

1. Outpayment cheques shall be made out on a strong paper form with a white background printed in light azure blue in the form of the annexed VP 13 or VP 13^{bis} specimens.
2. The paper used for the manufacture of the forms shall meet the technical requirements of optical reading.
3. The lower part of the form shall have a white reading zone of a size in conformity with the specimens annexed to this Agreement.
4. With the exception of the reading zone referred to in § 3, the VP 13 or VP 13^{bis} forms shall bear a security print consisting of a recurrent imprint of the interlaced letters "CCP" in azure blue, sufficiently faint so as not to impede the reading of the details of the sum to be paid and of the name of the payer and of the payee.

Article 130**Preparation of outpayment cheques**

1. Article 105 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques subject to §§ 2, 3 and 4 below. However, postage stamps shall not be admitted.

2. The service instructions provided for on the front of the form shall be entered exclusively by the office of exchange of the administration of destination.
3. On the back of the form, the office of exchange of the administration of origin of the payment order shall affix in the places provided for that purpose the impression of its date stamp and the various service instructions which it judges to be necessary.
4. When the payer requests the simultaneous issue of several outpayment cheques, the administration of origin may excuse him from affixing his signature on the front of the VP 13 and VP 13^{bis} forms.

Article 131

Prohibited or authorized entries. Automatic registration

Articles 106 and 107 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques.

Chapter II

Notification of outpayment cheques

Article 132

List of outpayment cheques

1. Outpayment cheques shall be described on a VP 2 list prepared in duplicate by the giro office of exchange.
2. Article 106 shall apply to lists of outpayment cheques.

Article 133

Preparation of summary lists

1. The total of each list of outpayment cheques addressed to each particular office of exchange shall be carried over to a VP 3 summary list.
2. Article 107 shall apply to VP 3 summary lists of outpayment cheques.

Article 134

Special services. Entries to be made on lists

Article 123 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to VP 2 lists of outpayment cheques whenever the sender asks to benefit from special services.

Article 135

Notification of outpayment cheques intended for administrations with a giro service

VP 3 summary lists and VP 2 lists, together with the relevant outpayment cheques, shall be sent by the office of exchange of the giro service of origin to the office of exchange of the giro service of destination.

Article 136

Notification of outpayment cheques intended for administrations without a giro service

VP 2 lists and VP 3 summary lists, which replace the MP 2 lists mentioned in article 121, § 2, of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement, shall be sent together with the corresponding outpayment cheques to the offices of exchange of the money orders service mentioned at article 120 of those Regulations.

Article 137

Withdrawal from the post Alteration of address

Article 124 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques. For withdrawals and alterations of address, administrations may agree to use VP 5 or VP 6 forms.

Chapter III**Operations in the paying administration****Article 138**

Missing or incorrect lists

The following shall apply, as the case may be:

article 113 of the Detailed Regulations;

article 126 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement

Article 139

Treatment of lists and summary lists by the giro service of destination

1. After checking the list and the summary list, the giro service of destination shall debit from the liaison giro account opened in its service in the name of the administration of origin the total amount of the VP 3 summary list and the sum of the rates or additional charges due to it for each outpayment cheque attached to the list. This amount shall be carried over on to the VP 3 summary list below the total of the outpayment cheques
2. The giro service of destination shall make payment of the outpayment cheques by applying the regulations in force in its internal service
3. The issue number which is allocated to each outpayment cheque shall be carried over to the two copies of the VP 2 list.
4. An account statement shall be sent to the administration of origin with a copy of the VP 2 list and the VP 3 summary list. The list and the summary list shall be stamped with the date stamp of the giro service of destination

Article 140

Treatment of lists and summary lists by the administration of destination without a giro service

1. After checking the lists and summary lists received, the administration of destination shall make payment of the outpayment cheques received according to the procedure best suited to the requirements of its internal service.
2. Upon expiry of the accounting period, the administration of destination shall recapitulate the summary lists received from each of its correspondents on an MP 15 account on which it shall also enter the amount of the rates due to it by virtue of article 38 of the Agreement. This account, with a copy of each summary list, shall be sent for approval to the giro service of the administration of origin of the payment orders.
3. Upon receipt of the MP 15 account, the administration of origin shall settle its debt in accordance with articles 147 and 148 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

Article 141

Irregular outpayment cheques

1. Subject to the following paragraphs, article 111 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to irregular outpayment cheques.
2. Rectification of irregular outpayment cheques shall be done exclusively through the intermediary of the offices of exchange of the administration of destination and of the administration of origin.
3. Absence of the signature on the front of the VP 13 or VP 13^{bis} form may in no case be considered as an irregularity preventing payment.
4. In case of non-reply by the payer, the MP 14 form shall be returned to the administration of destination through the intermediary of the offices of exchange.

Article 142

Preparation of advice of payment

Administrations whose regulations do not permit the use of the form attached by the administration of origin shall be authorized to prepare the advice of payment on a form of their own service.

Article 143

Unpaid outpayment cheques

1. When, for any reason, an outpayment cheque, sent under the conditions laid down in article 135, could not be paid to the payee, article 115 shall apply. The coupon intended for the payee shall be attached to the VP 4 form.
2. When the unpaid outpayment cheque was sent under the conditions laid down in article 136, the amount of the outpayment cheque shall be deducted from the total of the next MP 15 account prepared. The coupon intended for the payee shall be attached to an explanatory MP 15 form attached to the MP 15 account.

Article 144

Inquiries

1. Article 111 or article 114, as the case may be, of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques.

2. The VP 7 form or the appropriately adapted MP 4 form, as the case may be, shall always be sent through the intermediary of the offices of exchange.

Article 145

Payment authorizations. Outpayment cheques lost or destroyed after payment

1. Articles 116 and 117 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to outpayment cheques.
2. As regards outpayment cheques lost or destroyed after payment, article 118 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply but the VP 13 form shall replace the MP 1 form.

Article 146

Preparation of telegraph outpayment cheques

Article 130 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply to telegraph outpayment cheques. However, the expressions "name of the issuing post office" and "money order . . . (postal issuing number)" shall be replaced by: "name of the issuing office of exchange" and: "outpayment cheque . . . (issue number)" respectively.

Article 147

Advice of issue

1. Each telegraph outpayment cheque shall give rise to the preparation by the office of exchange of the issuing administration, of an MP 3 confirmatory advice of issue.
2. It shall be prohibited to affix postage stamps or postage-paid impressions to this advice.
3. The advice of issue shall be sent, under cover, by the first mail and by the quickest route (air or surface) to the office of exchange of destination.

Article 148

Transmission of telegraph outpayment cheques

1. Telegraph outpayment cheques shall give rise to the preparation of a special VP 2 list headed "telegraph outpayment cheque" This list shall be sent by the first mail to the office of exchange of the administration of destination
2. The total of each list of telegraph outpayment cheques intended for the same office of exchange shall be carried over to a special VP 3 summary list
3. The VP 3 summary lists of the lists of telegraph outpayment cheques shall be given a serial number from the same series as the summary lists of the lists of ordinary outpayment cheques.
4. The office of exchange of origin may assign to the telegraph outpayment cheques described on such special lists an international number from a special series for telegraph outpayment cheques.
5. Article 139 or 140, as the case may be, shall apply to special lists of telegraph outpayment cheques
6. When administrations agree to use telex for transmission between their offices of exchange, they shall decide on the methods of operation.

Part VI

Issue of foreign currency to travellers

Chapter I

Payment of guaranteed payment cards

Article 149

Forms

1. Payment cards shall be made out on a strong light azure blue paper in the form of the annexed VP 14 or VP 14^{bis} specimens.
2. According to whether the issuing administration uses punched cards or optical or magnetic reading, it shall adopt the specimen form, the size, within the agreed maximum and minimum and the quality of paper best suited to the requirements of its technical equipment.
3. The front of the form shall bear a security print consisting of three vertical bands and guilloched motifs as follows:
 - (a) throughout its width the form shall bear a recurrent imprint in azure blue of the interlaced three letters "CCP", sufficiently faint so as not to hamper the reading of the information entered on the form before and at the time of payment;
 - (b) a vertical band 52 mm wide with upper half coloured turquoise blue and lower half mauve shall be deployed 57 mm from the left-hand edge of the form. These two colours, which shall become fainter from top downwards and from bottom upwards respectively, shall merge on the median line,
 - (c) in the centre of the blue and mauve band a guilloched motif 34 mm long and 13 mm high representing a horizontal "B" made up of a web of 13 lines of varying length shall be deployed. This shall be followed by a second motif 19 mm long and 13 mm high made up of 15 parallel horizontal lines, upon which 9 lines of variable width shall be so arranged as to form an "S" inclined at 45°. Below this second motif there shall be a box 19 mm long and 10 mm high which shall contain the monogram of the issuing giro service.
4. Apart from the description of the account holder, the various headings appearing on the payment card shall be printed in blue.
5. Administrations may agree among themselves to use a form adapted to the requirements of their internal service.

Article 150

Presentation of cards for payment

1. Upon presentation of the card at the counter for payment, the bearer shall enter, in the space reserved for that purpose, in arabic numerals, the sum to be paid, expressed in the currency of the paying country.
2. The amount shall be preceded by the regulation initials representing the abbreviation of the name of the currency of payment.
3. The indication of the sum shall be made in ink and shall not include any deletions, erasures or overprinting, even if approved.

Article 151

Conditions of payment

1. The card shall be endorsed with the signature of the payee affixed in the presence of the paying official.

2. The holder shall be obliged to prove his identity by producing:
either his passport;
or an identity card admitted for crossing frontiers;
or a postal identity card.
Any other identity document shall have been approved by the administration concerned.
3. The document produced shall be briefly described in the bottom left-hand corner of the front of the card.
4. The paying official shall stamp the card with the date stamp of the paying office together with his signature.

Chapter II

Financial settlements between administrations

Article 152

Return of paid cards to the giro service of origin

1. Paid cards shall be centralized by the office of exchange of the paying administration.
2. They shall be described on a VP 2 list or on an MP 5 account showing the total amount of the payments made, expressed in the currency of the paying country. To the total amount of the VP 2 list or the MP 5 account shall be added the sum of the rates payable by the issuing administration to the paying administration.
3. The total amount of the VP 2 list shall be debited from the liaison giro account opened in the name of the issuing administration. The VP 2 list and the paid cards shall be attached to the relevant account statement which shall be sent to the issuing administration.
4. Article 147 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement shall apply, where necessary, to payment of the MP 5 account.

Article 153

Replacement of guaranteed payment cards lost after payment

1. Payment cards lost or destroyed after payment shall be replaced by the paying administration by a duplicate prepared on a blank form. This form shall bear all the necessary indications of the original instrument as well as the words "*Duplicata établi en remplacement d'une carte perdue après paiement*" (Duplicate prepared to replace a card lost after payment) and the date stamp of the office of exchange of the paying administration.
2. The administration issuing the cards shall provide the paying administrations with the card forms necessary for the preparation of the above-mentioned duplicates.

Part VII

Instruments payable at giro centres

Article 154

Application of the Detailed Regulations of the Collection of Bills Agreement

Subject to the special provisions set out below, instruments payable at giro centres shall be, in so far as these are applicable to them, subject to the provisions of the Detailed Regulations of the Collection of Bills

Agreement in particular with respect to conditions to be fulfilled by the instruments, the treatment of items bearing prohibited annotations or communications, presentation, time-limits for payment and the indication of the reason for non-collection.

Article 155

Special conditions to be fulfilled by instruments

Instruments payable at giro centres shall bear the number of the giro account to be debited and the name of the giro centre which holds this account.

Article 156

Preparation and transmission of statements of instruments sent

1. Instruments payable at giro centres shall be set out in statements, in the form of the annexed specimen VP 12, prepared in triplicate
2. The giro centre of origin shall retain the original and send direct to the giro centre of payment the two other copies of the VP 12 statement to which it attaches the instruments to be collected.
3. After collection, the centre of payment shall return one of the copies of the statement in accordance with the provisions of article 108, to the administration of origin of the instruments; it shall attach thereto, if applicable, any unpaid instruments.

Article 157

Dispatch of funds

The giro centre of payment shall issue a transfer order to the amount of the items paid, after deduction of the transfer charge, in favour of the giro account designated by the giro centre of origin.

Part VIII

Miscellaneous provisions

Article 158

Postage-free envelopes containing account statements

Envelopes containing account statements and sent post-free by giro centres to account holders shall bear the designation of the forwarding giro centre and the indication "*Service des postes*" (On postal service).

Article 159

Application to open a giro account abroad

1. Any application to open a giro account abroad shall be addressed by the applicant to the administration called upon to hold the account. It shall be sent to that administration either direct by the applicant or through the giro centre in the area where he resides. Where the applicant already has a national giro account, the application may be forwarded through the giro centre which manages his account.
2. This centre, acting in conformity with the regulations laid down for the opening of an account in its own country, shall verify applications whether made through the said centre or passed to it by a foreign administration to which they have been submitted direct.

3 If necessary, the above-mentioned centre, after consulting the applicant, shall rectify any incorrect information in the application and attach to it a fully completed attestation in the form of the annexed specimen VP 9. In certain special cases not covered by the wording of that form, it may supplement or correct the form if necessary by means of an explanatory letter; it shall then send all these documents to the office of exchange in the country of destination through the office of exchange in its own country. The attestations shall be stamped with an impression of the relief stamp of the intervening country's office of exchange and signed by the official or officials authorized to certify summary lists.

Part IX

Final provisions

Article 160

Entry into force and duration of the Regulations

- 1 These Regulations shall come into force on the day on which the Giro Agreement comes into operation.
- 2 They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Agreement; see p. 437 of this volume.)

LIST OF FORMS

No	Title or nature of form	References
1	2	3
VP 1	Transfer or inpayment advice	Art 105, § 1
VP 2	Transfer, inpayment or outpayment cheque list	Art 106, § 1
VP 3	Summary list	Art 107, § 1
VP 4	Regularization list	Art 113, § 1
VP 5	Postal request to cancel a transfer, inpayment or outpayment	Art 110, § 1
VP 6	Telegraphic request to cancel a transfer, inpayment or outpayment	Art 110, § 2
VP 7	Inquiry about a transfer, inpayment or outpayment	Art 111
VP 9	Attestation (opening of a postal giro account abroad)	Art 159, § 3
VP 10	Advice of entry	Art 109, § 2
VP 12	Statement of banking instruments for collection	Art 156, § 1
VP 13	Transfer or outpayment cheque form	Art 129, § 1
VP 13 ^{bis}	Transfer or outpayment cheque form (large size)	Art 129, § 1
VP 14	Payment card in the form of a punched card	Art 149, § 1
VP 14 ^{bis}	Payment card for optical or magnetic reading	Art 149, § 1

ANNEXES :

Forms VP 1 to VP 7, VP 9, VP 10, VP 12 to VP 14^{bis}.

Postal administration of origin VP 1

ADVICE

of transfer

Postal giro centre or inpayment office of inpayment

Name and address of payer or inpayer
.....


No. of account or deposit **Date**

Name and address of payee
.....

Account No. of payee
.....

Postal giro centre
.....

Amount in Arabic figures
.....



Notes. The back of this advice may be used for a private message to the payee.

Giro, Lausanne 1974, Art. 105, § 1—Size: 148 x 105 mm

Postal administration of origin

LIST

VP 2

Postal giro centre

of transfers

of inpayments

of outpayments

Postal giro centre of destination	Date of list	No. on VP 3 list
	Number of VP 1, VP 13 or VP 13bis advices attached	
	Confirmation of a telegraphic transmission	

Payee			Payer or inpayer Account debited or deposit		Amount
Account (number of cheque form in case of outpayments)		Name and address	Number	Office	
Number	Office				
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
Total					

Si amo (in relief if possible) of the giro office of exchange and date

Postal administration of origin

VP 3

SUMMARY LIST

Lists of transfers

List of inpayments

Postal giro centre

List of outpayments

Postal giro centre of destination	Date of summary list
	No. of summary list
	Number of VP 2 lists attached

Please carry out the orders shown on the attached VP 2 lists, the amounts of which are the following

Serial number	Amount	Serial number	Amount	Serial number	Amount
1	2	3	4	5	6
1		Brought forward		Brought forward	
2		13		24	
3		14		25	
4		15		26	
5		16		27	
6		17		28	
7		18		29	
8		19		30	
9		20		31	
10		21		32	
11		22		33	
12		23		34	
Carried forward		Carried forward		Total	

Total sum of	In words
--------------	----------

Stamp (in relief if possible) of the giro office of exchange and date
Signature

Postal administration of origin

REGULARIZATION LIST

VP 4

- Transfers not made
- Outpayments not made
- Inpayments not made
- CORRECTION to a summary list
- NOTIFICATION of irregularity

Postal giro centre

Dispatching office of exchange			Date of the VP 4	
			Number of annexes	
			Date of summary list	N°
List No	Serial No	Payee Account No. and name and address	Payer or inpayer Account No. and name and address	Amount
1	2	3	4	5
		Reason		
		Reason		
		Reason		
		Reason		
		Reason		
		Reason		
		Reason		
No. of liaison giro account to which total amount is credited			Total	

Reasons for the correction or the notification

Total of the summary list described above after correction¹

In figures	In words
------------	----------

Stamp (in relief if possible) of the giro office of exchange and date
Signatures

¹ Only if summary list corrected

Postal administration of origin

REQUEST FOR CANCELLATION

VP 5

Postal giro centre or inpayment office

Transfer

Inpayment

Outpayment

Giro centre of destination	Date of request
	Notes. To be sent by registered post.
	<input type="checkbox"/> Confirmation of a telegraphic request

Confirmation of the telegraphic request	Giro centre or inpayment office of origin
	Date of telegraphic request
	Giro centre of destination

Please cancel the order described below and return the relevant advice to us

Payer or inpayer	Giro centre or inpayment office of origin
	Account or deposit No
	Name and place of address
Amount	In figures, in currency of the country of destination
Payee	Giro centre
	Account No
	Name and place of address

Stamp of giro centre or inpayment office of origin and date
Signature

Advice sent	Date	Summary list No
	No of list	Serial No

Stamp of giro office of exchange of administration of origin and date
Signature

Giro, Lausanne 1974, Art 110, § 1—Size 210 x 297 mm

VP 6

**TELEGRAPHIC REQUEST FOR
CANCELLATION**

Postal administration of origin

Transfer Inpayment
 Outpayment

Date of request

Office where payee's account is held

"Postbur" cheques

Cancel transfer inpayment Account No.

Giro centre or inpayment office of origin

Name and address of payer or inpayer

Amount in Arabic figures

Giro centre of destination

Account No.

Name and address of payee

"Postbur" cheques "Posibur"

Stamp of giro centre or inpayment office of origin and date

Notes: Confirm this request immediately in writing, by means of a VP 3 form.

INQUIRY

VP 7

Postal administration of origin

Transfer

Inpayment

Outpayment

Giro centre or inpayment office of origin		Date of inquiry
		Date of transfer or inpayment
Payer or inpayer	Name and place of address	
	Account or deposit No.	
Amount	In figures, in currency of the country of destination	
Payee	Name and place of address	
	Giro centre	Account No.
Dispatch by the giro centre or inpayment office of origin	Giro centre or office of inpayment	Stamp
	Exchange office of origin	
	List No.	Date
	Signature	
Dispatch by the giro office of exchange of the administration of origin	Exchange office of origin	Stamp
	Exchange office of destination	
	List No.	Serial No.
	Date	
	Signature	
Dispatch by the giro exchange office of the administration of destination	Exchange office of destination	Stamp
	Giro centre of destination	
	List No.	Date
	Signature	
Reply from the giro centre of destination		
Stamp of the giro centre of destination and date		
Signature		

Giro, Lausanne 1974, Art 111—Size 210 x 297 mm

VP 9 Back

Description of the persons representing the applicant

Names and full descriptions of the persons who are legally entitled to represent the applicant according to the register of companies, the appropriate register for cooperative societies, the register of friendly societies, deed of partnership, articles of association, etc.

Names and titles	May sign alone	
.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The powers conferred on the persons enumerated above are subject to the following restrictions

.....

.....

.....

.....

.....

Result of investigation

The attached request to open a postal giro account has been verified by us in conformity with the regulations in force in our country regarding the opening of such accounts

As a result of this investigation we should feel no hesitation, if application were made, in opening a giro account in our service for the applicant described above

An account is already being kept in our service under this description. The applicant is entitled to sign, his signature corresponds to the specimen in our files

Stamp (in relief if possible) of the giro centre and date
Signatures of officials

(Front)

Postal administration of origin

VP 10

ADVICE OF ENTRY

Giro centre or inpayment office

Stamp of the giro centre preparing the advice

On postal service

Postal transfer

Telegraph transfer

Postal inpayment

Telegraph inpayment

This advice should be returned by the quickest route, including air, without surcharge. A blue PAR AVION (BY AIR MAIL) label or impression shall be affixed to advices which are returned by air

Name of payer or inpayer

Street and number

Place of destination

Country of destination

Giro, Lausanne 1974, Art 109, § 2—Size: 148 x 105 mm

(Back)

Amount in figures, in currency of the country of destination

Payer or inpayer Name and address

Account No.

Payee Name and address

Account No.

Giro centre holding the account to be credited

Action on the order described Date

Carried out Reason

Not carried out

Stamp, date and signature

37 mm	111 mm	(Front)
Postal administration of origin COUPON intended for payee	Postal administration of origin Giro centre	ORDER <input type="checkbox"/> Transfer <input type="checkbox"/> Outpayment
		VP 13
Name and giro account No. of payer	Name and giro account No. of payer	No. of cheque
Amount in arabic figures _____	Amount in arabic figures _____ Amount in words and roman letters _____	
Name and address of payee	Name and address of payee Street and No.	
Payee's giro account	Place and country of destination	Payee's giro account
Stamp 	Stamp 	Date and signature _____ Record number _____
Messages (see overleaf)		Sum debited in figures _____
Do not write below		Do not write below

105 mm


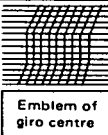
25.4 mm (= 1 inch)

Giro, Lausanne 1974, Art 129, § 1—Size: 148 x 105 mm

(Back)			
Reserved for office of origin	Space for endorsements if any		Messages
Equivalent value _____			
Charges _____			
Total _____			
Stamp 	Payee's receipt Received the sum shown overleaf Place and date _____ Signature of payee _____		
Reserved for office of exchange of origin	In-register No. _____ Identity document _____	Stamp 	
Do not write below		Do not write below	

74.9 mm		111 mm	(Front)
Postal administration of origin COUPON intended for payee	Postal administration of origin Giro centre	ORDER <input type="checkbox"/> Transfer <input type="checkbox"/> Outpayment VP 13bis No. of cheque	
Name and giro account No. of payer	Name and giro account No. of payer		
Amount in arabic figures	Amount in arabic figures		
	Amount in words and roman letters		
Name and address of payee	Name and address of payee		
	Street and No.		Payee's giro account
Payee's giro account	Place and country of destination		
Stamp	Stamp	Date and signature	
		Record number	Sum debited in figures
Messages (see overleaf)	Do not write below		
	25.4 mm (= 1 inch)		
	105 mm		

Giro, Lausanne 1974, Art. 129, § 1—Size 185.9 x 105 mm


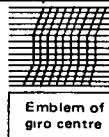
GIRO Postal cheques service		VP 14
(No. of cheque) — (Name and giro account No. of payer)		
Amount in figures		 Emblem of giro centre
Date		
PTO		

123.24 mm

82.55 mm

Giro, Lausanne 1974, Art. 149, § 1—Size: 123.24 x 82.55 mm

N.B. For the back, text printed according to article 40 of the Giro Agreement.

GIRO Postal cheques service		VP 14bis
(No. of cheque) — (Name and giro account No. of payer)		
Amount in figures		 Emblem of giro centre
Date		
DO NOT WRITE BELOW		PTO

25.4 mm
(= 1 inch)

Giro, Lausanne 1974, Art. 149, § 1—Minimum dimensions: 123.24 x 82.55 mm,
maximum dimensions: 148 x 105 mm

N.B. For the back, text printed according to article 40 of the Giro Agreement.

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED OR APPROVED THE AGREEMENT,
INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL
WITH THE GOVERNMENT OF SWITZERLAND

<i>State or Territory</i>	<i>Date of definitive signature (s) or date of deposit of instrument of ratification or approval (AA)</i>	
BELGIUM.....	23 October	1975 AA
DENMARK.....	5 July	1974 s
FRANCE.....	22 October	1975 AA
The whole of the territories represented by the French Overseas Postal and Telecommunication Office.....	22 October	1975 AA
GERMANY, FEDERAL REPUBLIC OF..... (With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)	29 December	1975
ICELAND.....	6 October	1975
JAPAN.....	1 August	1975 AA
LIECHTENSTEIN.....	20 August	1975
LUXEMBOURG.....	11 March	1976 AA
NETHERLANDS..... (In respect of the Netherlands, Surinam and the Nether- lands Antilles.)	21 November	1975
SWITZERLAND.....	9 September	1975
TUNISIA.....	30 October	1975
UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND.. (In respect of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man.)	23 February	1976 AA

No. 14728

UNIVERSAL POSTAL UNION

**Cash-on-Delivery Agreement (with Detailed Regulations).
Concluded at Lausanne on 5 July 1974**

Authentic text: French.

Registered by Switzerland on 26 April 1976.

CASH-ON-DELIVERY AGREEMENT

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CASH-ON-DELIVERY AGREEMENT¹

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, § 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² have, by common consent and subject to the provisions of article 25, § 3, of the Constitution, drawn up the following Agreement

Chapter I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the exchange of cash-on-delivery items that contracting countries agree to set up in their reciprocal relations.

Chapter II

General conditions, charges, transfer of funds

Article 2

Items accepted

1 Unregistered letter-post items whose COD amount does not exceed 50 francs, registered items, insured letters and postal parcels, which fulfil the conditions laid down in the Convention,³ the Insured Letters Agreement⁴ or the Postal Parcels Agreement⁵ may be sent cash-on-delivery.

2 Administrations shall be entitled to restrict the cash-on-delivery service to some only of the above-mentioned categories of item

Article 3

Maximum amount

Whatever the method of settlement, the COD amount may not exceed the maximum adopted in the collecting country of the issue of the money orders intended for the country of origin of the item, unless a higher maximum has been mutually agreed on

¹ Put into effect on 1 January 1976, in accordance with article 20.

See p. 507 of this volume for the list of States and territories which ratified, approved or acceded to the Agreement.

² United Nations, *Treaty Series*, vol. 611, p. 7.

³ See p. 53 of this volume.

⁴ See p. 213 of this volume.

⁵ See p. 243 of this volume.

Article 4

Currency

In the absence of special agreement, the COD amount shall be expressed in the currency of the country of origin of the item; however, if the COD amount is paid in or transferred to a postal giro account held in the collecting country, this amount shall be expressed in the currency of that country.

Article 5

Methods of settling with the sender

The funds intended for the sender of the items shall be sent to him:

- (a) by "COD money order" the amount of which may be entered to the credit of a postal giro account held in the country of origin of the item, when the regulations of the administration of that country so permit;
- (b) if the administrations concerned allow such procedures; by transfer or inpayment to a postal giro account held either in the collecting country or in the country of origin of the item.

Article 6

Methods of exchanging COD money orders

The exchange of COD money orders may be carried out by cards or lists, as administrations prefer. In the first case, the instruments shall be called "COD card money orders" and in the second "COD list money orders".

Article 7

Charges

- 1 The administration of origin of the item shall freely decide the charge to be paid by the sender, in addition to the postal charges payable on the category to which the item belongs, when payment is made by COD money order or COD inpayment money order.
- 2 The charge payable on a COD item paid for by COD inpayment money order shall be lower than that which would be payable on an item of the same amount paid for by COD money order.
- 3 COD money orders shall automatically be sent to the paying office by the fastest route (air or surface).
- 4 If the COD amount is to be transferred to or paid in a postal giro account either in the collecting country or in the country of origin of the item, a set charge of 30 centimes at most shall be collected from the sender.
- 5 Furthermore, for the transfers or inpayments mentioned in § 4, the administration of the collecting country shall collect on the COD amount the following charges:
 - (a) a set charge of 2 francs at most;
 - (b) any internal charge payable on transfers or inpayments when they are made to the credit of a postal giro account held in the collecting country;
 - (c) the charge payable on international transfers or inpayments when they are made to the credit of a postal giro account in the country of origin of the item.

Article 8

Cancellation or alteration of the COD amount

- 1 The sender of a COD item, under the conditions prescribed in article 30 of the Convention, may ask for the COD amount to be cancelled, reduced or increased.

2 If the COD amount is increased, the sender shall pay, on the increase, the charge mentioned in article 7, § 1, this charge shall not be collected when settlement is made by inpayment or transfer to a postal giro account.

Article 9

COD money orders

- 1 COD money orders shall be admitted up to the maximum amount adopted by virtue of article 3
2. Subject to the reservations made in the Regulations,¹ COD money orders shall be subject to the provisions laid down in the Money Orders and Postal Travellers' Cheques Agreement.²

Article 10

Payment of COD money orders relating to parcels

COD money orders relating to COD parcels shall be paid to senders under the conditions laid down by the administration of origin of the item.

Article 11

Non-payment of payee

- 1 The amount of a COD money order which, for any reason, has not been paid to the payee shall be kept at his disposal by the administration of the country of origin of the item, it shall be permanently acquired by that administration upon expiry of the legal prescription period in force in that country
- 2 When, for any reason, the inpayment or transfer to a postal giro account requested under article 5 (b), cannot be carried out, the administration which collected the funds shall convert them into a COD money order made out to the sender of the item

Chapter III

Liability

Article 12

Principle and extent of liability

- 1 Administrations shall be liable for the funds collected until the COD money order has been duly paid or until due entry to the credit of a postal giro account
2. Furthermore, administrations shall be liable, up to the COD amount, for the delivery of items without collection of funds or against collection of a sum lower than the COD amount
- 3 Administrations shall assume no liability for delays which may occur in the collection and dispatch of funds

¹ See p. 488 of this volume.
² See p. 351 of this volume

Article 13**Exceptions**

No indemnity shall be payable in respect of the COD amount:

- (a) if the failure to collect is due to an error or negligence on the part of the sender;
- (b) if the item has not been delivered because it falls within the prohibitions specified in the Convention — articles 19, §§ 16 and 18 (b), and 33, § 1 —, or in the Insured Letters Agreement — article 3, §§ 4 and 5, and article 5 —, or in the Postal Parcels Agreement — article 19 (a) (ii) (iv) (v) (vi) (vii) (viii) and (b), and article 23;
- (c) if no inquiry has been made within the period specified in article 39, § 1, of the Convention.

Article 14**Payment of indemnity. Recourse. Time allowed**

1. The obligation to pay the indemnity shall rest with the administration of origin of the item; that administration may exercise its right of recourse against the administration which was liable and which shall be bound to reimburse it, under the terms laid down in article 49 of the Convention, the sums paid out on its behalf.
2. The administration which finally bore the payment of the indemnity shall have the right of recourse, up to the amount of that indemnity, against the addressee, against the sender or against third parties.
3. Article 48 of the Convention relating to the time allowed for payment of the indemnity for the loss of a registered item shall apply, for all categories of COD items, to the payment of the sums collected or the indemnity.

Article 15**Determination of liability with regard to collection**

1. The collecting administration shall not be liable for irregularities committed when it can:
 - (a) prove that the error was due to the non-observance of a statutory provision by the administration of the country of origin.
 - (b) establish that, at the time of transfer to its service, the item and, in the case of a postal parcel, the dispatch note relating thereto, did not bear the regulation endorsements.
2. When liability cannot be clearly assigned to one of the two administrations, they shall bear the loss equally.

Article 16**Return to sender of an item delivered to the addressee without collection of the COD amount**

1. When the addressee returns an item which has been delivered to him without collection of the COD amount, the sender shall be advised that he may take possession of it within a period of three months, on condition that he drop all claim to payment of the COD amount or return the amount received by virtue of article 12, § 2.
2. If the sender takes delivery of the item, the amount reimbursed shall be repaid to the administration or administrations which bore the loss.
3. If the sender does not take delivery of the item, it shall become the property of the administration or administrations which bore the loss.

Chapter IV

Miscellaneous and final provisions

Article 17

Allocation of charges when the COD amount is paid by money order

- 1 The administration of origin of the item shall allocate to the collecting administration, on the amount of the charges that it has collected in application of article 7, a unit rate the amount of which shall be fixed at 2 francs
- 2 COD items paid for by COD inpayment money order shall give rise to the allocation of the same rate as that which is allocated when payment is made by COD money order.

Article 18

Application of the Convention and certain Agreements

The Convention, the Money Orders and Postal Travellers' Cheques Agreement, the Giro Agreement,¹ the Insured Letters Agreement and the Postal Parcels Agreement shall be applicable where appropriate in all cases which do not run counter to this Agreement.

Article 19

Conditions of approval of proposals concerning this Agreement and its Detailed Regulations

1. To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations shall be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress shall be present at the time of voting
2. To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations shall obtain.
 - (a) unanimity of votes, if they involve the addition of new provisions or amendments to articles 1 to 9, 11 to 17, 19 and 20 of this Agreement and article 122 of its Detailed Regulations.
 - (b) two-thirds of the votes, if they involve amendments to the provisions of this Agreement other than those mentioned under (a);
 - (c) a majority of the votes, if they involve interpretation of the provisions of this Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 20

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1976 and shall remain in operation until the entry into force of the Acts of the next Congress

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original, which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

¹ See p. 419 of this volume.

This Agreement was signed on behalf of the States and territorial entities listed below by one or several of the plenipotentiaries who signed the Second Additional Protocol to the Constitution of the Universal Postal Union:

(For the signatures affixed by those plenipotentiaries under the Second Additional Protocol, see United Nations, Treaty Series, vol. 1004, p. 11).

Democratic People's Republic of Algeria
Federal Republic of Germany
Argentine Republic
Republic of Austria
Belgium
People's Republic of Bulgaria
Republic of Burundi
United Republic of Cameroon
Central African Republic
Chile
Republic of Colombia
People's Republic of the Congo
Republic of the Ivory Coast
Republic of Dahomey
Kingdom of Denmark
Arab Republic of Egypt
Republic of Ecuador
Spain
Republic of Finland
French Republic
The whole of the territories represented by the French Overseas Postal and Telecommunications Office
Gabon Republic
Greece
Republic of Upper Volta
Republic of Honduras
People's Republic of Hungary
Republic of Indonesia
Republic of Iraq
Republic of Iceland
Khmer Republic
Lebanese Republic
Libyan Arab Republic
Principality of Liechtenstein
Luxembourg
Malagasy Republic
Republic of Mali
Kingdom of Morocco
Islamic Republic of Mauritania
Principality of Monaco
Republic of Nicaragua
Republic of Niger
Norway
Republic of Paraguay
Netherlands
Netherlands Antilles and Surinam
People's Republic of Poland

Portugal
Republic of San Marino
Republic of Senegal
Sweden
Swiss Confederation
Republic of Chad
Czechoslovak Socialist Republic
Thailand
Togolese Republic
Tunisia
Turkey
Eastern Republic of Uruguay
Vatican City State
Arab Republic of the Yemen
Federative Socialist Republic of Yugoslavia
Republic of Zaire

DETAILED REGULATIONS
OF THE CASH-ON-DELIVERY AGREEMENT

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DETAILED REGULATIONS OF THE CASH-ON-DELIVERY AGREEMENT

Having regard to article 22, § 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,¹ the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Cash-on-Delivery Agreement.²

Chapter I

Preliminary provisions

Article 101

Information to be supplied by administrations

1. At least three months before implementing the Agreement, each administration shall transmit to the other administrations, through the intermediary of the International Bureau, any relevant information concerning the cash-on-delivery service.
2. Any amendment shall be notified without delay

Article 102

Forms for the use of the public

For the purpose of applying article 10, § 3, of the Convention, the following shall be considered as forms for the use of the public

- R 3 (international COD money order, letter-post and insured letters service),
- R 4 (international COD money order, postal parcels service),
- R 6 (international COD inpayment money order, letter-post and insured letters service),
- R 7 (international COD inpayment money order, postal parcels service),
- R 8 (international COD money order to be filled in by machine, letter-post and insured letters service),
- R 9 (international COD money order to be filled in by machine, postal parcels service).

¹ United Nations, *Treaty Series*, vol. 811, p. 7.

² See p. 480 of this volume.

Chapter II

Posting

Article 103

Indications to be given on the items and dispatch notes

1. Unregistered and registered items, insured letters, postal parcels on which a COD charge is payable and the corresponding dispatch notes shall bear very prominently, on the address side in the case of the items, the heading "*Remboursement*" (COD) followed by the COD amount in roman letters and arabic numerals, without erasure or alteration, even if certified. The entry relating to the COD amount may not be made in pencil or indelible pencil; however, service instructions may be made with an indelible pencil.
2. In the indication of the COD amount in letters, the name of the currency units shall not be abbreviated; when this indication refers to a currency based on the decimal system, fractions of the currency unit may be expressed in numerals only, but obligatorily in hundredths (or thousandths) by means of a figure of two (or three) numerals using a zero (or two zeros) if necessary. When the currency used is not based on the decimal system, the number and the name of currency units or fractions of currency units shall be written out in full; in the indication of the amount in numerals, the units or fractions of currency units not mentioned in the sum in letters shall be replaced by zeros.
3. If the sender asks for the COD money order mentioned in article 105 to be returned by air, the item and dispatch note, in the case of a parcel, shall be endorsed in bold letters "*Renvoi du mandat de remboursement par avion*" (Return COD money order by air mail).
4. The sender shall write on the address side of the item and, in the case of a parcel, on the front of the dispatch note, his name and address in roman letters. When the sum collected is to be entered to the credit of a postal giro account, the item and, where applicable, the dispatch note shall also bear on the address side the following wording in French or in another language known in the country of destination "*A porter au crédit du compte courant postal N° . . . de M . . . a . . . tenu par le bureau de chèques de . . .*" (Credit to postal giro account N° . . . of Mr . . . at . . . held by giro centre of . . .)

Article 104

Labels

1. When a COD charge is payable on them, unregistered and registered items and insured letters, shall bear on the front an orange label in the form of the annexed specimen R 1. The C 4 label provided for in article 130, § 4, of the Detailed Regulations of the Convention¹ (or impression of the special stamp instead) shall be applied wherever possible in the top corner of the R 1 label; however, administrations may use, instead of the two above-mentioned labels, a single label in the form of the annexed specimen R 2 bearing in roman letters the name of the office of origin, the letter R, the serial number of the item and an orange triangle containing the word "*Remboursement*" (COD).
2. COD postal parcels and their dispatch notes shall bear the R 1 label on the address side.

Article 105

Forms to be attached to the items

1. Apart from the cases provided for in §§ 5 and 7, every COD item shall be accompanied by a COD money order form in strong cardboard, conforming to the annexed specimens R 3, R 6, or R 8, light green in the case of a letter-post item or insured letter, and conforming to the annexed specimens R 4, R 7, or R 9, white in the case of a parcel. The money order form shall bear the indication of the COD amount in the currency of the country of origin of the item and, as a general rule, show the sender of that item as the payee of the money order.

¹ See p. 53 of this volume.

2. When the amount of the COD money order can be entered to the credit of a postal giro account held in the country of origin of the item, the sender wishing to take advantage of this facility shall give on the instrument, instead of his address, the holder and number of the postal giro account as well as the centre holding this account.
3. When the sender asks for the return of the COD money order by air, he shall write on the front of the R 3, R 4, R 6, R 7, R 8, or R 9 form, as the case may be, the words "*Renvoi par avion*" (Return by air mail); in addition, the office of origin of the item shall affix to that form a blue "*Par avion*" (By air mail) label or impression.
4. Each administration may have the money orders relating to items originating in its country addressed to the office of origin of the item or to any other of its offices. In that case, the name of the offices shall be given on the R 3, R 4, R 6, R 7, R 8, or R 9 form.
5. If the sender asks for the COD amount to be paid into a postal giro account held in the collecting country, in the absence of a special agreement, the item shall be accompanied by an inpayment form of the type prescribed by the regulations of that country. This form shall name the holder of the account to be credited and contain any other particulars required by the form, apart from the amount to be credited, which, after collection, shall be entered by the administration of destination of the item. If the inpayment form has a coupon, the sender shall write thereon his name, address and any other particulars he thinks necessary.
6. The money order shall be firmly attached to the item, or in the case of a parcel, to the dispatch note; the same shall apply, where appropriate, to the inpayment form.
7. No form shall be attached to the item or to the dispatch note, if the sender, pursuant to article 5 (b), of the Agreement, asks for the COD amount to be paid into a postal giro account held in the country of origin of the item or transferred to a postal giro account.

Article 106

Transmission of unregistered letter-post items on which a COD charge is payable

Unregistered letter-post items on which a COD charge is payable shall be inserted in mails in accordance with article 152, of the Detailed Regulations of the Convention.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 107

Cancellation or alteration of the COD amount

1. Every request for cancellation or alteration of the COD amount shall be subject to article 140 of the Detailed Regulations of the Convention
2. In the case of a telegraphic request, this shall be confirmed by the first post by a postal request accompanied by the facsimile referred to in the above-mentioned article 140, § 1. The collecting office shall hold the item until receipt of this confirmation; the collecting administration may, on its own responsibility, act on the telegraphic request without waiting for confirmation by post.
3. If the COD amount is to be settled by money order, the postal request for alteration shall be accompanied by a new R 3, R 4, R 6, R 7, R 8 or R 9 form, as the case may be, giving the corrected amount. In the case of a telegraphic request, the COD money order shall be replaced by the collecting office under the conditions laid down in article 112, § 3.
4. If, on posting the item, the sender asked for the COD money order to be returned by air, the new money order form shall bear on the front the words "*Renvoi par avion*" (Return by air mail) as well as the blue "*Par avion*" (By air mail) label or impression.

Article 108

Redirection

1. Any item on which a COD charge is payable may be redirected if the country of new destination provides, in its relations with the country of origin, the service for items of this type, in that case, the COD money order form shall remain attached to the item.
2. If the sender has asked for settlement by entry to the credit of a postal giro account and if the country of new destination does not allow this form of payment, article 11, § 2, of the Agreement shall apply. The office of new destination shall convert the COD amount into the currency of its country, taking as a basis the rate defined in article 109, § 1.

Chapter IV

Operations at the collecting office

Article 109

Conversion. Treatment of payment instruments

1. In the absence of special agreement, the COD amount expressed in the currency of the country of origin of the item shall be converted into the currency of the collecting country by the postal administration of the latter country; this administration shall use the conversion rate it uses for money orders intended for the country of origin of the item.
2. Immediately after collecting the COD amount, the collecting office or any other office appointed by the collecting administration shall fill in the "*Indications de service*" (Service instructions) part of the COD money order and, after applying its date-stamp, shall send it without charge to the address on it or to its office of exchange, as the case may be.
3. In the case of redirection and subject to article 108, § 2, the administration of new destination shall follow the same procedure as if the items had been sent to it direct.
4. COD money orders shall be automatically sent to the paying office by the fastest route (air or surface).
5. If the funds collected are paid into or transferred to a postal giro account, the advice of transfer or inpayment intended for the holder of the account shall bear on the front the word "*Remboursement*" (COD) and, on the back, the category, the number of the COD item and, if applicable, the name of the addressee of the item.
6. The inpayment forms for COD items the amount of which is to be entered to the credit of a postal giro account in the collecting country shall be treated according to the regulations of that country.

Article 110

Treatment of irregularities

1. In case of discrepancy between the indications of the COD amount on the item, on the one hand, and on the money order or dispatch note, on the other, the higher figure shall be collected from the addressee.
2. If the sender refuses to pay that sum, the item may, subject to § 5, be delivered against payment of the lower figure, provided that he pledges to make, if necessary, an additional payment on receipt of information supplied by the administration of origin; if he does not accept this condition, delivery of the item shall be postponed.
3. In every case, a request for information shall be sent immediately, by the quickest route (air or surface), to the service indicated by the administration of origin, which shall reply as soon as possible and by the quickest route (air or surface), stating the exact COD amount and applying, where applicable, article 107, § 3.

4 Dispatch of the COD money order, inpayment form, or transfer order shall be postponed until receipt of the reply to the request for information

5. When the addressee is a transient or has to leave, payment of the higher figure shall always be required, in the case of refusal, the item shall not be delivered until receipt of the reply to the request for information

Article 111

Payment period

1 The COD amount shall be paid within seven days reckoned from the day after the arrival of the item at the collecting office; this period may be extended to one month at most when the legislation of the collecting country so permits.

2. If a registered or insured item is involved, it shall be returned to the office of origin upon expiry of the payment period, the sender may, however, ask in a note for the immediate return of the article if the addressee will not pay the COD amount at the first presentation. The article shall also be returned immediately if the addressee, upon presentation, categorically refuses all payment

3. If a parcel is involved, it shall be treated upon expiry of the payment period in accordance with articles 22, 25, § 2 and 3, 28 and 29 of the Postal Parcels Agreement, the sender may, however, ask for the instructions given by him by virtue of article 106, § 7, of the Detailed Regulations of the Postal Parcels Agreement¹ to be carried out immediately if the addressee will not pay the COD amount at the first presentation. These instructions shall also be carried out immediately if the addressee, upon presentation, categorically refuses all payment. If, in reply to an advice of non-delivery, the sender has given instructions to the collecting office, the above-mentioned periods shall be reckoned from the day after arrival of these instructions.

Article 112

Destruction, cancellation or replacement of payment instrument forms

1 The following shall be destroyed by the collecting administration

- (a) any COD money order form which has become unusable because of discrepancy between the indications of the COD amount or as a result of cancellation or alteration of the amount;
- (b) any inpayment form which has become unusable because of cancellation of the COD amount

2 Any form relating to an item returned to origin for any reason shall be cancelled by the office which returns the item

3 When forms relating to COD items are mislaid, lost or destroyed before collection, the collecting office shall make duplicates of them on regulation forms

Article 113

Undelivered or uncollected card money orders

1 COD money orders which could not be paid to payees shall, where applicable after being subjected to the formality of authorization to extend the validity period, be receipted by the administration of origin of the items to which these instruments refer and credited to the account of the administration which issued them

2 The same shall apply to COD money orders which have been delivered to the rightful owners, but the amount of which has not been collected. Such instruments shall first be replaced by payment authorizations prepared by the administration of origin of the money orders

¹ See p. 243 of this volume.

Chapter V

Accounting

Article 114

Preparation and settlement of accounts relating to card money orders

- 1 In the absence of special agreement, accounts relating to paid COD money orders shall be prepared on a form conforming to the annexed specimen R 5.
- 2 Where applicable, the amount of the charge relating to the return by air of COD money orders to be allocated to the collecting country shall be entered on the R 5 form in a special column opposite each paid COD money order.
- 3 In the absence of special agreement, R 5 forms may be used for COD money orders relating to letter-post items, insured items or parcels.
- 4 The paid and receipted COD money orders shall accompany the R 5 detailed account. They shall be entered in the alphabetical or numerical order of the issuing offices, as agreed, and according to the numerical order of entry in the registers of those offices, wherever possible in chronological order. The administration preparing the account shall deduct from its total debt the amount of the charges payable to the corresponding administration in accordance with article 17 of the Agreement.
- 5 The balance of the R 5 account shall be added, wherever possible, to that of the monthly account for money orders prepared for the same period. Verification and settlement of the R 5 account shall be carried out in accordance with the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.¹

Chapter VI

Special provisions for COD list money orders

Article 115

Offices of exchange for COD list money orders

"COD list money orders" shall be exchanged only through the intermediary of offices called "offices of exchange" designated by the administration of each of the contracting countries.

Article 116

Preparation and transmission of COD lists

- 1 Each office of exchange shall prepare, daily or upon agreed dates, MP 2 lists bearing the impression "*Remboursement*" (COD) recapitulating the COD list money orders sent to it by the collecting offices. If the money orders are not attached, the category and number of the COD items shall be noted in the "Remarks" column of the MP 2 list.
- 2 Every COD money order entered on a list shall bear a serial number called an international number, this number shall be assigned from an annual series beginning, by agreement between the administrations concerned, on 1 January or 1 July.
- 3 When the numbering changes, the first list which follows shall bear, in addition to its serial number, the last number of the preceding series.
- 4 The lists themselves shall be numbered, according to the natural sequence of numbers, beginning on 1 January and 1 July of each year.

¹ See p. 351 of this volume.

5 The lists shall be transmitted to the corresponding office of exchange by the first post by the most rapid route (air or surface) and, in the absence of special agreement, without the COD money orders relating thereto.

6. The corresponding office of exchange shall acknowledge receipt of each list by an appropriate entry on the first list dispatched in the opposite direction.

7. In the absence of special agreement, one list may be used for COD charges relating to letter-post items, insured letters and parcels.

Article 117

Special COD lists

A special MP 2 list shall be prepared for each of the following categories of money orders:

- (a) money orders exempt from charges referred to in both article 16 of the Convention and article 7 of the Money Orders and Postal Travellers' Cheques Agreement; the list shall be endorsed, at the top, "*Mandats exempts de taxe*" (Money orders exempt from charges);
- (b) money orders which the sender of the item has asked to be sent by air; the list shall be endorsed "*Mandats par avion*" (Money orders by air mail) and shall be forwarded by the first air mail.

Article 118

Verification and correction of COD lists

Verification and correction of amounts and entries made in the COD lists as well as the treatment of other irregularities shall be subject to article 126 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

Article 119

Payment of COD list money orders

Upon receipt of an MP 2 list, the office of exchange of the country of origin of the item shall, by means of a form selected by its administration according to its requirements, pay the payees of the COD list money orders.

Article 120

Undelivered or uncollected money orders

1. COD money orders included in the lists but whose payment instruments could not be delivered to the payees shall be allocated to the administration of origin of the items.
2. The same shall apply in the case of payment instruments delivered to the rightful owners but the amounts of which have not been collected.

Article 121

Preparation and settlement of accounts

1. Subject to the following special provisions, COD list money orders shall be subject, with regard to the preparation and settlement of accounts, to the provisions relating to list money orders contained in the Money Orders and Postal Travellers' Cheques Agreement.
2. Each administration of origin of COD items shall prepare at the end of each month, for each administration of destination, an R 5 monthly account. The totals of the lists received during the month shall be recapitulated in this account.

3. The administration preparing the account shall deduct from the total the amount of the charges payable to the corresponding administration in accordance with article 17 of the Agreement.
4. Where applicable, the amount of the charge relating to the return by air of COD money orders to be allocated to the collecting country shall be entered on the R 5 form in a special column.
5. The balance of the R 5 account shall be added, wherever possible, to that of the monthly account for money orders prepared for the same period. Verification and settlement of the R 5 account shall be carried out in accordance with the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.

Chapter VII

Final provisions

Article 122

Entry into force and duration of the Regulations

1. These Regulations shall come into force on the day on which the Cash-on-Delivery Agreement comes into operation.
2. They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Lausanne, 5 July 1974.

SIGNATURES

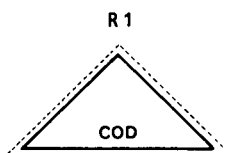
(The same as for the Agreement; see p. 486 of this volume.)

LIST OF FORMS

No	Title or nature of form	References
1	2	3
R 1	"COD" label	Art 104, § 1
R 2	"R" label combined with name of office of origin, the number of the item and the triangle bearing the word "COD"	Art 104, § 1
R 3	International COD money order (Letter-post and insured letters)	Art 105, § 1
R 4	International COD money order (Parcels)	Art 105, § 1
R 5	Detailed account of COD money orders	Art 114, § 1
R 6	International COD inpayment money order (Letter-post and insured letters)	Art 105, § 1
R 7	International COD inpayment money order (Postal parcels)	Art 105, § 1
R 8	International COD money order to be filled in by machine (Letter-post and insured letters)	Art 105, § 1
R 9	International COD money order to be filled in by machine (Postal parcels)	Art 105, § 1

ANNEXES :

Forms R 1 to R 9

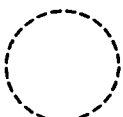
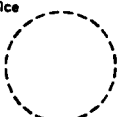


COD, Lausanne 1974, Art. 104, § 1—Size: base 37 mm, height 18 mm,
colour: orange




COD, Lausanne 1974, Art. 104, § 1—Size: 37 x 13 mm,
triangle orange

(Front)

COUNTERFOIL		INTERNATIONAL COD MONEY ORDER R 3	
Sender		Letter-post and insured items	
Amount in Arabic figures		Office of posting of item	
Amount in Arabic figures		Country of destination of item	
Item No.	Amount in words and Roman letters		Country of destination of item
Office			
Date of posting	Name and forenames of payee		Item No.
Addressee of item	Street and No.		Date of posting
	Place of destination,		Sum collected
	Country of destination		
Stamp of the issuing office	Stamp of the issuing office	Money order No.	Date
		Issuing office	Service instructions
		Signature of the official	

COD, Lausanne 1974, Art. 105, § 1—Size: 148 x 105 mm, colour: light green

(Back)

Space for endorsements, if any	
Payee's receipt	
Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
N°	

(Front)

COUNTERFOIL		INTERNATIONAL COO MONEY ORDER R 4	
Sender		Postal parcels	
Amount in Arabic figures	Amount in Arabic figures	Office of posting of parcel	
Parcel No.	Amount in words and Roman letters	Country of destination of parcel	
Office			
Date of posting	Name and forenames of payee	Parcel No.	
Addressee of parcel	Street and No.	Date of posting	
	Place of destination	Sum collected	
	Country of destination		
Stamp of the issuing office	Stamp of the issuing office	Money order No.	Date
		Issuing office	
		Signature of the official	

COD, Lausanne 1974, Art. 105, § 1—Size: 148 x 105 mm, colour: white

(Back)

Space for endorsements, if any	
Payee's receipt	
Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
N°	

Creditor administration

DETAILED ACCOUNT
COD money orders

R 5

Number		Date of issue	Issuing office	Amount of money orders		Remarks
se-rial	of issue					
1	2	3	4	5		6
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Totals						
Less						
Unit rate (2 fr per money order)						
Balance to the credit of the creditor administration						

(Front)

COUNTERFOIL		INTERNATIONAL COD MONEY ORDER R8 to be filled in by machine Letter-post end insured items	
Sender	Office of posting of item		
Amount in Arabic figures	Amount in Arabic figures		
Item No.	Amount in words and Roman letters	Country of destination of parcel	
Office			Item No.
Date of posting			Date of posting
Addressee of item	Payee	Sum collected	
Stamp of the issuing office	Stamp of the issuing office	Money order No.	Date
		Issuing office	Service instructions
		Signature of the official	

COD, Lausanne 1974, Art. 105, § 1—Size. 148 x 105 mm, colour light green

(Back)

Space for endorsements, if any	
Payee's receipt	
Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
N°	

(Front)

COUNTERFOIL		INTERNATIONAL COD MONEY ORDER R9 to be filled in by machine Postal parcels	
Sender		Office of posting of parcel	
Amount in Arabic figures	Amount in Arabic figures		
Parcel No.	Amount in words and Roman letters		Country of destination of parcel
Office			
Date of posting			Parcel No.
Addressee of parcel	Payee		Date of posting
			Sum collected
Stamp of the issuing office	Stamp of the issuing office	Money order No.	Date
		Issuing office	
		Signature of the official	

COD, Lausanne 1974, Art. 105, § 1—Size: 148 x 105 mm, colour white

(Back)

Space for endorsements, if any	
Payee's receipt	
Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
N ^o	

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED, APPROVED OR ACCEDED TO THE AGREEMENT, INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL WITH THE GOVERNMENT OF SWITZERLAND, OR THE DATE OF THE NOTIFICATION OF ACCESSION EFFECTED BY THAT GOVERNMENT UNDER ARTICLE 11 (5) OF THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

<i>State or Territory</i>	<i>Date of definitive signature (s) or date of deposit of instrument of ratification or approval (AA) or date of notification of accession (a*)</i>	
BELGIUM	23 October	1975 AA
DENMARK	5 July	1974 s
FRANCE	22 October	1975 AA
The whole of the territories represented by the French Overseas Postal and Telecommunication Office	22 October	1975 AA
GERMANY, FEDERAL REPUBLIC OF (With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)	29 December	1975
ICELAND	6 October	1975
LIECHTENSTEIN	20 August	1975
LUXEMBOURG	11 March	1976 AA
NETHERLANDS (In respect of the Netherlands, Surinam and the Netherlands Antilles.)	21 November	1975
SURINAM	20 April	1976 a*
SWITZERLAND	9 September	1975
THAILAND	5 March	1976 AA
TUNISIA	30 October	1975

No. 14729

UNIVERSAL POSTAL UNION

**Collection of Bills Agreement (with Detailed Regulations).
Concluded at Lausanne on 5 July 1974**

Authentic text: French.

Registered by Switzerland on 26 April 1976.

COLLECTION OF BILLS AGREEMENT

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COLLECTION OF BILLS AGREEMENT¹

The undersigned plenipotentiaries of the Governments of member countries of the Union, having regard to article 22, § 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² have, by common consent and subject to the provisions of article 25, § 3, of the Constitution, drawn up the following Agreement

Chapter I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the exchange of bills for collection that contracting countries agree to set up in their reciprocal relations.

Article 2

Bills accepted for collection

- 1 Receipts, invoices, promissory notes, drafts, interest and dividend coupons, redeemed instruments and, in general, any commercial or other securities payable without charge shall be accepted for collection
- 2 Administrations shall be entitled to accept for collection only some of the categories of bills mentioned in § 1

Article 3

Protests Proceedings

Administrations may agree to have commercial bills protested and legal proceedings brought with regard to debts. They shall, by common consent, draw up the provisions necessary for that purpose.

Article 4

Currency

In the absence of special agreement, the amount of the bills for collection shall be expressed in the currency of the collecting country.

¹ Put into effect on 1 January 1976, in accordance with article 25.

See p. 533 of this volume for the list of States and territories which ratified, approved or acceded to the Agreement.

² United Nations, *Treaty Series*, vol. 611, p. 7

Chapter II

Posting of bills for collection items

Article 5

Form and charge of the item

Bills for collection shall be posted in the form of a duly prepaid registered letter sent direct by the sender to the post office assigned to collect the funds.

Article 6

Number of bills per item

The number of bills able to be inserted in one item shall be unlimited. The bills may be for collection from different debtors provided that they are served by the same post office and the collections are made for the benefit of or on behalf of the same person. In addition, the bills inserted in the same item shall be collectable at sight or on the same date.

Article 7

Maximum amount

The total amount to be collected shall not exceed per item the maximum allowed by the collecting administration for the issue of postal money orders intended for the country of origin of the item, unless a higher maximum has been mutually agreed on.

Article 8

Prohibitions

It shall be prohibited:

- (a) to make, on the bills, notes not concerning the article for collection,
- (b) to attach to the bills, letters or notes which could represent correspondence between the creditor and the debtor,
- (c) to make, on the dispatch note, notes other than those required by its make-up

Chapter III

Special provisions relating to certain facilities offered to the public

Article 9

Withdrawal of bills from the post. Correction of statement

The sender may, under the conditions prescribed in article 30 of the Convention, have all or some of the bills withdrawn from the post or, in case of error, have the dispatch statement corrected

¹ See p. 53 of this volume.

Article 10

Redirection

1. Bills shall be redirected only inside the collecting country and in the following cases:
 - (a) the debtor has changed his address;
 - (b) the bills are addressed to persons living in a part of the residence served by another office;
 - (c) all the debtors are served by another office.
2. No charge shall be collected for redirection

Chapter IV

Collection of bills. Dispatch of funds collected to the sender. Return

Article 11

Prohibition of part payments

Each bill shall be paid in full and on one occasion, otherwise it shall be regarded as refused.

Article 12

Methods of settling with the sender

The funds relating to one and the same item and intended for the sender of the bills shall be sent to him:

- (a) by Collection of Bills money order,
- (b) if the administrations concerned allow such procedures, by transfer or inpayment to a postal giro account held either in the collecting country or in the country of origin of the bills.

Article 13

Collection of Bills money orders

1. Collection of Bills money orders shall be admitted up to the maximum amount adopted by virtue of article 7.
2. Subject to the reservations made in the Regulations, Collection of Bills money orders shall be subject to the Postal Money Orders and Postal Travellers' Cheques Agreement.

Article 14

Methods of exchanging Collection of Bills money orders

The exchange of Collection of Bills money orders may be carried out by cards or lists, as administrations prefer. In the first case, the instruments shall be called "Collection of Bills card money orders" and in the second "Collection of Bills list money orders".

Article 15

Non-payment of payee

Article 11, § 2, of the Cash-on-Delivery Agreement¹ shall apply to Collection of Bills money orders and to inpayments or transfers to giro accounts of the amount of bills collected

¹ See p. 479 of this volume.

Article 16

Charges and fees

1. Unless § 3 applies, the following charges shall be levied on the amount of bills collected.
 - (a) a set charge of 60 centimes per collected bill, called "collection charge",
 - (b) a set charge of 60 centimes per uncollected bill, called "presentation charge";
 - (c) charges relating to the dispatch of the funds, viz
 - (i) charge relating to money orders, if dispatch takes place by Collection of Bills money order.
 - (ii) any internal charge payable on transfers or inpayments when they are made to the credit of a postal giro account held in the collecting country;
 - (iii) the charge payable on international transfers or inpayments when they are made to the credit of a postal giro account held in the country of origin of the bills;
 - (d) in the absence of special agreement and if the sender asks for the settled collection documents to be sent by air: the air surcharge calculated in relation to the weight;
 - (e) any fiscal dues payable on the bills
2. Bills which could not be collected as a result of some irregularity or error of address shall not be subjected to the collection charge or the presentation charge
3. If none of the bills in an item could be collected or if the sums collected are not sufficient for the full presentation charges to be levied, these charges shall be claimed from the sender of the item

Article 17

Calculation of certain charges and determination of amounts to be sent

1. The charges mentioned in article 16, § 1 (c) shall be calculated on the basis of the sums remaining after deduction of the collection and presentation charges, the air surcharge mentioned in article 16, § 1 (d) and the fiscal dues.
2. The amount of the funds to be sent to the sender of the bills shall result from the difference between the sums collected and the charges and fees levied

Article 18

Return of unpaid, uncollectable or misdirected bills

1. Unless they can be directed by virtue of article 10 or have to be delivered to an appointed third party, bills uncollected for any reason shall be returned to sender through the intermediary of the office of origin.
2. Return shall take place post-free in the manner and within the time-limits prescribed in the Regulations.¹
3. The collecting administrations shall not be obliged to hold the bills nor take any action to establish the non-payment of the bills.

Chapter V

Liability

Article 19

Principle and extent of liability

1. Postal administrations shall be liable for the loss of the bills after the envelopes containing them have been opened either in the collecting country or, in the case of return to sender of uncollected bills, in the country of origin of the bills

¹ See p. 520 of this volume.

2. The administration of the country in which the loss occurred shall reimburse the sender the actual amount of the loss incurred, although this amount may not exceed that of the indemnity provided for in article 44 of the Convention.

3. Administrations shall assume no liability for delays:

- (a) in the transmission or presentation of the bills for collection;
- (b) in the preparation of protests or the bringing of legal proceedings which they may have taken on themselves in application of article 3.

4. Subject to the above provisions, articles 12 to 16 of the Cash-on-Delivery Agreement relating to the liability of administrations shall apply to the Collection of Bills service, the idea of collection being substituted for that of cash-on-delivery.

Chapter VI

Miscellaneous and final provisions

Article 20

Allocation of charges

Article 28 of the Money Orders and Postal Travellers' Cheques Agreement¹ shall apply in the case of charges to be allocated to certain administrations on issue of Collection of Bills money orders

Article 21

Offices participating in the service

The Collection of Bills service shall be provided by all the post offices participating in the international money orders service.

Article 22

Application of the Convention and certain Agreements

The Convention, the Money Orders and Postal Travellers' Cheques Agreement and the Giro Agreement² shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 23

Exception to the application of the Constitution

Article 4 of the Constitution shall not apply to this Agreement

Article 24

Conditions of approval of proposals concerning this Agreement and its Detailed Regulations

1. To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations shall be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress shall be present at the time of voting.

¹ See p. 351 of this volume.

² See p. 419 of this volume.

2 To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations shall obtain:

- (a) unanimity of votes, if they involve the addition of new provisions or amendments to articles 1 to 20 and 22 to 25 of this Agreement and 103 to 107, 110, 111, 113, §§ 1 to 6, 114, 115, §§ 1, 2 and 4, and 123 of its Detailed Regulations,
- (b) two-thirds of the votes, if they involve amendments to the provisions of this Agreement other than those mentioned in the preceding paragraph and of articles 108, 112, 113, § 7, and 115, § 3, of its Detailed Regulations,
- (c) a majority of the votes, if they involve amendments to other articles of the Detailed Regulations or interpretation of the provisions of this Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution

Article 25

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1976 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original, which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

This Agreement was signed on behalf of the States and territorial entities listed below by one or several of the plenipotentiaries, who signed the Second Additional Protocol to the Constitution of the Universal Postal Union:

(For the signatures affixed by those plenipotentiaries under the Second Additional Protocol, see United Nations, Treaty Series, vol. 1004, p. 11.)

Democratic People's Republic of Algeria
Federal Republic of Germany
Argentine Republic
Republic of Austria
Belgium
United Republic of Cameroon
Central African Republic
Chile
Republic of Colombia
People's Republic of the Congo
Republic of the Ivory Coast
Republic of Dahomey
Arab Republic of Egypt
Republic of Ecuador
Spain
French Republic
The whole of the territories represented by the French Overseas Postal and Telecommunications Office
Gabon Republic
Greece
Republic of Upper Volta
Republic of Honduras
People's Republic of Hungary
Republic of Indonesia
Khmer Republic
Libyan Arab Republic
Principality of Liechtenstein
Luxembourg
Malagasy Republic
Republic of Mali
Kingdom of Morocco
Islamic Republic of Mauritania
Principality of Monaco
Republic of Nicaragua
Republic of Niger
Republic of Paraguay
Netherlands Antilles and Surinam
Portugal
Republic of San Marino
Republic of Senegal
Republic of Chad
Thailand
Togolese Republic
Swiss Confederation
Tunisia
Turkey
Eastern Republic of Uruguay

Vatican City State
Arab Republic of the Yemen
Federative Socialist Republic of Yugoslavia

DETAILED REGULATIONS
OF THE COLLECTION OF BILLS AGREEMENT

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DETAILED REGULATIONS OF THE COLLECTION OF BILLS AGREEMENT

Having regard to article 22, § 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,¹ the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the Collection of Bills Agreement.²

Chapter I

Preliminary provisions

Article 101

Information to be supplied by administrations

1. At least three months before implementing the Agreement, each administration shall transmit to the other administrations, through the intermediary of the International Bureau, an extract from its laws or regulations applicable to the Collection of Bills service, particularly with regard to the collection of interest and dividend coupons and redeemed instruments; it shall also state whether it carries out the collection of these coupons and instruments.
2. Any amendment shall be notified without delay.

Article 102

Forms for the use of the public

For the purpose of applying article 10, § 3, of the Convention,³ the following shall be considered as forms for the use of the public:

- RP 1 (Collection of Bills statement).
- RP 2 ("Collection of Bills" envelope).

Chapter II

Posting of items

Article 103

Conditions to be met by bills

To be eligible for collection, each bill shall:

- (a) set forth the sum to be collected in roman letters, if it is written in full, and in arabic numerals if it is expressed in figures;
- (b) give the name and address of the debtor;
- (c) show the date and place where the bill was drawn;

¹United Nations, *Treaty Series*, vol. 611, p. 7.

²See p. 510 of this volume.

³See p. 53 of this volume.

- (d) in the case of a bill of exchange, a cheque or a promissory note, bear the signature of the drawer;
- (e) have the stamp duty paid on it in the country of origin, if it is subject to that duty;
- (f) have at least the minimum dimensions laid down for letters in article 19, § 6, of the Convention

Article 104

Make up of dispatches of bills

1. Bills for collection forming one item shall be described on a statement in the form of the annexed specimen RP 1.
2. Interest or dividend coupons relating to instruments of the same category for collection at the same address shall be noted beforehand on a special bill; they shall then be regarded as one instrument.
3. If the sender asks for the settled collection documents to be returned by air, he shall indicate this on the RP 1 statement in the space provided.
4. The instruments together with any vouchers in support (invoices, bills of lading, accounts of re-exchange, deeds of protest, etc) shall be inserted, with the dispatch statement, in an envelope in the form of the annexed specimen RP 2. This envelope shall bear, in addition to the name and full address of the sender, the name of the collecting office; annexes shall be attached to the instrument to which they refer
5. Any item the amount of which is to be paid into a postal giro account in the collecting country shall be accompanied, in the absence of special agreement, by an inpayment form of the type prescribed by the regulations of that country. This form shall name the holder of the account to be credited and contain any other particulars required by the form, apart from the amount which shall be entered by the collecting office after collection. If the inpayment form has a coupon, the sender shall write thereon his name, address and any other particulars he thinks necessary. The inpayment form shall be inserted in the RP 2 envelope.
6. When the amount of Collection of Bills money order can be entered to the credit of a postal giro account held in the country of origin of the item, the sender wishing to take advantage of this facility shall give, on the RP 1 statement, the holder and number of the postal giro account as well as the centre holding this account.
7. The particulars prescribed in § 6 shall also be entered on the RP 1 statement when the giro service intervenes in operations carried out by transfers or inpayments if the administrations concerned allow such procedures.

Article 105

Posting

1. The RP 2 envelope containing the documents mentioned in article 104, § 4, shall be sealed by the sender and posted at the counter.
2. If the item is found in a box, duly prepaid, it shall be treated as if it had been posted at the counter. Unpaid or underpaid items shall not be forwarded.

Chapter III

Special provisions relating to certain facilities offered to the public

Article 106

Withdrawal of bills from the post. Correction of statement

1. Subject to §§ 2 to 4, article 140 of the Detailed Regulations¹ of the Convention shall apply to requests for withdrawal of bills from the post and requests for correction of the dispatch statement.

¹ See p. 53 of this volume.

- 2 Each request for correction of a statement shall be accompanied by a duplicate of the statement
- 3 If the request is sent by telegraph, it shall be confirmed by the first post by a postal request, the duplicate mentioned in § 2 shall be attached to that request. Upon receipt of the telegram, the collecting office shall hold the item and wait for confirmation by post to act on the request
- 4 However, the collecting administration may, on its own responsibility, act on the telegraphic request without waiting for such confirmation.

Article 107

Redirection

- 1 If all the bills for collection in one item are redirected, the statement shall be endorsed "*Réexpédié par le bureau de* " (Redirected by the office of . . .) The office required to collect the bills shall follow the same procedure as if they had been sent direct to it by the sender.
- 2 If only some of the bills for collection in one item are redirected, the office collecting these bills shall send, without deducting any charge, the sums collected to the office to which the statement was sent by the sender, it shall also return to that office any unpaid bills. The latter office shall remain the only one in charge of settling accounts with the sender.

Article 108

Inquiries

Inquiries shall be subject to articles 143 and 144 of the Detailed Regulations of the Convention. A duplicate of the statement which accompanied the bills shall be supplied by the sender to be sent to the collecting office with the inquiry.

Chapter IV

Operations at the collecting office

Article 109

Verification of items

1. The collecting office shall verify the bills making up the item, check each of them off against the corresponding entries in the statement and enter the result of the verification in the statement
- 2 Regular bills found in an item but which are not mentioned in the statement shall be automatically entered thereon
3. If bills entered in the statement are missing, the collecting office shall immediately inform the office of origin which shall advise the sender.
- 4 If bills are entered in the statement with inexact amount or if they are irregular, they shall immediately be returned to the sender via the office of origin, accompanied by a slip giving the reason for non-presentation and also stating that settlement of the account of the bills retained will be made later, a slip recalling the earlier return of the non-presented bills shall be attached to the RP 1 statement (part 2)
- 5 Bills other than those mentioned in §§ 3 and 4 shall be collected normally
- 6 If none of the bills in an item can be collected, they shall be returned together with an explanatory note and part 2 of the statement
- 7 Bills which could not be collected shall be returned in an envelope in the form of the annexed specimen RP 3, the envelope shall be automatically registered

Article 110

Treatment of items containing prohibited notes or messages

1. Prohibited annotations or notes made on the statement shall be ignored. Separate notes or letters shall be treated as unpaid letters from the country of origin and, if the bills are collected, delivered to the addressees against collection of the charge payable. If payment of this charge is refused, these notes or letters shall be regarded as undeliverable items and returned to the office of origin in support of the statement.
2. When prohibited annotations are made on the bills themselves, the latter shall be collected and delivered against payment of their amount and of the charge on an unpaid letter from the country of origin. If payment of this charge is refused, the bills may be collected, but the charge payable shall be deducted from the sums collected; an explanatory note shall be attached to the RP 1 statement (part 2).

Article 111

Presentation. Payment period

1. The bills shall be presented to debtors on the day of maturity, where applicable, or as soon as possible
2. Bills unpaid on presentation and payment of which has not been categorically refused by the debtors in person shall be held at the disposal of those concerned for a period of seven days reckoned from the day after the day of presentation; this period may be extended to one month at most by administrations obliged to do so by their legislation. Debtors shall be advised that they may come and settle the account at the office during this period; the sender may however ask in a note on the statement for the instruments to be returned to him immediately after unsuccessful presentation or delivered to persons named for that purpose.
3. The vouchers in support mentioned in article 104, § 4, shall be delivered to the debtor only against payment of the bills to which they relate.

Chapter V

Operations after presentation

Article 112

Settlement of account

The collecting office shall prepare the settlement of account of the RP 1 statement (part 2), taking care to mention any particulars that the sender may have omitted and deleting those which are inapplicable

Article 113

Dispatch of funds by money order

1. The card money order, endorsed "*Recouvrement*" (Collection of Bills) on the front, shall be sent in an RP 3 envelope to the office of posting of the bills accompanied by the RP 1 statement (part 2) and any uncollected bills.
2. When the amount of the Collection of Bills money orders can be paid into a postal giro account held in the country of origin of the item and the sender has asked to take advantage of this facility, the preparation of the money order, return of the uncollected bills and return of the RP 1 form (part 2) shall be carried out in accordance with article 114, §§ 2 and 3
3. In relations where the money order service requires the intervention of offices of exchange, the envelope shall be sent to the relevant office of exchange

4. If the sender has asked for the settled collection documents to be returned by air, the envelope, bearing a "*Par avion*" label and, if applicable, the postage representing the air surcharge authorized by article 16, § 1 (d), of the Agreement, shall be sent by the first air mail
5. The envelopes mentioned in §§ 1 to 4 shall be registered if they contain uncollected bills. The particulars printed on the RP 3 envelope shall be supplemented accordingly.
6. When charges are to be collected from the sender either in application of article 16, § 3, of the Agreement, or under article 110 of these Regulations, the RP 3 envelope shall be endorsed with the T stamp and the amount of charges to be collected given in bold figures on the front of the envelope.
7. When the name and address of the sender appear neither on the envelope, on the statement nor on the bills themselves, the office of destination, if it has been unable to obtain this information from the debtor or debtors, shall advise the office of origin of the fact, act according to the provisions set out above and name the latter office as payee in the Collection of Bills money order.

Article 114

Settlement by inpayment or transfer to a postal giro account

1. If the funds are paid into or transferred to a postal giro account, the advice of credit or transfer intended for the holder of the account shall be endorsed "*Recouvrement*" (Collection of Bills).
2. When the internal organization of the collecting office does not permit the transfer of the sums collected to a postal giro account abroad, the funds shall be sent by Collection of Bills money order; but, instead of the full address of the sender, the instrument shall bear the name of the holder of the account followed by the words "*Compte courant postal N° . . . , tenu par le bureau de . . .*" (Postal giro account N° . . . , held by the centre of . . .). The money order shall be sent direct to the giro centre concerned
3. After the operations mentioned in §§ 1 and 2 above have been carried out, the RP 1 statement (part 2) accompanied by any uncollected bills shall be returned to the office of origin as laid down in article 113, §§ 1 to 6.

Article 115

Miscellaneous operations

1. Uncollected bills, attached where applicable to the money order issued in settlement of the collected bills, shall be returned automatically registered in an RP 3 envelope under the conditions laid down in article 113, §§ 1 to 6.
2. The reason for non-collection shall be given, with no further statement, in the form prescribed in article 139, §§ 1 to 3, of the Detailed Regulations of the Convention either in a slip attached to the instruments or by means of the RP 1 statement (part 2).
3. Missing or irregular RP 1 statements (part 2) shall be either inquired about or returned direct from office to office
4. Article 113 of the Detailed Regulations of the Cash-on-Delivery Agreement¹ shall apply to Collection of Bills money orders.

Chapter VI

Special provisions for Collection of Bills list money orders

¹ See p. 479 of this volume.

Article 116

Offices of exchange for Collection of Bills list money orders

“Collection of Bills list money orders” shall be exchanged only through the intermediary of offices called “Offices of exchange” designated by the administration of each of the contracting countries.

Article 117

Preparation and transmission of Collection of Bills lists

1. Each office of exchange shall prepare, daily or upon agreed dates, MP 2 lists bearing the impression “*Recouvrements*” (Collection of Bills) recapitulating the bills collected by the collecting office.
2. Every Collection of Bills money order entered on a list shall bear a serial number called an international number; this number shall be assigned from an annual series beginning, by agreement between the administrations concerned, on 1 January or 1 July.
3. When the numbering changes, the first list which follows shall bear, in addition to its serial number, the last number of the preceding series.
4. The lists themselves shall be numbered, according to the natural sequence of the numbers, beginning on 1 January or on 1 July of each year.
5. The lists shall be transmitted to the corresponding office of exchange by the first post by the most rapid route (air or surface), together with the RP 1 statements (part 2) to which shall be attached any uncollected bills.
6. The corresponding office of exchange shall acknowledge receipt of each list by an appropriate entry on the first list dispatched in the opposite direction.

Article 118

Special Collection of Bills lists

A special MP 2 list, endorsed “*Recouvrements*” (Collection of Bills), shall be prepared for each of the following categories of money orders:

- (a) money orders exempt from charges referred to in both article 16 of the Convention and article 7 of the Money Orders and Postal Travellers' Cheques Agreement;¹ the list shall be endorsed, at the top, “*Mandats exempts de taxe*” (Money orders exempt from charges);
- (b) money orders which the sender of the bill has asked to be sent by air, the list shall be endorsed “*Mandats par avion*” (Money orders by air mail) and shall be forwarded by the first air mail.

Article 119

Verification and correction of Collection of Bills lists

Verification and correction of amounts and entries made in the Collection of Bills lists as well as the treatment of other irregularities shall be subject to article 126 of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

Article 120

Payment of Collection of Bills list money orders

Upon receipt of an MP 2 list, the office of exchange of the country of posting of the bills shall, by means of a form selected by its administration according to its requirements, pay the payees of the Collection of Bills list money orders

¹ See p. 351 of this volume.

Article 121

Undelivered or uncollected money orders

1. Collection of Bills money orders included in the lists but whose payment instruments could not be delivered to the payees shall be allocated to the administration of posting of the items.
2. The same shall apply in the case of payment instruments delivered to the rightful owners but the amounts of which have not been collected.

Article 122

Preparation and settlement of accounts

1. Subject to the following special provisions, Collection of Bills list money orders shall be subject, with regard to the preparation and settlement of accounts, to the provisions relating to list money orders contained in the Money Orders and Postal Travellers' Cheques Agreement.
2. Each administration of origin of Collection of Bills items shall prepare at the end of each month, for each collecting administration, an MP 5 monthly account bearing the impression "Recouvrements" (Collection of Bills). The totals of the lists received during the month shall be recapitulated in this account.
3. The administration preparing the account shall add to the total the amount of the charges payable to it in accordance with article 20 of the Agreement.
4. The balance of the MP 5 account shall be added, wherever possible, to that of the monthly account for money orders prepared for the same period. Verification and settlement of the MP 5 account shall be carried out in accordance with the Money Orders and Postal Travellers' Cheques Agreement and its Detailed Regulations.

Chapter VII

Final provisions

Article 123

Entry into force and duration of the Regulations

1. These Regulations shall come into force on the day on which the Collection of Bills Agreement comes into operation.
2. They shall have the same durations as that Agreement, unless renewed by common consent between the parties concerned.

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Second Additional Protocol; see p. 518 of this volume.)

LIST OF FORMS

No	Title or nature of form	References
1	2	3
RP 1	Statement of bills for collection	Art 104, § 1
RP 2	"Collection of Bills" envelopes	Art 104, § 4
RP 3	"Uncollected bills" "Settlement money orders for collected bills" } envelope	Art 109, § 7

ANNEXES :

Forms RP 1 to RP 3

Postal administration of origin

RP 1 (Part 1)

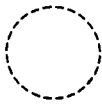
Office of posting

STATEMENT
Bills for collection

Sender. Name and full address	Date of statement
-------------------------------	-------------------

Notes. Bills for different debtors, 5 at most per statement must be collectable by the same office and have the same date of maturity. The amounts of the bills, unless the administrations concerned agree otherwise, must be expressed in the currency of the collecting country.

Serial number	Names and full addresses of debtors	Amount of bills	Date of maturity	Remarks	Result of verification by office of destination
1	2	3	4	5	6
1
2
3
4
5
Total					

Method of settlement chosen	<input type="checkbox"/> By Collection-of-Bills money order to the address given above.
	sent by <input type="checkbox"/> surface <input type="checkbox"/> air
	<input type="checkbox"/> By Collection-of-Bills money order to be credited to the postal giro account given below
	<input type="checkbox"/> By transfer to be credited to the postal giro account given below
	<input type="checkbox"/> By impayment to be credited to the postal giro account given below
	Giro account No. _____
	Name of payee _____
	Name of giro centre _____
Place and date	Stamp of office of destination Signature of official
Signature of sender	

Bills, Lausanne 1974, Art 104, § 1—Size 210×297 mm

Postal administration

RP 1 (Part 2)

Collecting office

STATEMENT
To be returned to sender

Sender. Name and full address (To be completed by the sender)		Date of dispatch of bills Office of posting	
If the documents are to be returned by air, affix a "Par avion" label or impression on the right			
Serial number	Names of debtors (To be completed by the sender)	Amount of bills not collected	Amount of bills collected
1	2	3	4
1
2
3
4
5
Total of bills collected			
Less	Collection charge Presentation charge for unpaid bills Stamp duty Charge for the <input type="checkbox"/> money order <input type="checkbox"/> inpayment <input type="checkbox"/> transfer Charge for the return by air of the settlement documents
Total deductions			
Sender's credit			
Method of settlement	Money order No.		Stamp of the collecting office
	<input type="checkbox"/> By the attached money order		
	<input type="checkbox"/> By transfer credited to the postal giro account given below		
	<input type="checkbox"/> By inpayment credited to the postal giro account given below		
	Giro account No		
	Name of payee		
	Name of giro centre		
Number of bills not collected		The uncollected bills are attached to this statement	

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED, APPROVED OR ACCEDED TO THE AGREEMENT, INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL WITH THE GOVERNMENT OF SWITZERLAND, OR THE DATE OF THE NOTIFICATION OF ACCESSION EFFECTED BY THAT GOVERNMENT UNDER ARTICLE 11 (5) OF THE CONSTITUTION OF THE UNIVERSAL POSTAL UNION

<i>State or Territory</i>	<i>Date of deposit of instrument of ratification or approval (AA) or date of notification of accession (a*)</i>	
BELGIUM	23 October	1975 AA
FRANCE	22 October	1975 AA
The whole of the territories represented by the French Overseas Postal and Telecommunication Office	22 October	1975 AA
GERMANY, FEDERAL REPUBLIC OF (With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)	29 December	1975
LIECHTENSTEIN	20 August	1975
LUXEMBOURG	11 March	1976 AA
NETHERLANDS (In respect of the Netherlands, Surinam and the Nether- lands Antilles.)	21 November	1975
SURINAM	20 April	1976 a*
SWITZERLAND	9 September	1975
THAILAND	5 March	1976 AA
TUNISIA	30 October	1975

No. 14730

UNIVERSAL POSTAL UNION

International Savings Agreement (with Detailed Regulations). Concluded at Lausaune on 5 July 1974

Authentic text: French.

Registered by Switzerland on 26 April 1976.

INTERNATIONAL SAVINGS AGREEMENT

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INTERNATIONAL SAVINGS AGREEMENT¹

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, § 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² have by common consent and subject to the provisions of article 25, § 3, of the Constitution, drawn up the following Agreement.

Chapter I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the savings service that contracting countries agree to set up in their reciprocal relations.

Article 2

Operation of the service and participation

1. Contracting countries shall be entitled to provide the service for only one or several of the types of operation governed by this Agreement, namely deposits, withdrawals and transfers.
2. Any national savings bank under the direct control of the postal administration or which operates throughout the country through post offices may take part in the savings service.
3. The postal administrations of countries in which the national savings bank taking part in the international service comes under an administration other than the postal administration shall come to an agreement with that administration to ensure full implementation of all the provisions of the Agreement. The postal administration shall serve as intermediary in the bank's relations with the postal administrations of the other contracting countries and with the International Bureau.

Article 3

Extent of the service

Savings banks shall agree to serve as intermediary for opening savings books, replacing or renewing books, entering interest in the books and sending all the documents normally necessary for the smooth running of the international savings service

¹ Put into effect on 1 January 1976, in accordance with article 25.

See p. 563 of this volume for the list of States and territories which ratified or approved the Agreement.

² United Nations, *Treaty Series*, vol. 611, p. 7.

Chapter II

General provisions

Article 4

Transmission of funds

1. The transmission of funds in implementation of a savings transaction shall be done by international money order or giro transfer. It shall be subject to the conditions governing the method used.
2. The costs of sending the funds shall be borne by the saver.

Article 5

Interest

Subject to article 17 relating to transfers, the date for calculating interest shall be established in relation to the receipt or dispatch of the funds by the savings bank which holds the account credited or debited

Article 6

Transmission of books and various documents

1. The post offices of contracting countries shall assist one another in the withdrawal of books to be settled or verified.
2. The books as well as correspondence and documents normally necessary for the smooth running of the international savings service shall be admitted post-free when they are sent by the administration or bank of a contracting country to the administration or bank of another contracting country. Envelopes containing books shall also be admitted post-free when they are sent by the administration or bank of a contracting country to the holders of the books.
3. Transmissions shall be made by the most favourable means
4. Costs entailed by any rapid transmission (by air, for instance) at the saver's request may be charged to him

Article 7

Provisions common to deposits and transfers

Funds deposited or transferred shall be, particularly with regard to the rate and calculation of interest as well as the conditions of withdrawal, subject to the laws, decrees, ordinances and regulations governing the service of the bank for which the funds are intended.

Chapter III

Deposits

Article 8

Paying in of deposits

1. Any holder of a current savings account may make deposits into his account by paying in the funds at the savings bank or post office of the place where he is.

2. In the absence of special agreement, the book shall be produced.
3. Any person residing in a contracting country may make a deposit at the savings bank of that country or in a post office to open a book in the savings bank of another contracting country

Article 9

Maximum amount

1. Each administration may set a minimum and a maximum for the deposits which may be entered in the book.
2. The savings bank holding the account shall reserve the right to refuse all or part of the deposit which would bring the credit of the account over the maximum limit fixed by its regulations.
3. In the country recording the deposit, the amount of the deposit may be limited to the portion of the funds which may be exported.

Article 10

Rounding off to currency unit

Deposits, expressed in the currency of the country holding the account, shall not include fractions of the currency unit.

Article 11

Return of book

1. After entry of the deposit, the book, if it has been produced, shall be returned direct to the saver by officially registered letter.
2. If it is a book made out following an initial deposit, it shall be sent to the holder in the same way.

Chapter IV

Withdrawals

Article 12

Withdrawal applications

1. Any holder of a savings book may withdraw all or part of his credit by sending, through the intermediary of the savings bank of the contracting country where he is, an application to the bank holding his account.
2. The sum for which withdrawal is requested shall be expressed in the currency of the country holding the account; in case of partial withdrawal, it shall not include a fraction of the currency unit.
3. In relations between countries whose postal administrations have reached agreement on this, savers may send at their own expense their withdrawal applications direct to the bank holding their account.

Article 13**Withdrawal authorizations**

1. Withdrawal authorizations shall be prepared by the bank holding the account in the currency of the country where the saver resides and for the net sum to be paid. They shall be sent, with the corresponding funds, to the bank which is due to make the withdrawal.
2. The bank which prepares a withdrawal authorization shall determine the conversion rate of the currency of its country into the currency of the country where the saver resides

Article 14**Withdrawals**

1. Withdrawals shall not be subject to any limitation as to amount other than those resulting from the legislation of the contracting countries.
2. They shall be paid into the hands of the person or persons empowered to give a receipt under the terms of the savings contract and named in the authorization
3. The sum to be paid shall be that shown on the authorization in the currency of the paying country without any deduction on behalf of the paying bank. However, when the legislation of the country to which the paying service belongs so requires, this service may ignore fractions of the currency unit or round the sum off to the currency unit.

Article 15**Telegraph withdrawals**

In relations between countries whose postal administrations have reached agreement on this, savers may, at their own expense, request and obtain withdrawals by telegraph. The administrations themselves shall lay down the rules for implementing the service.

Article 16**Other withdrawal procedures**

In relations between countries whose postal administrations have reached agreement on this, withdrawals may be made without observing the formalities relating to withdrawal applications and authorizations.

Chapter V**Transfers****Article 17****General principles applicable to transfers**

1. Any holder of a savings account may have all or part of his credit transferred to another savings bank of his choice. The transfer application may be made at any bank or post office in the contracting countries
2. In the absence of special agreement, the saver shall deposit his book in support of his application.

3 In relations between countries whose postal administrations have reached agreement on this, savers may send at their own expense direct to the bank holding their account their transfer applications drawn up according to internal regulations and accompanied where applicable by the book.

4. Interest on the sums transferred shall be paid by the bank originally holding the funds (called "bank of origin") up to the end of the month during which the account is debited and by the bank receiving the transfer (called "recipient bank") from the first day of the following month

Chapter VI

Liability

Article 18

Extent of liability

1. The sums converted into an international postal money order or giro transfer to carry out a savings transaction shall be subject to the guarantees prescribed for the method selected for transmission of funds.
2. Savings banks shall be liable for errors of conversion, errors in entering transactions in the current accounts and, generally, for any errors which they might make in preparing documents relating to the international savings service.
3. The savings banks through which withdrawals are made shall be liable for the funds they have received and correctness of payment operations.
4. Savings banks shall assume no liability for delays which may occur in the transmission of funds.
5. Savings banks shall assume no liability for any inaccuracy discovered in the information supplied by users for carrying out transactions mentioned in article 3.

Article 19

Determination of liability

1. Liability shall rest with the savings bank in whose service the error occurred.
2. If the error is attributable to both banks or if liability cannot be established, the banks shall share the settlement equally

Article 20

Reconstitution of the savings account

1. Reconstitution of the savings account shall be borne by the savings bank holding it, subject to its right of recourse against the administration which was liable

Article 21

Reimbursing the creditor savings bank

1. The savings bank which was liable shall reimburse the bank which settled the account within four months of notification of reconstitution of the account
2. Reimbursement of the creditor savings bank shall be made without charge for that bank. After the four-month period, the amount due to the creditor bank shall be chargeable with interest at the rate of 6% per annum, reckoned from the date of expiry of that period

Chapter VII

Miscellaneous and final provisions

Article 22

Application of the Convention and certain Agreements

The Convention,¹ the Money Orders and Postal Travellers' Cheques Agreement² and the Giro Agreement³ shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 23

Exception to the application of the Constitution

Article 4 of the Constitution shall not apply to this Agreement.

Article 24

Conditions of approval of proposals concerning this Agreement and its Detailed Regulations.⁴

1. To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations shall be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress shall be present at the time of the voting.
2. To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations shall obtain:
 - (a) two-thirds of the votes, if they involve the addition of new provisions or amendments to the provisions of this Agreement and its Detailed Regulations;
 - (b) a majority of the votes, if they involve interpretation of this Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

Article 25

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1976 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original, which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

¹ See p. 53 of this volume.

² See p. 351 of this volume.

³ See p. 419 of this volume.

⁴ See p. 545 of this volume.

This Agreement was signed on behalf of the States and territorial entities listed below by one or several of the plenipotentiaries, who signed the Second Additional Protocol to the Constitution of the Universal Postal Union:

(For the signatures affixed by those plenipotentiaries under the Second Additional Protocol, see United Nations, Treaty Series, vol. 1004, p. 11.)

Federal Republic of Germany
Belgium
United Republic of Cameroon
Chile
Republic of Colombia
Republic of Dahomey
Arab Republic of Egypt
Republic of Ecuador
Spain
Republic of Finland
French Republic
Republic of Upper Volta
Republic of Honduras
Republic of Indonesia
Libyan Arab Republic
Malagasy Republic
Norway
Republic of Paraguay
Netherlands
Republic of San Marino
Republic of Senegal
Sweden
Republic of Chad
Togolese Republic
Tunisia
Turkey
Eastern Republic of Uruguay
Arab Republic of the Yemen
Democratic Republic of the Yemen
Federative Socialist Republic of Yugoslavia

DETAILED REGULATIONS OF THE INTERNATIONAL SAVINGS AGREEMENT**CONTENTS****Chapter I****Preliminary provisions****Art**

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ANNEXES

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DETAILED REGULATIONS OF THE INTERNATIONAL SAVINGS AGREEMENT

Having regard to article 22, § 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,¹ the undersigned, on behalf of their respective postal administrations, have by common consent drawn up the following measures for ensuring the implementation of the International Savings Agreement.²

Chapter I

Preliminary provisions

Article 101

Information to be supplied by administrations

1. Each administration shall provide the other administrations, through the intermediary of the International Bureau, with the following information:
 - (a) the operations which it carries out;
 - (b) whether it takes part or not in the telegraph withdrawal service;
 - (c) the maximum and minimum admitted for deposit, withdrawal and transfer respectively,
 - (d) operations for which production of the book is required.
2. Each administration shall inform the other administrations direct:
 - (a) whether it admits direct transmission by the saver to the bank holding his account of withdrawal and transfer applications;
 - (b) whether it centralizes or not deposit forms and withdrawal applications.
3. Any amendment to the information mentioned above shall be notified without delay.
4. Each administration may, in addition, ask the other administrations direct to inform it of the methods of authentication of documents exchanged and, where applicable, specimen books and seals used in the banks as well as a list of specimen signatures of the officials who are authorized in those banks to sign the summary lists and withdrawal authorizations mentioned in articles 105, 111 and 114.
5. In cases of amendment of the list mentioned in § 4, a complete new list shall be sent to the corresponding administration; however, if it is just a question of cancelling one of the listed signatures, it shall be sufficient to have it struck off the existing list which shall continue to be used.

Article 102

Forms for the use of the public

For the purpose of applying article 10, § 3, of the Convention,³ the following shall be considered as forms for the use of the public.

- CE 1 (Savings deposit form),
- CE 3 (Withdrawal application),
- CE 6 (Transfer application).

¹ United Nations, *Treaty Series*, vol 611, p. 7.

² See p. 536 of this volume.

³ See p. 53 of this volume.

Article 103

Postage-free correspondence

Correspondence admitted post-free under the terms of article 6, § 2, of the Agreement shall bear the name of the bank holding the savings accounts and the words "*Service des postes*".

Chapter II

Deposits

Article 104

Paying in of deposits

1. The holder of a savings bank book who wishes to make a deposit shall hand in at the savings bank or in a post office in his country of residence against a receipt issued free of charge, the book, a savings deposit form made out on a form conforming to the annexed specimen CE 1, the amount of the funds and the cost of sending such funds.
2. If a deposit is made to open a new book, the savings deposit form shall mention the place and date of birth of the saver and his title. This information shall be confirmed by means of an identity document.
3. The bank or post office which receives the deposit shall complete the form filled in by the saver and indicate the method of transmission of the funds noting the corresponding dispatch costs. The savings deposit form shall then be endorsed with the impression of the bank's seal or post office's date stamp.
4. The savings deposit form and the book, if there already is one, shall be sent to the savings bank of destination.

Article 105

Summary list

1. Savings banks may centralize savings deposit forms
2. In that case, the forms shall be described in part one of the summary list in the form of the annexed specimen CE 2 sent to the savings bank of destination. Part two shall certify that the funds have been sent to the bank concerned by postal money order or giro transfer.
3. The grand total of the attestation shall be written out in full and in figures; this total may however be written in figures only if a cheque protection machine is used to write it. The attestation shall bear the impression of the stamp of the service of origin and the signature of the representative of that service.
4. The savings books shall, where applicable, be attached to the summary list.

Article 106

Transmission of books and service documents

The books, the savings deposit forms which remain attached to the books to which they refer and the summary lists shall be sent under officially registered cover to the savings bank of destination.

Article 107

Exception with regard to production of the book

Notwithstanding articles 104 to 106, a contracting country may decide not to require production of the book on deposit of funds, provided that it informs the other contracting countries in advance through the intermediary of the International Bureau.

Article 108

Refusal of all or part of a deposit

1. In case of refusal of all or part of a deposit, the refused sum shall be returned to the saver either by postal money order or giro transfer, with an explanatory note, through the intermediary of the bank or post office which received the deposit.
2. If the refusal is the result of a service error, the costs of returning shall be borne by the bank or administration in whose service the error was committed. If not, they shall be borne by the saver.

Article 109

Return of book

1. After entry of the deposit in the book, the latter shall, where applicable, be returned to the saver by officially registered letter.
2. The same shall apply in the case of a new book.

Chapter III

Withdrawals

Article 110

Drafting and depositing of withdrawal applications

1. Withdrawal applications shall be made on forms conforming to the annexed specimen CE 3.
2. Subject to article 12, § 3, of the Agreement, the saver shall make his withdrawal application at the bank of the country where he resides or in the corresponding post offices of this bank. The service receiving the application may verify the title and identity of the depositor of that application.
3. Banks may agree that applications should be centralized by the bank of the country where the saver resides and that that bank shall forward them to their destinations after making them up into groups. They may then agree on verification being carried out before they are sent to the bank holding the funds.
4. The bank required to authorize withdrawal may require the book to be produced when the withdrawal application is made, either merely to check the balance in the book or to be attached to the withdrawal application. In that case, the contracting country concerned shall inform the other countries about it in advance through the intermediary of the International Bureau. If production of the book is required only to check the balance, the official on duty shall certify on the CE 3 form that the balance given by the holder corresponds to the balance entered in the book.

Article 111

Withdrawal authorizations

- 1 Withdrawal authorizations shall be prepared on forms conforming to the annexed specimen CE 4. They shall comprise:
 - (a) the number of the savings book and the designation of its holder;
 - (b) the exact designation of the person or persons empowered to give a receipt according to article 14, § 2, of the Agreement;
 - (c) the amount to be paid, expressed in figures and letters in the currency of the paying country, it shall suffice to express this amount in figures only, if a cheque protection machine is used to write it;
 - (d) the amount to be written in the book, expressed in figures in the currency in which the savings book is held and, if applicable, the credit before and after withdrawal;
 - (e) details of the money order or bulk or individual transfer sent to the bank of the paying country or to the paying post office.
2. A document bearing specimen signatures of the person or persons mentioned in § 1 (b) may be attached to the CE 4 withdrawal authorization.
3. The withdrawal authorizations shall be sent:
 - (a) either separately to the bank or paying post office;
 - (b) or collectively to the paying bank; in that case, they shall be described in part one of the summary list in the form of the annexed specimen CE 5 and show, in the currency of the paying country, the total net amounts to be paid. Part two of the summary list shall certify that the funds have been sent to the bank concerned by postal money order or giro transfer. The grand total of the attestation shall be written out in full and in figures; this total may however be written in figures only if a cheque protection machine is used to write it. The attestation shall bear the impression of the stamp of the service of origin and the signature of the representative of that service.
4. The costs of sending the funds to that bank shall be deducted from the saver's credit.

Article 112

Treatment of the book

If production of the book is required when the application is made, the bank which authorizes the withdrawal shall note in the book the amount to be withdrawn plus the dispatch costs. If the whole credit is withdrawn, it shall retain the book. If, however, only part is withdrawn, it shall send the book direct to the saver by officially registered letter, unless that book is to be deposited.

Article 113

Payment of withdrawals

1. Withdrawals shall be paid into the hands of the person or persons empowered to give a receipt according to article 14, § 2, of the Agreement, on production of the book, unless it has been produced beforehand, and in accordance with the proofs of identity prescribed by the regulations of the paying bank.
2. Except when the withdrawal has already been noted in the book by the bank which prepared the withdrawal authorization, the amount withdrawn, as given in the authorization in the currency of the country where the account is held, plus the dispatch costs, shall be entered in the book and deducted from the available credit. In either case, the entry shall be supported by the stamp or seal of the paying service. In case of part withdrawal, the book, unless it is to be deposited, shall be returned direct to the saver by officially registered letter.
3. The receipt of the payee shall be given on the CE 4 withdrawal authorization. The signature shall match the specimen which may be attached to the form.

4. When the available credit is lower than the amount to be withdrawn or when there is a discrepancy between the new credit left in the book after withdrawal and that entered by the bank of origin in the withdrawal authorization, the transaction shall be postponed and instructions requested from the bank which prepared the CE 4 form.

5. If the paying bank so desires, it may have a second receipt made on a duplicate authorization which it prepares itself

6. Banks may not make the withdrawals until they have cashed the money orders or giro transfers transferring the corresponding funds.

Article 114

Validity of authorizations

1. Banks shall agree on the conditions of validity and authenticity of the withdrawal authorizations which they exchange. They may agree in particular that only authorizations bearing a signature or impression of a seal, a specimen of which has been communicated beforehand, shall be valid.

2. In the absence of special agreement, the validity period of withdrawal authorizations shall expire at the end of the month following their preparation

Article 115

Return of receipted authorizations

The CE 4 withdrawal authorizations, duly provided with the receipt of the payee, shall be returned, where applicable in support of the settled books, to the bank which prepared them.

Article 116

Unused authorizations

1. Withdrawal authorizations which for some reason are not acted on shall be returned with an appropriate note to the bank which prepared them. Where applicable, they shall be accompanied by the corresponding book.

2. The corresponding funds less costs, shall be returned to that bank by one of the means prescribed in article 4, § 1, of the Agreement. The banks may however agree on their being simply deducted from the next CE 5 summary list

3. These costs shall be borne by the saver, unless the return is the result of an error made by one of the banks. In that case, they shall be borne by the bank which committed the error.

Article 117

Other withdrawal procedures

The procedures concerning withdrawals made without carrying out the formalities relating to withdrawal applications and authorizations shall be drawn up by common consent between the administrations of the countries which have agreed to set up such simplified procedures

Chapter IV

Transfers

Article 118

Depositing of applications

1. Subject to article 17, § 3, of the Agreement, transfer applications prepared in duplicate on a form conforming to the annexed specimen CE 6 shall be deposited at the savings bank or post office in the place where the holder of the account is. The book shall accompany the transfer application unless it is held at the bank which issued it.
2. A receipt for the deposited documents shall be issued to the holder of the book free of charge.
3. Books subject to special conditions of withdrawal may be transferred, unless express reservations in this respect were made on issue of the book or the bank of destination does not accept such conditions.
4. After verifying the identity and, where applicable, the credentials of the signatory or signatories, the two copies of the application and the book, if applicable, shall be sent to the savings bank of origin.

Article 119

Treatment of transfer applications

1. Transfer applications shall be subject to the rules observed by the savings bank of origin with regard to withdrawal applications
2. In the case of total transfer, the amount transferred shall comprise the balance of the depositor's account and the interest calculated as prescribed in article 17, § 4, of the Agreement.
3. In the case of partial transfer, the interest on the amount transferred shall accrue on behalf of the depositor on the account held by the bank of origin up to the end of the month during which the account was debited and on the account held by the bank of destination from the first day of the following month.
4. After verifying the book the savings bank of origin shall enter the transaction therein and complete the back of the transfer application.
5. The funds corresponding to the transfer requested shall be sent to the recipient bank as prescribed in article 4 of the Agreement.
6. One copy of the transfer application duly completed by the bank of origin shall be attached to the CE 5 summary list; the second copy shall be retained by the bank of origin. Any special conditions of withdrawal applied shall be mentioned by the latter bank on the back of the transfer application so that they can be reproduced on the account and on the book to be issued by the recipient bank.

Article 120

Issue of a new book

1. Immediately after receipt of the funds and documents mentioned in article 119, the recipient bank shall issue a book in the name of the holder to the amount of the sum received from the bank of origin.
2. Unless it is to be deposited, the book shall be sent direct to the saver by officially registered letter.

Article 121**Transfer to an existing account**

1. If the saver requesting the transfer already has a book of the bank to which funds are to be transferred, he shall attach it to the dossier formed or declare that the book is deposited at the bank which issued it.
2. The bank of origin shall attach the book to the transfer application which it shall forward to the recipient bank. After making the transfer and entering the amount transferred in the book, the recipient bank shall send the book direct to the holder by officially registered letter, unless the holder deposits it.

Article 122**Treatment of original book after transfer**

1. In case of total transfer either to a new account or an existing account, the book from which the amount transferred has been deducted shall be retained by the bank of origin.
2. Unless it is to be deposited, the book, in the case of partial transfer, shall be returned direct to the saver by officially registered letter.

Chapter V**Sundry operations****Article 123****Replacement of books**

1. The bank or post office receiving a book for replacement shall give the depositor a receipt.
2. The book shall be sent by that bank or post office to the savings bank concerned.
3. The new book shall be sent direct to the saver by officially registered letter.

Article 124**Calculation of interest**

The amount of interest relating to each transaction shall be calculated according to the rules in force in the bank holding the account.

Article 125**Depositing of book for entry of interest**

The book shall be deposited, against issue of a receipt free of charge, at the savings bank or post office of the country where the holder resides; that bank or office shall send the book to the savings bank concerned.

Article 126**Return of book after entry of interest**

After entering the interest, the bank holding the account shall return the book direct to the saver by officially registered letter.

Chapter VI

Final provisions

Article 127

Entry into force and duration of the Regulations

1. These Regulations shall come into force on the day on which the International Savings Agreement comes into operation
2. They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Agreement; see p. 544 of this volume.)

LIST OF FORMS

No	Title or nature of form	References
1	2	3
CE 1	Savings deposit form	Art 104, § 1
CE 2	Summary list of savings deposit forms	Art 105, § 2
CE 3	Withdrawal application	Art 110, § 1
CE 4	Withdrawal authorization	Art 111, § 1
CE 5	Summary list of withdrawal authorizations and savings transfers	Art 111, § 3 (b)
CE 6	Transfer application	Art 118, § 1

ANNEXES :

Forms CE 1 to CE 6

CE 1

International Savings Service

SAVINGS DEPOSIT FORM

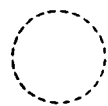
Savings Bank	Date of dispatch
--------------	------------------

To be completed by the saver

Bank holding (or which will hold) the account		No. of account (if there is one)
Holder	Name and forenames	
	Present address	
	
	
To be completed if an account is to be opened		
Place of birth		Date
Marital status		
Amount to be credited	In the currency of the country where the account is held and without fractions of the currency unit	
	In Arabic figures	
	In words and Roman letters	
Book	The book is <input type="checkbox"/> attached <input type="checkbox"/> deposited	
Return of book	Address to which the book is to be returned	
Place and date Signature of depositor		

To be completed by the bank or post office receiving the deposit

Amount deposited	In the currency of the country in which the deposit is made	
Exchange rate		
Dispatch costs	
Transmission of amount	<input type="checkbox"/> Money order <input type="checkbox"/> Giro transfer	
	<input type="checkbox"/> Individual <input type="checkbox"/> Bulk	
	Date of issue	
Place, date and signature		
Occupation of signatory		
Stamp of service of origin		



Savings, Lausanne 1974, Art. 104, § 1—Size 210 x 297 mm

(Front)

International Savings Service		CE 3	
WITHDRAWAL APPLICATION			
Savings bank holding the account			Date
Holder (Name and forenames)			
Place of birth			Date
Address where the holder wishes to draw the funds			
Amount to be withdrawn ¹			In Arabic figures
In words and Roman letters			
<input type="checkbox"/> Total withdrawal (capital and interest)			No of book
Credit 2		This book is <input type="checkbox"/> attached <input type="checkbox"/> deposited	
The undersigned certifies that the credit shown conforms to the balance entered in the book		Place and date	
Signature of the official		Signature of the holder	

1. See notes overleaf.

Savings, Lausanne 1974, Art. 110, § 1—Size: 148 x 105 mm


(Back)

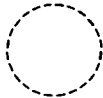
<p>Notes</p> <p>1 The amount to be withdrawn must be shown in the currency of the country where the account is held. Fractions of a currency unit are not allowed.</p> <p>2 The credit need be shown and certified only when the book has to be produced for the balance to be checked.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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CE 4

International Savings Service

WITHDRAWAL AUTHORIZATION

Savings Bank		Date of authorization	
		Number of authorization	
Paying savings bank	Paying post office	Number of book	
Name and forenames of holder			
Amounts to be entered in the book (in the currency of the country where the account is held). To be filled in only if the book has not been handed to the holding bank.	Credit before withdrawal		
	Withdrawal		
	Costs		
	Total to be deducted		
	New credit		
Amount to be paid (in the currency of the paying country)	In figures		Exchange rate
	In words		
Persons empowered to give a receipt	Name and forenames		
	Street and No.		
	Locality		
Observations by the savings bank of origin			
Transmission of amount	<input type="checkbox"/> Money order N°		<input type="checkbox"/> Giro transfer N°
	<input type="checkbox"/> individual		<input type="checkbox"/> Bulk
	Date of issue		
Place, date and signature	Stamp of the savings bank of origin 		
Occupation of signatory			

RECEIPT The undersigned certifies that he has received the sum shown above.	Place and date	Service stamp 
	Signature of paying official	
	Place and date	
Signature of payee		

International Savings
Service**TRANSFER APPLICATION**
To be made out in duplicate

CE 6 (Front)

To be completed by the saver

Bank from which the transfer takes place		Date of application	
Bank receiving the transfer			
Holder	Name and surnames (maiden and married names, where applicable)		
	Nationality	Profession	
	Place of birth	Date	
	Address (street, number, locality, country)		
Transfer	<input type="checkbox"/> Total transfer (capital and interest)	Amount (in Arabic figures)	
	<input type="checkbox"/> Partial transfer	Amount (in Arabic figures)	
	Account to be debited	Book No.	The book is <input type="checkbox"/> attached <input type="checkbox"/> deposited
	Account to be credited	Book No.	The book is <input type="checkbox"/> attached <input type="checkbox"/> deposited
	The debited book should be <input type="checkbox"/> returned to holder	<input type="checkbox"/> deposited	
	The credited book should be <input type="checkbox"/> sent to holder	<input type="checkbox"/> deposited	
	Address to which the debited book is to be sent		
		
	Address to which the credited book is to be sent		
		
Signatures	Signature(s)		
	Rank of signatory or signatories		

Service notes

Proof of identity


Stamp of the service
receiving the application

Signature of the official receiving the application



CE 6 (back)

Part reserved for the bank holding the savings account

Details of the account (in the currency of the country of origin)	Total amount of credit		
	Dispatch costs borne by sever		
	Sum to be transferred		
	Total to be entered		
Amount of transfer (in the currency of the country of destination)	New credit		
	In figures	Exchange rate	
	In words		
Interest	The interest has been credited (total transfer) up to		Date
	The interest has been credited to the original account (partial transfer) up to		Date
Special conditions of withdrawal to which the transferred funds are subject (to be completed where applicable)		
		
		
		
		
		
Transmission of the amount	<input type="checkbox"/> Money order	N°	<input type="checkbox"/> Giro transfer
	<input type="checkbox"/> Individual		<input type="checkbox"/> Collective
	Date of issue		
Place, date and signature		Stamp of the savings bank of origin	
Rank of signatory			

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED OR APPROVED THE AGREEMENT,
INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL
WITH THE GOVERNMENT OF SWITZERLAND

<i>State or Territory</i>	<i>Date of deposit of instrument of ratification or approval (AA)</i>
BELGIUM.....	23 October 1975 AA
FRANCE.....	22 October 1975 AA
GERMANY, FEDERAL REPUBLIC OF.....	29 December 1975
(With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)	
NETHERLANDS.....	21 November 1975
TUNISIA	30 October 1975

No. 14731

UNIVERSAL POSTAL UNION

**Subscriptions to Newspapers and Periodicals Agreement
(with Detailed Regulations). Concluded at Lausanne on
5 July 1974**

Authentic text: French.

Registered by Switzerland on 26 April 1976.

SUBSCRIPTIONS TO NEWSPAPERS AND PERIODICALS AGREEMENT

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5. Charges
6. Delivery prices
7. Conversion rates
8. Subscription price
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10. Printed enclosures
11. Methods of transmitting funds to publishers
12. Subscription money orders

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SUBSCRIPTIONS TO NEWSPAPERS AND PERIODICALS AGREEMENT¹

The undersigned, plenipotentiaries of the Governments of member countries of the Union, having regard to article 22, §4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,² have, by common consent and subject to article 25, §3, of the Constitution, drawn up the following Agreement:

Chapter I

Preliminary provisions

Article 1

Purpose of the Agreement

This Agreement shall govern the subscriptions to newspapers and periodicals service that contracting countries agree to set up in their reciprocal relations.

Chapter II

Subscriptions

Article 2

Subscriptions

1. Post offices in each country shall accept subscriptions by the public to newspapers published in the various contracting countries for which the publishers have accepted the services of the post in the international subscription service.
2. They may also accept subscriptions to newspapers of any other country which postal administrations are able to supply.
3. In pursuance of article 33 of the Convention,³ each country may refuse subscriptions to newspapers debarred from transport or delivery on its territory.

Article 3

Subscription periods. Late applications for subscriptions

1. Subscriptions may be made for periods of three, six or twelve months. They shall begin on the first day of the month requested by the subscriber and may, with the consent of the publishers, be extended beyond the end of the current year.

¹ Put into effect on 1 January 1976, in accordance with article 20.

See p. 569 of this volume for the list of States and territories which ratified or approved the Agreement.

² United Nations, *Treaty Series*, vol. 811, p. 7.

³ See p. 53 of this volume.

2. Administrations may also agree to accept subscriptions for one or two months on condition that the newspaper is published at least four times per month.

3. Subscribers who have not subscribed in time shall not be entitled to numbers issued before the beginning of the subscription period. However, administrations may help the subscribers to obtain such numbers if possible.

Article 4

Continuation of subscriptions on termination of the service

When a country ceases to be a party to the Agreement, current subscriptions shall be fulfilled on the terms laid down until expiry of the period for which they were made.

Chapter III

Charges and prices. Payment and transmission of funds

Article 5

Charges

1. Administrations shall establish for newspapers which are addressed to the contracting countries and for which the subscription has been made in accordance with this Agreement or obtained by the publishers in another way a special charge ranging from 40 to 100% of the ordinary charge for printed papers.

2. In the event of late subscription referred to in article 3, § 3, the special charge mentioned in § 1 shall be applicable to the dispatch of the numbers which have appeared since the beginning of the subscription period.

3. Each administration may fix, within the limits of the charge mentioned in § 1, special weight steps and make any changes in rates that will enable it to adapt the international charge to its method of calculating domestic newspaper charges.

Article 6

Delivery prices

1. Each administration shall publish the prices at which it delivers newspapers to other administrations, based on the delivery prices indicated by the publishers and including the charge provided for in article 5, § 1.

2. The delivery prices for air-mail subscriptions may be published in the same way.

3. The delivery prices shall be quoted in the currency used for postal money orders addressed to the country of publication.

Article 7

Conversion rates

The administration of destination shall convert the delivery price into the currency of its country according to the rate applicable to postal money orders.

Article 8

Subscription price

1. The administration of destination shall establish the price payable by the subscriber, adding to the delivery price.
 - (a) the charge for the subscription order fixed, according to the method of settlement, in accordance with article 6 or article 37 of the Postal Money Orders and Postal Travellers' Cheques Agreement;
 - (b) the commission charge it considers appropriate which shall not, however, exceed the commission charge it collects, if any, for domestic subscriptions;
 - (c) the stamp duty, if any, payable under the legislation of its country
2. The subscription price shall be payable at the time of subscription and for the entire period of subscription.

Article 9

Changes in delivery prices

1. Changes in delivery prices shall take effect only from 1 January, 1 April, 1 July and 1 October.
2. In order to be taken into consideration, notifications of changes in delivery prices must reach the central administration of the country of destination or a specially designated office no later than 20 November, 20 February, 20 May or 20 August.

Article 10

Printed enclosures

1. Price lists, prospectuses, advertisements, etc. that are inserted in but are not an integral part of the newspaper shall be subject, in principle, to the international service rate for printed papers. If the conditions of admission for these insertions do not conflict with the corresponding regulations of the internal service, a lower charge, which may not be lower than the rate for inserted papers in the internal service, may be collected, this charge may, at the discretion of the administration of origin, be recorded or represented either on the wrapper or envelope or on the newspaper itself by means of one of the franking methods provided for in the Convention.
2. Subscription order forms, whether completed or not, that are inserted in the newspapers shall be regarded as an integral part thereof.

Article 11

Methods of transmitting funds to publishers

Funds intended for publishers shall be sent by subscription money order or subscription inpayment order, both types being called "subscription orders".

Article 12

Subscription orders

Subject to the reservations made in the Detailed Regulations,¹ the provisions of the Postal Money Orders and Postal Travellers' Cheques Agreement² shall apply to subscription orders.

¹ See p. 574 of this volume.

² See p. 351 of this volume

Chapter IV

Miscellaneous provisions

Article 13

Changes of address

1. A subscriber who changes his address may, for a period not exceeding the duration of his subscription, have the newspaper sent direct to his new address in the original country of destination, in another contracting country, including the country of publication, or in a non-contracting country.
2. Requests for changes of address shall be made out on the form provided for that purpose and shall be subject to the charge for postcards. This charge shall be paid by the sender. If the subscriber wishes the request for a change of address to be forwarded by air, he shall also pay the air surcharge.
3. Changes of address under the terms laid down in § 1 may also be made for newspapers subscribed to in the country of publication that have to be sent to a new address in another country. The charge payable shall be fixed by the administration of the country of publication.

Article 14

Claims

Administrations shall be bound to satisfy, without costs for the subscriber, any justified claim concerning delays or irregularities of any kind in the subscription service.

Article 15

Liability

Administrations shall not be liable for any responsibilities or obligations of the publishers. They shall not be bound to refund any amount if the publication of a newspaper is stopped or interrupted during a subscription.

Article 16

Allocation of charges and fees

All charges and fees shall be kept by the administration that collected them, with the exception of the charge for subscription money orders collected under article 8, § 1 (a), which shall be allocated in accordance with article 28 of the Postal Money Orders and Postal Travellers' Cheques Agreement.

Chapter V

Final provisions

Article 17

Application of the Convention and certain Agreements

The Convention and the Postal Money Orders and Postal Travellers' Cheques Agreement shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

Article 18

Exception to the application of the Constitution

Article 4 of the Constitution shall not apply to this Agreement.

Article 19

Conditions of approval of proposals concerning this Agreement and its Detailed Regulations

1. To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress shall be present at the time of voting.

2. To become effective, proposals introduced between two Congresses relating to this Agreement and its Detailed Regulations must be approved by:

- (a) unanimity of votes if they involve new provisions or amendments of substance to articles 1 to 10 and 14 to 20 of the Agreement or articles 101 to 105 and 112 of the Detailed Regulations.
- (b) two-thirds of the votes if they involve amendments of substance to articles 106, 108, 109, and 111 of the Detailed Regulations;
- (c) a majority of the votes if they involve:
 - (i) amendments of substance to other articles of the Agreement and its Detailed Regulations or interpretation of the provisions of the Agreement and its Detailed Regulations, except in the case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution;
 - (ii) drafting amendments to any of the provisions of the Agreement and its Detailed Regulations.

Article 20

Entry into force and duration of the Agreement

This Agreement shall come into force on 1 January 1976 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original which shall be deposited in the archives of the Government of the country in which the seat of the Union is situated. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Lausanne, 5 July 1974.

This Agreement was signed on behalf of the States and territorial entities listed below by one or several of the plenipotentiaries who signed the Second Additional Protocol to the Constitution of the Universal Postal Union:

(For the signatures affixed by those plenipotentiaries under the Second Additional Protocol, see United Nations, Treaty Series, vol. 1004, p. No. p. 11.)

Federal Republic of Germany
Argentine Republic
Republic of Austria
Belgium
People's Republic of Bulgaria
United Republic of Cameroon
Chile
Republic of Colombia
Republic of Dahomey
Kingdom of Denmark
Arab Republic of Egypt
Republic of Ecuador
Spain
Republic of Finland
Greece
Republic of Guinea-Bissau
Republic of Upper Volta
People's Republic of Hungary
Republic of Indonesia
Khmer Republic
Libyan Arab Republic
Principality of Liechtenstein
Luxembourg
Kingdom of Morocco
Islamic Republic of Mauritania
Principality of Monaco
Republic of Nicaragua
Norway
Republic of Paraguay
People's Republic of Poland
Portugal
People's Democratic Republic of Korea
Republic of San Marino
Republic of Senegal
Sweden
Swiss Confederation
Thailand
Togolese Republic
Tunisia
Turkey
Eastern Republic of Uruguay
Vatican City State
Arab Republic of the Yemen
Federative Socialist Republic of Yugoslavia

**DETAILED REGULATIONS
OF THE SUBSCRIPTIONS TO NEWSPAPERS
AND PERIODICALS AGREEMENT**

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Chapter III

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- 110. Subscriptions to newspapers not on the list

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DETAILED REGULATIONS OF THE SUBSCRIPTIONS TO NEWSPAPERS AND PERIODICALS AGREEMENT

Having regard to article 22, § 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964,¹ the undersigned, on behalf of their respective postal administrations have by common consent drawn up the following measures for ensuring the implementation of the Subscriptions to Newspapers and Periodicals Agreement.²

Chapter I

General provisions

Article 101

Communications to the International Bureau

1. At least three months before implementing the Agreement, each administration shall transmit to the other administrations, through the intermediary of the International Bureau:
 - (a) a list of the countries with which it maintains a service for subscriptions to newspapers under the Agreement;
 - (b) the newspaper rate applicable in the international service;
 - (c) the commission charge and the stamp duty, if any, collected under article 8, § 1, (b) and (c), of the Agreement;
 - (d) its decisions regarding the option of putting the addresses on the newspapers themselves as provided for in article 106, § 3;
 - (e) an extract from the provisions of its laws or regulations applicable to the subscription service;
 - (f) the offices, if any, designated to deal with matters for which otherwise the central administration is responsible.
2. Any subsequent amendment shall be notified without delay.

Article 102

Forms for the use of the public

For the purpose of applying article 10, § 3, of the Convention,³ the following shall be considered as forms for the use of the public:

- AP 4 (claim concerning a newspaper),
- AP 5 (international subscription money order),
- AP 5^{bis} (international subscription money order, wide coupon)
- AP 6 (international subscription inpayment order),
- AP 6^{bis} (international subscription inpayment order, wide coupon)
- AP 9 (change of address for a newspaper).

¹ United Nations, *Treaty Series*, vol. 811, p. 7

² See p. 566 of this volume.

³ See p. 53 of this volume

Article 103

List of newspapers. Prohibited newspapers

1. Each administration shall transmit to the other administrations a list of newspapers that may be subscribed to in accordance with the Agreement. This list shall be made out on a form in conformity with the annexed specimen AP 1 and shall reach the administrations concerned not later than 20 November, 20 February, 20 May or 20 August. Administrations shall ensure that the names and addresses of the newspapers are brought completely up to date, at the very latest, in the list transmitted by 20 August.
2. Any subsequent change in subscription conditions shall be valid only if the relevant communication is made within the time specified in § 1. Otherwise the change shall become effective beginning the following quarter.
3. Each administration shall also transmit to the other administration a list of prohibited newspapers.

Article 104

General newspaper tariff

Each administration shall draw up, from the lists supplied under article 103, a general tariff indicating by country the newspapers, the subscription conditions, the delivery prices, and the charges and fees payable.

Chapter II

Execution of subscriptions

Article 105

Subscription to a newspaper

1. Subscriptions to a newspaper mentioned in the general tariff provided for in article 104 shall be made by the subscriber on a subscription money order form conforming to the annexed specimen AP 5, AP 5^{bis}, AP 6 or AP 6^{bis}.
2. The particulars required on the form shall be typed or printed by hand and checked by the issuing office. The order shall then be treated as an ordinary money order or inpayment order.
3. If the orders are exchanged by means of lists, separate MP 2 lists marked "*Mandats-abonnement*" ("Subscription orders") shall be used. They shall be accompanied by the coupons of AP 5, AP 5^{bis}, AP 6 or AP 6^{bis} order forms, as the case may be, for subsequent transmission to the payee.
4. The charge and the duty mentioned in article 8, § 1, (b) and (c) may be represented on the subscription order by postage stamps or franking impressions.

Article 106

Posting and dispatch of newspapers

1. The newspapers shall be posted by the publisher in wrappers or open envelopes bearing the address of the subscriber.

2. The administration of origin shall decide, according to its operational requirements, whether the newspapers in wrappers or envelopes shall be sent:
 - (a) individually to the address of the subscribers; or
 - (b) in packets addressed to the office of destination, in which case the packets shall be prepared by the publisher.
3. Administrations may agree to permit the subscriber's address to be written on the newspaper itself, in which case the newspapers shall be grouped in packets bearing the address of the office of destination and prepared by the publisher.
4. The wrappers, envelopes, and packets shall be marked "*Abonnement-poste*" (Postal subscription).
5. These items shall be stamped either with the indication "*Taxe perçue*" (T. P.) or "*Port Payé*" (Postage Paid) (P. P.) as provided for in article 25, § 3, of the Convention or by another of the franking methods mentioned in article 25, § 1, of the Convention. The administration of origin shall determine the franking method to be used.

Chapter III

Special cases

Article 107

Changes of address

Any change of address shall be sent by the subscriber to the publisher. A form in conformity with the specimen AP 9 may be used for this purpose.

Article 108

Irregularities

1. Irregularities in the subscription service shall be reported, either to the office of origin or, when it so requests, to the central administration.
2. When a subscriber makes a claim for separate numbers of a newspaper which have not reached him, the office of destination shall notify the publisher by means of a form in the form of the annexed specimen AP 4.

Article 109

Interrupted or discontinued publication

When publication of a newspaper is interrupted or discontinued, administrations shall assist the subscribers in obtaining, as far as possible, the refund of the subscription price for the period during which the newspaper has not been supplied. The same shall apply to newspapers that have been prohibited.

Article 110

Subscriptions to newspapers not on the list

When an application is made for a subscription to a newspaper not included in the list which administrations transmit to one another under article 103, § 1, the administration concerned shall help to obtain the necessary information from the administration of origin.

Chapter IV

Accounting

Article 111

Preparation of accounts

1. The accounts relating to paid subscription money orders (cards or lists) and subscription inpayment orders (cards or lists) shall be drawn up according to the provisions of the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.¹ However, separate forms marked "*Mandats-abonnement*" ("Subscription orders") shall be used for such accounts.
2. Administrations may agree to add the total amount of such accounts to the amount of the monthly account for money orders drawn up for the same period.

Chapter V

Final provisions

Article 112

Entry into force and duration of the Regulations

1. These Regulations shall come into force on the day on which the Subscriptions to Newspapers and Periodicals Agreement comes into operation.
2. They shall have the same duration as that Agreement, unless renewed by common consent between the parties concerned.

Done at Lausanne, 5 July 1974.

SIGNATURES

(The same as for the Agreement; see p. 573 of this volume.)

¹ See p. 351 of this volume.

LIST OF FORMS

No	Title or nature of form	References
1	2	3
AP 1	List indicating prices and delivery conditions of newspapers	Art 103, § 1
AP 4	Claim concerning a newspaper	Art 108, § 2
AP 5	International subscription money order	Art 105, § 1
AP 5 ^{bis}	International subscription money order (large size)	Art. 105, § 1
AP 6	International subscription inpayment order	Art 105, § 1
AP 6 ^{bis}	International subscription inpayment order (large size)	Art. 105, § 1
AP 9	Change of address for a newspaper	Art 107

ANNEXES :

Forms AP 1, AP 4 to AP 6^{bis}, AP 9

AP 1

Postal administration

LIST

Prices and delivery conditions of newspapers

Name of newspaper	Address of newspaper ¹	Frequency	Sub- scription period	Delivery Price ²	Remarks ³
1	2	3	4	5	6
			Number of months		

1. Where applicable, address of transport service responsible for dispatching and accounting and entry of giro a/c No.
2. In currency used for money orders for country providing list.
3. The post office of origin of the newspaper and the names of publishers who accept subscriptions beyond the end of the current year may be inserted in this column.

Subscriptions, Lausanne 1974, Art. 103, § 1—Size: 210 x 297 mm

(Front)

Postal administration	CLAIM Newspaper	AP 4
Delivery office	Country	
Name of newspaper	Number	
Place of issue	Date	
The undermentioned subscriber states that he did not receive this number. He requests you to send it to him free, as soon as possible, accompanied by this card		
Subscriber's name and full address		
Date and signature of delivery office official		

Subscriptions, Lausanne 1974, Art. 108, § 2—Size: 148×106 mm

(Back)

Postal administration	CLAIM Newspaper	
On postal service		
	Name and address of publisher	
	Country of destination	

(Front)

Counterfoil to be filled in by typewriter or in block capitals (see overleaf)	Postal administration		AP 5
	INTERNATIONAL SUBSCRIPTION MONEY ORDER		
Delivery price in Arabic figures	Amount in Arabic figures	Exchange rate ¹	Space for postage stamps or indication of charge collected, if applicable
		Sum paid ¹	
Subscriber's name	Amount in words and Roman letters		
Street and No.	Name of publisher		¹ To be entered by the paying administration when effecting the conversion.
Place	Street and No.		
Country	Place of destination		
Country	Country of destination		
Stamp of issuing office	Stamp of issuing office	Indication of issuing office	
		Money order No.	
		Office	Sum deposited
		Signature of the official	Date

Subscriptions, Lausanne 1974, Art. 105, § 1—Size. 148 x 105 mm

(Back)

Coupon may be detached by payee	Space for endorsements, if any		
	Payee's receipt		
	Received the sum shown overleaf		
Name of newspaper	Publisher	Period of subscription from	Place and date
			Signature of payee
			In-register
			No.
			Stamp of paying office

Postal administration
INTERNATIONAL SUBSCRIPTION MONEY ORDER

(Front)
AP 5bis

Space for postage stamps or indication of charge collected, if applicable.

<p>Counterfoil to be filled in by typewriter or in block capitals</p> <p>Delivery price in Arabic figures</p> <p>Subscriber's name</p> <p>Street and No.</p> <p>Place of destination</p> <p>Country of destination</p> <p>Name of newspaper</p>	<p>Exchange rate¹</p> <p>Sum paid¹</p> <p>Amount in words and Roman letters</p> <p>Name of publisher</p> <p>Street and No.</p> <p>Place of destination</p> <p>Country of destination</p> <p>Stamp of issuing office</p> <p>Money order No.</p> <p>Office</p> <p>Signature of the official</p>
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<p>Period of subscription</p> <p>From</p> <p>To</p> <p>No. of months</p>	<p>Publisher</p> <p>Stamp of issuing office</p>	<p>Sum deposited</p> <p>Date</p>
--	---	----------------------------------

¹ To be entered by the paying administration when effecting the conversion

Subscriptions, Lausanne 1974, Art 105, § 1—Size 210 x 105 mm

(Back)

Counterfoil may be detached by payee

Space for endorsements, if any

AP 5bis

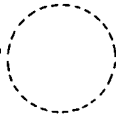
Payee's receipt

Received the sum shown overleaf
Place and date

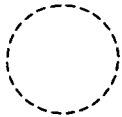
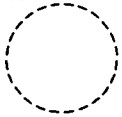
Signature of payee

Stamp of paying office

In-
register
NO.



(Front)

<p>COUNTERFOIL intended for holder of giro account No. _____ To be filled in by typewriter or in block capitals (see overleaf) Delivery price in Arabic figures _____</p>		Postal administration of _____ AP 6
<p>INTERNATIONAL SUBSCRIPTION INPAYMENT ORDER</p>		
Subscriber's name _____ Street and No. _____ Place _____ Country _____	Amount in Arabic figures _____ Amount in words and Roman letters _____ Name of publisher _____ Giro a/c No. _____ Giro centre _____ Country of destination _____	Exchange rate ¹ _____ Sum credited ¹ _____ Space for postage stamps or indication of charge collected, if applicable. ¹ To be entered by the paying administration when effecting the conversion.
Stamp of issuing office _____ 	Stamp of issuing office _____ 	Indications of issuing office Money order No. _____ Sum deposited _____ Office _____ Date _____ Signature of the official _____

Subscriptions, Lausanne 1974, Art. 105, § 1—Size: 148 x 105 mm

(Back)

Counterfoil may be detached by payee Name of newspaper _____ Publisher _____ Period of subscription from _____ to _____ Number of months _____	Space for endorsements, if any Stamp of giro centre crediting the money order to payee's giro account
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(Front)

Postal administration of
INTERNATIONAL SUBSCRIPTION—INPAYMENT ORDER
AP 6bis

COUNTERFOIL intended for holder of giro account No.....
To be filled in by typewriter or in block capitals.

<p>Delivery price in Arabic figures</p> <p>Subscriber's name</p> <p>Street and No.</p> <p>Place of destination</p> <p>Country of destination</p> <p>Name of newspaper</p>	<p>Amount in Arabic figures</p> <p>Amount in words and Roman letters</p> <p>Name of publisher</p> <p>Giro a/c No.</p> <p>Giro centre</p> <p>Country of destination</p>
<p>From</p> <p>To</p> <p>No. of months</p>	<p>Exchange rate¹</p> <p>Sum paid¹</p> <p>Sum deposited</p> <p>Date</p>
<p>Period of subscription</p>	<p>Stamp of issuing office</p> <p>Stamp of issuing office</p> <p>Money order No.</p> <p>Office</p>
<p>Publisher</p>	<p>Signature of the official</p>

Space for postage stamps or indication of charge collected, if applicable.

¹ To be entered by the paying administration when effecting the conversion

Subscriptions, Lausanne 1974, Art 105, § 1—Size: 210 x 105 mm

AP 6bis (Back)

Counterfoil to be sent to payee

Space for endorsements, if any

Stamp of giro centre
crediting the money order
to payee's giro account

(Front)

Postal administration	CHANGE OF ADDRESS FOR A NEWSPAPER	AP 9
Name of newspaper		
Publisher		Place of publication
Number of copies		Subscription expires
Subscriber's name and forename		
Present address in full		
		from to
Period of change of address		
New address in full		
Date and subscriber's signature		

Subscriptions, Lausanne 1974, Art. 107—Size: 148 x 105 mm

(Back)

Postal administration	Postage stamp
CHANGE OF ADDRESS FOR A NEWSPAPER	
Name of newspaper	
Street and number	
Place of destination	
Country of destination	

LIST OF STATES AND TERRITORIES WHICH HAVE RATIFIED OR APPROVED THE AGREEMENT,
INDICATING THE DATE OF DEPOSIT OF THE INSTRUMENT OF RATIFICATION OR APPROVAL
WITH THE GOVERNMENT OF SWITZERLAND

<i>State or Territory</i>	<i>Date of definitive signature (s) or date of deposit of instrument of ratification or approval (AA)</i>	
BELGIUM	23 October	1975 AA
DENMARK	5 July	1974 s
GERMANY, FEDERAL REPUBLIC OF	29 December	1975
(With a declaration to the effect that the Acts of the Universal Postal Union shall also apply to Berlin (West).)		
LIECHTENSTEIN	20 August	1975
LUXEMBOURG	11 March	1976 AA
SWITZERLAND	9 September	1975
THAILAND	5 March	1976 AA
TUNISIA	30 October	1975
