

Universal Postal Union

# Documents of the 1989 Washington Congress

Volume III  
Part 2

Detailed Regulations, drawn up by the Executive Council,  
of the Acts signed at Washington

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## Contents

	Page
Contents .....	3
Table of abbreviations (acronyms, symbols, etc) and signs used in the decisions of the 1989 Washington Congress .....	5
Detailed Regulations of the Universal Postal Convention .....	9
- Forms .....	93
Detailed Regulations of the Postal Parcels Agreement .....	181
- Forms .....	215
Detailed Regulations of the Money Orders Agreement .....	257
- Forms .....	279
Final Protocol.....	305
Detailed Regulations of the Giro Agreement .....	309
- Forms .....	329
Detailed Regulations of the Cash-on-Delivery Agreement .....	345
- Forms .....	357





## Table of abbreviations (acronyms, symbols, etc) and signs used in the Decisions of the 1989 Washington Congress

### 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
Constitution	Constitution of the Universal Postal Union
Conv or Convention	Universal Postal Convention
Det Regs	Detailed Regulations
dm	decimetre
Doc	Documents (of Congress, 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
kg	kilogramme
km	kilometre
lb (16 ounces)	pound avoirdupois (453.59 grammes)
M...	to be completed as appropriate: Mr, Mrs, Miss or address (chiefly used in forms)
m	metre
max	maximum
min	minimum
mm	millimetre
mn	minute (of time)
Money orders	Money Orders Agreement
n.m.	nautical mile (1852 metres)
No	number

## Table of abbreviations and signs

oz	ounce (28.3465 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)
SDR	Special Drawing Right
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

### B. Abbreviations relating to forms

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

AV	Airmail correspondence
C	Convention
CP	Parcels
MP	Money orders
R	COD
VD	Insured letters
VP	Giro

### 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, money orders, COD money orders, bills for collection, insured letters, advices of payment, advices of entry and advices of delivery
M bags	special bags containing printed papers for the same addressee at the same address
PP	postage paid ( <i>port payé</i> )
R	registered ( <i>recommandé</i> )
S.A.L.	surface airlifted
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)

# Detailed Regulations of the Universal Postal Convention

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## Detailed Regulations – Forms



## Detailed Regulations of the Universal Postal Convention

### Contents

#### Part I

#### General provisions

##### Chapter I

#### Rules applicable in common throughout the international postal service

##### Art

- 101 Preparation and settlement of accounts
- 102 Payment of debts expressed in SDRs. General provisions
- 103 Rules for payment
- 104 Fixing of equivalents
- 105 Postage stamps. Notification of issues and exchange between administrations
- 106 Postal identity cards
- 107 Period of retention of documents
- 108 Telegraphic addresses

##### Chapter II

#### International Bureau. Information to be supplied. Publications

- 109 Communications and information to be forwarded to the International Bureau
- 110 Mutual information between administrations
- 111 Publications
- 112 Distribution of publications



## 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

- 113 Address. Make-up
- 114 Marking of mode of transportation or priority**
- 115 Poste restante items
- 116 Items sent free of postal charges
- 117 Items subject to customs control
- 118 Items for delivery free of charges and fees

##### Chapter II

##### Rules relating to the packing of items

- 119 Make-up. Packing
- 120 Make-up. Infectious perishable biological substances
- 121 Make-up. Non-infectious perishable biological substances
- 122 Make-up. Radioactive materials
- 123 Make-up. Verification of contents
- 124 Items in panel envelopes

##### Chapter III

##### Special provisions applicable to each category of items

- 125 Letters
- 126 Aerogrammes**
- 127 Postcards
- 128 Printed papers
- 129 Printed papers. Authorized annotations and enclosures
- 130 Printed papers in the form of cards
- 131 Literature for the blind
- 132 Small packets

## Section II

Registered items, **recorded delivery items** and insured letters

### Chapter I

Registered items **and recorded delivery items**

**133** Registered items

**134** **Recorded delivery items**

### Chapter II

Insured letters

**135** Make-up of insured letters

**136** Insured letters. Insured value

**137** Insured letters. Functions of the office of origin

### Chapter III

Advice of **delivery**

**138** Advice of delivery

**139** Delivery to the addressee in person

## Section III

Operations on departure and arrival

### Chapter I

**140** Application of the date-stamp

**141** Express items

**142** Unpaid or underpaid items

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

**144** Redirected items

**145** Collective redirection of letter-post items

**146** Undeliverable items

**147** **Items wrongly admitted**

**148** Withdrawal from the post. Alteration **or correction** of address

**149** Withdrawal from the post. Alteration **or correction** of address. Items posted in a country other than that which receives the request

**150** Inquiries. Unregistered items

- 151 Inquiries. Registered items and insured letters
- 152 Inquiries concerning items posted in another country
- 153 Delivery of a rifled or damaged insured letter

## Section IV

### Exchange of items. Mails

#### Chapter I

- 154 Exchange of items
- 155 Exchange in closed mails
- 156 Land transit without the participation of the country crossed
- 157 Routes and methods of transmission of insured letters
- 158 Transit à découvert
- 159 Make-up of mails
- 160 Letter bills
- 161 Transmission of registered items
- 162 **Transmission of recorded delivery items**
- 163 Transmission of insured letters
- 164 Transmission of money orders
- 165 Transmission of express **items**
- 166 Transmission of printed papers for a single addressee
- 167 Labelling of mails
- 168 Routing of mails and preparation of transit notes
- 169 Transfer of mails
- 170 Checking of mails and use of verification notes
- 171 Missent items
- 172 Steps to be taken in the event of an accident occurring to surface conveyance facilities
- 173 Return of empty bags
- 174 Mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft

## Section V

### Provisions concerning transit charges and terminal dues

#### Chapter I

#### **Determination of the annual weight of mails subject to terminal dues and transit charges**

- 175 Statement of **weights** of surface mails, **including S.A.L. mails**
- 176 Statement of weights of airmails
- 177 Transmission and acceptance of statements of **weights** of surface mails (**including S.A.L. mails**) and airmails



- 178 Airmails **and S.A.L. mails** in transit by surface
- 179 Closed mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft
- 180 Transit bulletins for surface mails

## Chapter II

### **Annual statistical count for calculating the proportions of LC and AO**

- 181 Statistical period for **calculating the proportions by weight of LC items and AO items in surface mails (including S.A.L. mails) and airmails**
- 182 **Bill of weights of LC and AO in surface mails (including S.A.L. mails) and airmails – statistical period**
- 183 **Labelling of mails during the statistical period**
- 184 Checking of mails for the statistical period
- 185 Preparation of statistical statements **for calculating the proportions of LC and AO**
- 186 **Revision of the proportions resulting from the annual statistics**

## Chapter III

### **Revision of the rates of terminal dues**

- 187 **Revision of the rates of terminal dues for LC and AO items. Correction mechanism**
- 188 **Special statistical count for the application of the correction mechanism**

## Chapter IV

### **Preparation, transmission, approval and settlement of terminal dues and transit charges accounts**

- 189 Preparation, transmission and approval of transit charges and surface-mail **(including S.A.L. mail) and airmail** terminal dues accounts
- 190 Provisional payments of transit charges and surface-mail **(including S.A.L. mail) and airmail** terminal dues
- 191 Special address for the transmission of forms **concerning transit charges and terminal dues**
- 192 General liquidation account. Role of the International Bureau
- 193 Payment of transit charges **and terminal** dues

## Section VI

### Miscellaneous provisions

#### Chapter I

- 194** Routine correspondence between administrations
- 195** Characteristics of postage stamps **and postal prepayment impressions**
- 196** Characteristics of franking machine impressions
- 197** Characteristics of franking impressions (printing press, etc)
- 198** Suspected fraudulent use of postage stamps **or postal prepayment** or franking impressions
- 199** International reply coupons
- 200** Accounting for customs and other charges with the administration of origin of items sent free of charges and fees
- 201** Accounting for amounts due in respect of indemnity for letter-post items
- 202** Forms for the use of the public

## Part III

### Provisions concerning air conveyance

#### Section I

### Airmail correspondence

#### Chapter I

### Rules for dispatch and routing

- 203** Make-up of airmails
- 204** Establishing and checking the weight of airmails
- 205** *Sacs collecteurs*
- 206** AV 7 delivery bills
- 207** Preparation and checking of AV 7 delivery bills
- 208** Missing AV 7 **or C 18bis** delivery bill
- 209** Transhipment of airmails
- 210** Steps to be taken when direct transhipment of airmails cannot take place as scheduled
- 211** Steps to be taken in the event of an interrupted flight, or of diversion or missending of mails
- 212** Steps to be taken in the event of an accident
- 213** Preparation and checking of AV 2 bills
- 214** Airmail correspondence **and priority items** in transit à découvert. Statistical operations
- 215** Airmail correspondence in transit à découvert which is excluded from statistical operations
- 216** Return of empty airmail bags

## Chapter II

### Accounting. Settlement of accounts

- 217** Accounting for air conveyance dues
- 218** Preparation of AV 3 and AV 4 statements of weights
- 219** Preparation of AV 5 detailed accounts and AV 11 general accounts
- 220** Submission and acceptance of AV 3, AV 3bis and AV 4 statements of weights, AV 5 detailed accounts and AV 11 general accounts

## Section II

### Surface airlifted (S.A.L.) mail

- 221** Make-up of surface airlifted mails
- 222** C 18bis delivery bill
- 223** Steps to be taken in the event of an interrupted flight, or of diversion or missending of surface airlifted mails

## Section III

### Information to be supplied by administrations and by the International Bureau

- 224** Information to be supplied by administrations
- 225** **Publications** to be supplied by the International Bureau

## Part IV

### Final provisions

- 226** Entry into force and duration of the Regulations

## Annexes: Forms



## Detailed Regulations of the Universal Postal Convention

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the **Executive Council has drawn** up the following measures for ensuring the implementation of the Universal Postal Convention.

### 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** SDRs on C 20, C 20bis, C 21, C 21bis, C 23, C 24, C 31, CP 16, CP 18, AV 5 and **AV 11 forms**, decimals shall be ignored in the total or the balance. **Discrepancies in the accounts made out on the forms listed above shall not be taken into consideration unless they exceed a total of 9.80 SDR per account.**

3 In accordance with article 113, paragraph 5, of the General Regulations 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 debts expressed in SDRs. General provisions

1 Subject to article **13** of the Convention, the rules for payment set out below shall apply to all debts expressed in SDRs 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.

3 Provided the periods for payment are observed, any administration may settle postal debts of the same or different kinds, expressed in SDRs 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.

4 The inclusion of an airmail account in a general account containing different debts shall not result in delaying the payment of the air conveyance dues owed to the airline concerned.

## 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. 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 SDRs.

3 Subject to paragraph 4, the amount to be paid in the selected currency (which is equivalent in value to the balance of the account expressed in SDRs) shall be determined by converting the SDR into currencies of payment in accordance with the following provisions:

- for currencies for which the SDR exchange rate is published by the International Monetary Fund (IMF): use the exchange rate in force on the day prior to payment or the most recent rate published;
- for other currencies of payment: convert, as a first stage, the amount in SDRs into an intermediate currency for which the value is published daily by the IMF in terms of the SDR, using the most recent exchange rate published, then convert, as a second stage, the result thus obtained into the currency of payment, applying the latest rate of exchange quoted on the exchange market of the debtor country.

4 If, by mutual agreement, the creditor administration and the debtor administration have chosen the currency of a country which is not a member of the IMF and whose laws do not permit the application of paragraph 3, the administrations concerned shall agree on the relationship between the SDR and the value of the selected currency.

5 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.

6 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.

7 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.

8 If, between the dispatch of the 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 paragraphs 3, 4 or 5, and if the difference resulting from such variation exceeds 5 percent of the amount due (as calculated following such variation), the total difference shall be shared equally between the two administrations.

9 Payment shall be made as quickly as possible and at the latest within six weeks from the date of dispatch for general liquidation accounts prepared by the International Bureau and from the date of acceptance or the date of notification of official acceptance for other liquidation accounts and accounts indicating the amounts or balances to be settled; after that period the amounts due shall be chargeable with interest at the rate of 6 percent 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.

10 When payment is made, the cheque, draft or document of transfer shall be accompanied by particulars of the title, period, amount in SDRs, conversion rate used and applicable date of such rate for each account included in the total sum remitted. If it is not possible for details to accompany the remittance, an explanatory letter shall be provided by airmail on the day that payment is made. The detailed explanation shall be in French or in a language understood in the administration to which payment is made.

#### 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. They shall notify them to the International Bureau for them to be announced to postal administrations. To this end each administration shall be required to notify the International Bureau of the average value of the SDR in the currency of its country under the provisions of paragraph 2.

2 The average value of the SDR which will be operative from 1 January each year, for the purposes only of the fixing of charges, will be determined as follows:

- a for a currency for which daily exchange rates with the SDR of the IMF are published: calculate to four places of decimals the average value of the SDR in that currency, based on the day-to-day values applying over a period of at least 12 months ended on the preceding 30 September;

- b for a currency for which daily exchange rates with the SDR are not published: calculate to four places of decimals an average value of the SDR in that currency, as in a, but through the medium of conversion to another currency for which daily rates are quoted both for the currency in question and for the SDR;
  - c for a currency of a country which is not a member of the IMF, for which daily exchange rates with the SDR are not published, and which unilaterally declares an equivalence in accordance with the Convention, article 9, paragraph 3: calculate the average of the daily rates thus unilaterally declared applying over a period of at least 12 months ended on the preceding 30 September;
  - d as an alternative to b and c, for any currency for which an exchange rate with the SDR is not published daily, the average value of the SDR over a period of not less than 12 months ended in the preceding September may first be calculated for another currency for which daily equivalents in SDRs are published, as in method a, and the resulting average value converted to the currency in question by the closing market exchange rate between the two currencies applying on 30 September; the calculation will be to four places of decimals. The period over which the average is taken should be that also used by the country whose currency is used as the intermediate.
- 3 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.
- 4 The International Bureau shall publish a compendium showing, for each country, the equivalents of the charges, the average value of the SDR and the selling price of the international reply coupons mentioned in paragraph 1.
- 5 Each administration shall notify the International Bureau direct of the equivalent it has adopted for the indemnities prescribed in article 57, paragraph 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 each of their new issues of 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 record the application in a register; he shall enter in ink or a similar substance 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

##### Period of retention of documents

1 Documents of the international service shall be kept for a minimum period of 18 months from the day following the date to which they refer. However, if the documents are reproduced on microfilm, microfiche or similar medium, they may be destroyed as soon as it is established that the reproduction is satisfactory.

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 108

##### 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 paragraphs 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 109

##### Communications and information to be forwarded to the International Bureau

- 1 Administrations shall communicate 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 articles **196**, paragraph 1, and **197**, to indicate that the postage has been paid;
  - 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 **76, paragraph 1**, 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 scale of insurance charges applicable in their service to insured letters in accordance with article **54**, paragraph 1, c;
  - f the maximum amount up to which they admit insurance by surface and air routes;
  - g where necessary, a list of their offices which participate in the insured letters service;
  - h 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;
  - i a list of their offices of exchange responsible for handling letter post with information concerning the exact name and address of each office, as well as its telephone, telex and telefax numbers in so far as they are available;**
  - j 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;
  - k 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;**
  - l a list of kilometric distances for land sectors followed in their countries by mails in transit;
  - m a list of the transport services operating from their countries used for the conveyance of surface mails (including S.A.L. mails), with details of the points of departure, places of destination, types of service, frequency, duration of transport, capacity limits, categories of mail for which transit à découvert is provided, conveyance charges per kg and, if the charges are not payable to the administration of the country of departure, the necessary comments in this connection;**
  - n any useful information about their organization and internal services;
  - o their internal postal charges;
  - p the quality-of-service targets fixed for the delivery in their country of priority and airmail items and, if appropriate, of non-priority and surface items, in accordance with article 36 of the Convention.**
- 2 Any amendment to the information mentioned in paragraph 1 shall be notified without delay.
- 3 Administrations shall supply the International Bureau with two copies of the **documentation** 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 110

## Mutual information between administrations

The administrations of countries which participate in the insured letters service and which provide 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.

## Article 111

## Publications

1 The International Bureau shall publish, on the basis of information supplied in accordance with article 109, an official compendium of information of general interest relating to the implementation of the Convention and 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 subparagraph a, or the United Nations as regards subparagraph e:

- a a list of addresses, heads and senior officials of postal administrations and Restricted Unions;
- b an international list of post offices;
- c **a compendium of transit information comprising:**
  - i a list of kilometric distances relating to land sectors of mails in transit;
  - ii **a list of transit services provided for surface mail (including S.A.L. mail);**
- d a list of equivalents;
- e a list of prohibited articles in which are also mentioned narcotics prohibited under the multilateral treaties on narcotics and the definitions of dangerous goods prohibited from conveyance by post drawn up by the International Civil Aviation Organization;
- f a compendium of information on the organization and internal services of postal administrations;
- g a compendium of postal administrations' internal charges;
- h statistical data relating to the postal services (internal and international);
- i studies, opinions, reports and other statements relating to the postal service;
- j the following three catalogues:
  - International Bureau library catalogue (listing the works acquired by the library);
  - International Bureau periodicals catalogue (listing the periodicals received at the International Bureau);
  - International Bureau film library catalogue (listing the films available for loan by the International Bureau to postal administrations);
- k a catalogue of postal equipment.

3 It shall also publish:

- the Acts of the UPU annotated by the International Bureau;
- the Genesis of the Acts of the UPU; and
- the Multilingual Vocabulary of the International Postal Service.

4 Amendments to the various **publications** listed in paragraphs 1 to 3 shall be notified by circular, bulletin, supplement or other appropriate means.

Article 112

Distribution of publications

- 1 The **publications** published by the International Bureau shall be distributed to administrations in accordance with the following rules:
  - a all **publications** excepting those specified in subparagraph b: three copies, one of which shall be in the official language and the other two either in the official language or in the other language requested in accordance with article 107 of the General Regulations;
  - b the periodical "Union Postale" and the International List of Post Offices: according to the number of contribution units assigned to each administration under article 125 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 paragraph 1, administrations may purchase International Bureau **publications** at cost price.
- 3 **Publications** published by the International Bureau shall also be sent to the 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 right-hand half at least of the address side for the address of the addressee and for postage stamps, franking marks and impressions or indications in lieu thereof;
  - d to write the address very legibly in roman letters and arabic numerals, **and to write it in compact form, without a blank line between the line containing the place of destination and the other elements of the address and without leaving a space between the letters of the words**, setting it out on the right-hand side lengthwise. If other letters and numerals are used in the country of destination, it shall be recommended that the address be given also in these letters and numerals;
  - e to write the name of the place with the correct postcode number or delivery zone number, if any, and country of destination in capital letters, **without underlining them**;

- f to show the address precisely and completely, giving the correct postcode 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, with the postcode number or delivery zone number, if any, of the sender. When they appear on the address side of the envelope, these indications shall be placed in the top left-hand corner;
- 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 made of a sturdy material, 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;
- k the following exceptional form of address, in French or a language accepted by the country of destination, may be used on printed papers: the addressee's name, or occupant.**

**2 The envelope or wrapping may bear only one sender's address, which, in the case of bulk postings, must be located in the country of posting of the item.**

**3 Except as otherwise provided in these Regulations, service instructions and labels shall be placed on the address side of the item, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given. The service instructions shall be written in French or in some other language generally known in the country of destination; a translation of the instructions in the language of the country of origin may also be given.**

**4 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.**

**5 In all cases in which the item is under wrapper, the addressee's address shall be written on the latter, except in the case of articles sent in accordance with article 123, paragraph 3.**

**6 Postage stamps or postal franking impressions shall be applied to the address side, and as far as possible, in the top 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.**

**7 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.**

**8 Envelopes whose edges are provided with coloured bars shall be reserved exclusively for airmail correspondence.**

#### **Article 114**

##### **Marking of mode of transportation or priority**

**1 In the absence of special agreement between the administrations concerned, items to be treated as airmail correspondence or priority items in the administrations of transit and of destination shall bear either a special blue label or a stamp impression of the same colour bearing the words "Par avion" (By airmail), 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. This "Par avion" label, impression or indication shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given. When the airmail service is replaced by the priority items service, the words "Par avion" shall be replaced by the word "Prioritaire" (Priority).**

**2** The words "*Par avion*" (By airmail) and any note relating to air or priority conveyance shall be struck through with two thick horizontal lines when unpaid or underpaid surcharged airmail correspondence is forwarded or returned to origin by means of transport normally used for unsurcharged correspondence or non-priority items in accordance with articles 29, paragraph 5, or 40, paragraph 9, of the Convention. In the first case, the reasons shall be briefly given.

**3** The administration of origin may also require the marking of non-priority and surface items.

#### Article 115

##### Poste restante items

The address of items sent poste restante shall show the name of the addressee, **the town and, if possible, the post office at which the item is to be collected with the indication "*Poste restante*" in bold letters on the address side.** The use of initials, figures, forenames only, fictitious names or code marks of any kind shall not be permitted for these items.

#### Article 116

##### Items sent free of postal charges

Items exempt from postal charges shall bear, on the address side in the 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 16 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 17 of the Convention and the forms relating to them;
- c "*Cecogrammes*" (Literature for the blind) for the items mentioned in article 18 of the Convention.

#### Article 117

##### 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. The C 1 adhesive label shall be affixed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given. With the authorization of the administration of origin, users may use envelopes or wrapping bearing, in the place provided for affixing the C 1 label, a preprinted facsimile of that label having the same dimensions and colour. If the value of the contents declared by the sender exceeds 300 SDR, 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 registered letters in a closed envelope containing valuable articles as mentioned in article 48, paragraph 3, of the Convention, or in insured letters.

**3** For small packets, the formalities prescribed in paragraph 1 shall be compulsory in every case.

4 For special bags containing printed papers for the same addressee at the same address, the address label specified in article 166 shall bear the C 1 label if the country of destination so requests. If the value of the contents declared by the sender exceeds 300 SDR, or if the sender prefers, the upper part of the C 1 label shall be affixed to the address label and the C 2/CP 3 customs declarations shall be affixed to that same label; if the administration of the country of destination so requests, they shall be attached to one of the items contained in the bag.

5 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.

6 The contents of the item shall be shown in detail on the customs declaration. Descriptions of a general character shall not be admitted.

7 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 118

##### Items for delivery free of charges and fees

1 Items for delivery to addressees free of charges and fees shall bear in bold letters 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 with a yellow label also bearing in bold letters the indication "*Franc de taxes et de droits*". The heading and the label shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given.

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 45, paragraph 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 by the quickest route (air or surface) to the office of destination accompanied by a franking note duly completed. The office of destination shall affix the label prescribed in paragraph 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 119

##### 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 items or postal equipment.

2 Items containing articles of glass or other fragile materials, liquids, fatty substances, dry powders, whether colouring or not, live bees, leeches, silk-worm eggs or the parasites referred to in article 41, paragraph 4, 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 Items containing urgent medicines **or chemical reference substances** shall be furnished, on the side which bears the addressee's address, with a light green label with the following text and symbol:

Black symbol and lettering

URGENT

Light green background

☐ MEDICINES<sup>1</sup>

☐ CHEMICAL  
REFERENCE  
SUBSTANCES<sup>1</sup>

<sup>1</sup> Tick the appropriate box

(Size 62 × 44 mm)

4 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 120

##### Make-up. Infectious perishable biological substances

1 Perishable biological substances which are infectious or reasonably suspected to be infectious for man and animals shall be declared "Infectious substances". Letters containing such substances shall be subject to the special packing conditions laid down in the following paragraphs.

2 Senders of infectious substances should ensure that shipments are prepared in such a manner that they arrive at their destination in good condition and that they present no hazard to persons or animals during shipment. Elements of such packaging include such essentials as:

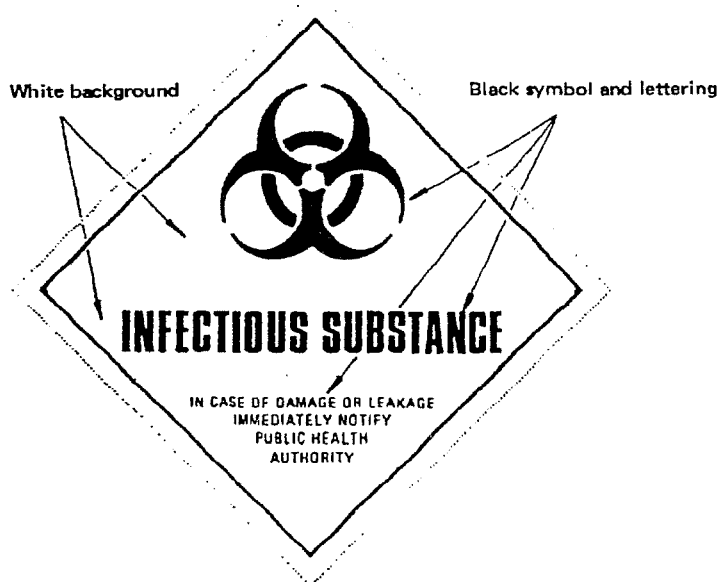
- a a watertight primary receptacle;
- b a watertight secondary packaging;
- c absorbent material should be placed between the primary receptacle and the secondary packaging. If multiple primary receptacles are placed in a single secondary packaging they shall be wrapped individually to ensure that contact between them is prevented. The absorbent material, such as cotton wool, should be sufficient to take up the entire contents. A non-hygroscopic material which does not evaporate under shipping conditions and is in fact non-toxic for man may be added;
- d an outer packaging of sufficient strength to meet performance tests equivalent to those laid down in the regulations of the international bodies competent in the matter.

3 Although exceptional items, such as whole organs, may require special packaging, the great majority of infectious substances can and should be packaged according to the following guidelines:

- a substances shipped at ambient temperatures or higher. Primary receptacles include those of glass, metal or plastic. Positive means of ensuring a leak-proof seal must be provided such as heat seal, skirted stopper or metal crimp seal. If screw caps are used these should be reinforced with tape;

b substances shipped refrigerated or frozen (wet ice, "cold dogs", dry ice). Primary receptacles closed by screw caps should not be used. Ice or dry ice must be placed outside the secondary packaging(s). Interior supports must be provided to secure the secondary packaging(s) in the original position after the ice or dry ice has been dissipated. If ice is used the packaging must be leak-proof. If dry ice is used the outer packaging must permit the release of carbon dioxide gas.

4 The outer box and the outer wrapping, if any, shall be furnished, on the side which bears the addresses of the duly authorized laboratories sending and receiving it, with a standardized diamond-shaped label, 10 cm x 10 cm or 5 cm x 5 cm, with black letters on a white ground. The top half shall bear the approved symbol for infectious substances and the bottom half the following words: "Infectious substance. In case of damage or leakage immediately notify public health authority." This label is as follows:

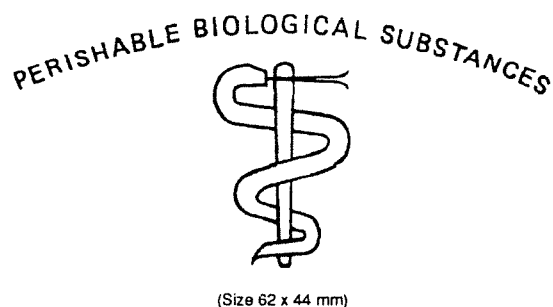


#### Article 121

##### Make-up. Non-infectious perishable biological substances

Letters containing non-infectious perishable biological substances shall be subject to the following special packing conditions: 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:



## Article 122

### 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 The outside packing of items containing radioactive materials shall be plainly and durably marked by the sender with the words "*Matières radioactives. Quantités admises au transport par la poste*" (Radioactive materials. Quantities permitted for movement by post); these words shall be officially crossed out should the packing be returned to the place of origin. It 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.

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 123

### 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 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. Printed papers containing **books or** brochures may be admitted under sealed, transparent wrapper. No special conditions of closing shall be required for **literature for the blind and** printed papers containing **books or brochures**; such items may be opened for verification of their contents. The administrations concerned may require the sender or addressee to facilitate verification of the contents either by opening some of the items picked out by them or in some other satisfactory manner.

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 in bold letters on the address side, in so far as possible

in the top left-hand corner, beneath the sender's name and address where these are given, the indication "*Imprimé*" (Printed papers) or "*Imprimé à taxe réduite*" (Reduced-rate printed papers) as appropriate, or the equivalent in a language known in the country of destination, 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 paragraph 2 may, notwithstanding paragraph 1, be inserted in closed plastic wrapping, either transparent or opaque. The address of the addressee, set out in the direction of the greatest dimension, the address of the sender and the franking-machine impression prescribed in article 196 or the postage paid imprint prescribed in article 197 may be placed under the plastic film in such a way that they are perfectly legible through the transparent panel or panels provided for that purpose. The wrapping shall include, on the address side, a sufficiently wide part on which service instructions, any reasons for non-delivery or, when applicable, the addressee's new address can be written by hand, or shown by means of a label or by any other process, as on paper; a sufficiently wide part of the wrapping on the address side must have the properties of paper. Items wrapped in plastic may also be prepaid by means of franking-machine impressions made on a self-adhesive label or, in some indelible way, on the actual wrapping.

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 paragraph 2 for printed papers, administrations of origin may restrict the option of closing 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 124

##### 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;
- 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 panel shall be placed in such a way as not to interfere with the application of the date-stamp;
- g 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 **may be admitted if the surface of the envelope is constructed in such a way as to create no difficulties in mail handling. A label having sufficient space for showing the address of the addressee, prepayment and service instructions**

**must be firmly attached to the outer surface of the item.** Items in envelopes which have an open 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 22, paragraph 1, a, ii, of the Convention.

4 Administrations of origin may admit envelopes which have two or more transparent panels. The panel reserved for the address of the addressee shall conform to the conditions laid down in paragraph 1. For the other panels, the conditions laid down in paragraph 1, b, d, f and g, shall apply by analogy.

## Chapter III

### Special provisions applicable to each category of items

#### Article 125

##### 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. However, letters in envelopes must be rectangular to ensure that they do not cause difficulties during their handling. Letters with the consistency, but not the shape, of postcards shall also be placed in rectangular envelopes. The space on the address side necessary for the address, the postage and the service instructions or labels shall be left completely clear.

#### Article 126

##### Aerogrammes

1 Aerogrammes must be rectangular and be so made that they do not hamper the handling of the mail.

2 The front of the aerogramme shall be reserved for the address, the prepayment 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.

3 Each administration shall fix, within the limits defined in article 20, paragraph 5, of the Convention, the conditions of issue, manufacture and sale of aerogrammes.

4 Items of airmail correspondence posted as aerogrammes, but not fulfilling the conditions thereof shall be treated in accordance with article 29 of the Convention. Administrations may, however, forward them in all cases by surface.

5 If airmail correspondence posted as an aerogramme is forwarded by air but does not comply with the conditions laid down in paragraph 4, the word "Aerogramme" shall be struck through with two thick horizontal lines. If the item is sent by surface, the word "Aerogramme" and, by analogy with article 114, paragraph 2, the words "*Par avion*" (By airmail) and any note relating to air conveyance shall be struck through in the same way. The reason for this deletion shall be given briefly.

## Article 127

### 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 paragraph 5.
- 5 It shall be prohibited to affix or attach to postcards samples of merchandise or similar articles, photographs, cuttings of every kind or fold-back sheets. It shall also be prohibited to embellish them with cloth, embroidery, spangles or similar materials. Such cards, as well as those which are not rectangular, may be sent only in closed envelopes prepaid at the letter rate. Nevertheless, illustrations, stamps of every kind and labels, as well as address slips of paper or other very thin substance, 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.
- 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, paragraph 6, such cards shall be regarded in all cases as unpaid and treated accordingly.

## Article 128

### 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 papers 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 correspondence courses sent by schools to their pupils and 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 work or for newspapers;
  - d musical scores in manuscript;
  - e photocopies;
  - f impressions obtained by means of computer printers **or typewriter posted simultaneously in several identical copies.**
- 3 The items mentioned in paragraph 2 shall also be subject to article 123 as regards form and make-up.

4 Printed papers shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, 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 copies obtained by means of tracing **or handwritten**;
- b copies obtained by means of stamps with or without moveable type;
- c articles of stationery proper, bearing reproductions, when it is clearly shown that the printed part is not the essential part of the article;
- d films and sound or video recordings;
- e 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 post-cards or even as letters, in application of article **127**, paragraph 6.

#### Article **129**

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 serial or registration numbers.

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 paragraphs 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 picture postcards, on printed visiting cards and on printed cards expressing congratulations 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 on 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 **of posting or destination of the original item**. The enclosure may be prepaid for return by means of postage stamps **or postal prepayment impressions** 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, **a delivery bill**, inpayment forms 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 payee 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 130

##### Printed papers in the form of cards

- 1 Printed papers of the form, consistency and size of a postcard may be sent unenclosed.
- 2 The right-hand half at least of the front of printed papers sent as cards, including picture postcards 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 paragraphs 1 and 2 shall be treated as letters, except when the irregularity derives only from showing the prepayment on the back. Notwithstanding article 113, paragraph 6, such items shall be regarded in all cases as unpaid and treated accordingly.

#### Article 131

##### Literature for the blind

- 1 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 recordings 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.
- 2 Administrations of origin shall have the option of admitting as literature for the blind sound recordings sent by a blind person or addressed to a blind person if this option exists in their internal service.
- 3 **Administrations of origin shall be allowed to admit as literature for the blind items admissible as such in their internal service.**



## Article 132

## Small packets

1 Small packets shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, if applicable beneath the sender's name and address, indication of which on the outside of the item shall be obligatory, 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 having** the character of current and personal correspondence, provided that its addressee and sender are those of the small packet **and the internal regulations of the administration concerned so permit**. 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.

## Section II

Registered items, **recorded delivery items** and insured letters

## Chapter I

Registered items **and recorded delivery items**

## Article 133

## Registered items

1 Registered items shall bear clearly and in bold letters 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 registered 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 a label in the form of the annexed specimen C 4, which must adhere properly.

5 Administrations which find it impossible to produce labels in the form of that specimen on which the indications are printed in full shall be permitted to use framed labels with the dimensions of the C 4 specimen in which only the letter R has been printed and on which the other indications in accordance with that specimen have been added in a sharp, clear and indelible form by any process whatsoever. Administrations whose internal regulations at present forbid the use of C 4 labels shall also be permitted to postpone the introduction of this measure and to distinguish registered items by the use of a stamp clearly reproducing the particulars on the C 4 label.

6 The label or stamp, and the heading "*Recommandé*" (Registered), shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, or, in the case of items in the form of cards, above the address in such a way as not to affect its legibility. In the case of the special registered bags mentioned in article 26, paragraph 1, p, column 3, i, of the Convention, the C 4 label shall be affixed properly to the address labels supplied by the sender.

7 Administrations which have adopted in their internal service the system of mechanical acceptance of registered items may, instead of using the C 4 label, print directly on these items, on the address side, the same service indications as appear on the aforesaid label or, if applicable, affix in the same place the machine-printed strip with the same indications.

8 With the authorization of the administration of origin, users may use for their registered items envelopes bearing, in the place provided for affixing the C 4 label, a preprinted 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, as long as it is added in sharp, clear and indelible form. A facsimile of the C 4 label may also be printed on address labels or direct on to the contents of items dispatched in envelopes with transparent panels as long as such facsimile is placed in all cases at the left-hand side of the panel.

9 The administration of origin shall ensure that registered items are correctly marked in conformity with the preceding paragraphs. It shall be required to correct any deficiencies noted before forwarding the items to the countries of destination.

10 No serial number shall be placed on the front of registered items by the intermediate administrations.

11 Any adhesive tapes used to close registered items shall bear the name, mark, stamp or signature of the sender. Where registered items are closed by means of an adhesive tape without an individual mark, the administration of origin may provide a mark or a date-stamp impression applied to both the tape and the wrapping.

#### **Article 134**

##### **Recorded delivery items**

**1 No special conditions as to form, closing or method of address shall be prescribed for recorded delivery items.**

**2 Recorded delivery items shall bear a label in the form of the annexed specimen C 4bis, which must adhere properly.**

**3 The label shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, or in the case of items in the form of cards, above the address in such a way as not to affect its legibility.**

**4 With the authorization of the administration of origin, users may use for their recorded delivery items envelopes bearing, in the place provided for affixing the C 4bis label, a preprinted**

facsimile of that label, the dimensions of which may not be less than those of the C 4bis label. If need be, the serial number may be indicated therein by any process whatsoever, as long as it is added in sharp, clear and indelible form. A facsimile of the C 4bis label may also be printed on address labels or direct on to the contents of items dispatched in envelopes with transparent panels, as long as such facsimile is placed in all cases at the left-hand side of the panel.

5 The administration of origin shall ensure that recorded delivery items are correctly marked in conformity with the preceding paragraphs. It shall be required to correct any deficiencies noted before forwarding the items to the countries of destination.

6 No serial number shall be placed on the front of recorded delivery items by the intermediate administrations.

## Chapter II

### Insured letters

#### Article 135

##### Make-up of insured letters

- 1 Insured letters shall fulfil the following conditions to be admitted to the post:
  - a they must be **sealed with identical wax seals, lead seals, adhesive tapes or other effective means**, with a special uniform design or mark of the sender; **administrations may, however, agree not to require such design or mark**;
  - b the envelopes or the packing must be strong and shall permit the seals to adhere or to be attached completely, as the case may be; 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; **administrations should recommend that customers wrap items containing high-value articles (bank notes, precious stones, etc) in an internal packing stronger than paper (cardboard, plastic, metal, etc)**;
  - 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;
  - 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 paragraph 1, a; if required for insuring inviolability, the boxes shall be tied round crosswise with strong string without knots, the two ends being joined under a wax seal bearing a special uniform design or mark of the sender.

- 3 In addition, the following provisions shall apply:
  - a the prepaid postage may be denoted by an indication showing that the postage has been paid in full, for example: "*Taxe perçue*" (Charge collected); this indication shall appear in the top right-hand part of the address side and be 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 136

##### Insured letters. 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 SDRs by the sender or by the office of origin. The result of the conversion, rounded up where appropriate to the nearest unit, 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 SDRs 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. If the letter has not yet been delivered to the addressee, the administration of origin may ask for its return.

#### Article 137

##### Insured letters. Functions of the office of origin

- 1 Once the office of origin has accepted an insured letter as eligible, it shall:
  - a 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. It shall mark the exact weight in grammes on the item. The VD 2 label and the indication of the weight shall be placed on the address side and, in so far as possible, in the top left-hand corner, beneath the sender's name and address where these are given. Administrations may however replace the VD 2 label by the C 4 label prescribed in article 133, paragraph 4, and a small pink label bearing in bold letters the words "*Valeur déclarée*" (Insured);
  - b add to the address side a stamp impression showing the office and date of posting.
- 2 No serial number shall be placed on the front of insured letters by the intermediate administrations.

## Chapter III

### Advice of **delivery**

#### Article 138

##### Advice of delivery

1 Items for which the sender requests an advice of delivery shall bear in bold letters on the address side 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. The latter indication, when it appears on the address side, shall be placed in the top left-hand corner. This position shall as far as possible also be assigned to the indication "*Avis de réception*" (Advice of delivery) or stamp impression "A.R.", which may be located beneath the sender's name and address where these are given.

2 The items mentioned in paragraph 1 shall be accompanied by a light red form, of the consistency of a postcard, conforming to the annexed specimen C 5. The sender shall enter his name and address in roman letters on the front of the form, using means other than ordinary pencil, and particulars relating to the item and the addressee on the back, as indicated by the form's layout. The front of 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 C 5 form **may** be taken into account. The advice of delivery charge shall be represented on the item with the other charges.

4 As a matter of priority the advice of delivery shall be signed by the addressee or, if that is not possible, by another person authorized to do so under the regulations of the country of destination, or, if those regulations so provide **and except in the case of delivery to the addressee in person**, by the official of the office of destination.

5 The office of destination shall return the duly completed C 5 form direct to the sender by the first mail; this form shall be sent à découvert and post-free by the quickest route (air or surface). If the advice of delivery is returned without having been duly completed, the irregularity shall be notified by means of the C 9 form provided for in article 151, to which the relevant advice of delivery shall be attached.

6 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. 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 151. The C 5 form shall remain attached to the C 9 inquiry **form for subsequent delivery to the claimant**.

#### Article 139

##### Delivery to the addressee in person

Registered items, **recorded delivery items** and insured letters for delivery to the addressee in person shall bear in bold letters 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. This indication shall appear on the address side and, in so far as possible, in the top left-hand corner, beneath the sender's name and address where these are given. When the sender has requested an

advice of delivery and delivery to the addressee in person, the C 5 form shall be signed by the addressee or, if that is not possible, by his duly authorized representative.

## Section III

### Operations on departure and arrival

#### Chapter I

##### Article 140

##### 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 address side 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 paragraph 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 printing or stamping 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 16 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:
  - a struck through with a thick line in ink or in indelible pencil by the office which detects the irregularity, or
  - b cancelled, by that same office, using the edge of the date-stamp in such a way that the name of the post office is not identifiable.
- 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.
- 7 The office of destination shall apply to the back of each insured letter an impression of its stamp showing the date of receipt.

## Article 141

### Express items

1 Items for express delivery shall be provided 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. The "*Exprès*" (Express) label, impression or indication shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given.

## Article 142

### Unpaid or underpaid items

1 When the administration of origin undertakes automatically to prepay unpaid items or to make up automatically the postage on underpaid items and collect the missing amount from the sender afterwards, the postage or the remainder of the postage **shall be denoted by** one of the methods of prepayment laid down in article 30, paragraph 1, of the **Convention**.

2 Items on which the special charge laid down in article 26, paragraph 1, h, of the Convention is to be collected in accordance with article 32, paragraph 2, 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 **minimum unreduced** charge valid for the first weight step for letters dispatched **abroad**.

3 In the case of reforwarding or return, applying the T stamp and giving, in accordance with paragraph 2, 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.

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 paragraph 2 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 26, paragraph 1, h, of the Convention.

5 Every item not bearing the T stamp impression shall be considered as duly prepaid and treated accordingly.

6 If the fraction laid down in paragraph 2 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 143

##### 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 far 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 144

##### 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 new destination.

2 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.

3 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.

4 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 26, paragraph 1, h, and 32, paragraph 2, 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. To this charge shall be added the handling charge. If reforwarded by air **or by priority means**, the items shall in addition be subject, for their further transmission, to **the surcharge**, combined charge or special fee **according to the provisions of article 39, paragraphs 3 and 4**, of the Convention.

5 Items originally for an address within a country shall not be redirected to another country unless they satisfy the condition for the further conveyance.

6 Items having originally circulated free of postal charges within a country shall be subject, in accordance with articles **26**, paragraph 1, h, and **32**, paragraphs 1 and 2, of the Convention, to the postage charge which would have been payable if these items had been addressed direct from the place of origin to the place of the new destination. To this charge shall be added the handling charge.

7 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.

8 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.

9 The customs duty and other fees of which it has not been possible to secure cancellation on redirection or on return to origin (article **146**), 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.

10 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 **145**

##### 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 tearing 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 are to 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. The

handling charge provided for in article **26**, paragraph 1, h, of the Convention shall be collected only once for all items inserted in the envelopes or bags.

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 paragraphs 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 **146**

##### 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*" (unknown), "*refusé*" (refused), "*en voyage*" (travelling), "*parti*" (gone away), "*non réclamé*" (unclaimed), "*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 affixing of a label conforming to the annexed specimen C 33/CP 10, to be completed as appropriate. 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 **ordinary** 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 **144**. The same shall apply to international correspondence when the sender has moved to another country.

6 Items for third persons, addressed care of diplomatic and consular services and returned by them to the post office as unclaimed, as well as items for individuals, addressed to hotels, lodgings or agencies of airlines or shipping 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.

7 Insured letters which have not been delivered shall be sent back as soon as possible, and at the latest within the period fixed by article **40** 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).

**Article 147****Items wrongly admitted**

**In the event of the seizure of a wrongly admitted item, the administration of destination shall notify the administration of origin in accordance with article 41, paragraph 8, of the Convention. Such information shall be provided through the dispatch of a form conforming to the annexed specimen C 33/CP 10bis.**

**Article 148****Withdrawal from the post. Alteration or correction of address**

1 Every request for withdrawal of items from the post or for alteration **or correction** 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 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 if possible by a perfect facsimile of the envelope or of the address of the item, shall be sent direct to the office of destination under registered cover by the quickest route (air or surface);
- b if the request is to be made by telegraph **or any other means of telecommunication**, the form shall be handed over to the **corresponding** service for transmission of the details to the post office of destination.

2 Any request for alteration **or correction** of address concerning an insured letter made by telegraph **or any other means of telecommunication** shall be confirmed by post, by the first mail, as prescribed in paragraph 1, a; the C 7 form shall then bear at the head, in bold letters, the note "*Confirmation de la demande télégraphique ou transmise par un autre moyen de télécommunication du...*" (Confirmation **of request made by telegraph or other means of telecommunication** dated ...); pending such confirmation, the office of destination shall merely retain the item. However, the administration of destination may, on its own responsibility, act on **the request made by telegraph or other means of telecommunication** without waiting for confirmation by post.

3 On receipt of the C 7 **form or the telegram or message received by some other means of telecommunication** sent in lieu thereof, the office of destination shall search for the item in question and take the necessary action.

4 The action taken by the office of destination on every request for withdrawal from the post or alteration **or correction** of address shall be communicated immediately to the office of origin by the quickest route (air or surface), using the reply portion of the C 7 form, which shall automatically be prepared if the request has been made by telegraph **or any other means of telecommunication**. 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 telegraph **or any other means of telecommunication** 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 telegraph **or any other means of telecommunication** has asked to be notified by **similar means**, the reply shall be sent by this means to the office of origin, which shall inform the applicant as quickly as possible.

5 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.

6 If requests are exchanged through the central administrations, a copy of the request may, in an emergency, be sent direct by the office of origin to 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.

7 Administrations which exercise the option provided for in paragraph 5 shall bear any charges which may result from the transmission in their internal service by post or **by telecommunication** of the communications to be exchanged with the office of destination. Recourse to telegraph **or other similar service** shall be compulsory when the sender has himself used such means and the office of destination cannot be advised in time by post.

#### Article 149

Withdrawal from the post. Alteration **or correction** of address. Items posted in a country other than that which receives the request

1 Any office which receives a request for withdrawal from the post or alteration **or correction** of address made in accordance with article 38, paragraph 3, of the Convention shall verify the identity of the sender of the item. It shall send the C 7 form to the office of origin or destination of the item. It shall ensure, in particular, that the address of the sender appears clearly in the place provided for that purpose on the C 7 form, so that it can in due course 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 the withdrawal concerns a registered item or an insured letter, the certificate of posting must be **presented** by the sender **and the C 7 form shall** bear the notation: "***Vu l'original du récépissé de dépôt***" (Seen, **original of certificate of posting**). **Before the certificate of posting is given back to the sender, the following notation shall be made on it:** "***Demande de retrait (de modification ou de correction d'adresse) déposée le ... au bureau de ...***" (Request for withdrawal from the post (or for alteration **or correction** 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 request made by telegraph or any other means of telecommunication** under the conditions laid down in paragraph 1 shall be sent direct to the office of destination of the item. If, however, it refers to a registered item or an insured letter, a C 7 form **bearing the notations "*Vu l'original du récépissé de dépôt*" (Seen, original of certificate of posting) and "*Demande télégraphique ou transmise par un autre moyen de télécommunication déposée le ... au bureau de ...*" (Request made by telegraph or other means of telecommunication 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 ou transmise par un autre moyen de télécommunication du ...***" (Confirmation **of request made by telegraph or other means of telecommunication** dated ...) and shall send it to the office of destination. The office of destination shall hold the registered item or the insured letter until receipt of this confirmation.

4 So that the sender may be informed, 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 or an insured letter 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 148 shall apply, by analogy, to the office which receives the request and to its administration.

**Article 150****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, whenever 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 numerals. Whenever possible this form shall be completed by typewriter.

2 The office which receives the inquiry shall automatically forward the form direct, preferably by registered mail and by the quickest route (air or surface), without a covering letter and in an 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, preferably by registered mail and in an envelope, by the quickest route (air or surface) 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 same addressee.

5 Any administration may, by notifying the International Bureau, ask 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 151, paragraph 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 151****Inquiries. Registered items and insured letters**

1 Every inquiry about a registered item or an insured letter shall be made on a form conforming to the annexed specimen C 9 which shall be accompanied, whenever 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 numerals. Whenever possible this form shall be completed by typewriter. Where an inquiry concerns registered items exchanged under the system of bulk advice, the number and date of dispatch of the mail must be entered on the C 9 inquiry form **or be provided in a manner agreed between the administrations of origin and destination.**

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 a 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 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 quickest route (air or surface) and by registered post.

5 Any administration may, by notifying the International Bureau, ask 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 part 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 An 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 part 4 of the C 9 form its decision on liability.

9 The form, duly completed as prescribed in paragraphs 7 and 8, shall be returned by the quickest route (air or surface) and by registered post to the address given at the end of it 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 9bis. If within a period of one month the administration of origin has not received the C 9bis form, it shall send the administration concerned a reminder supported by a copy of the C 9 form.

11 If an inquiry has not been returned within a period of two months, a duplicate of the C 9 form, furnished with the forwarding data, shall be sent to the central administration of the country of destination. 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 documents which are attached to it, including the addressee's declaration made out on a form conforming to the annexed specimen C 32 and 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 **three** months from the date of the original inquiry.

**13 If the sender asserts that, notwithstanding the communication received from the administration of destination to the effect that the item was duly delivered, the addressee insists that he has not received the item in question, the administration of destination shall be obliged to provide, at the express request of the administration of origin, confirmation of the delivery by letter, C 5 advice of delivery or some other means, signed in conformity with article 138, paragraph 4, or article 139, as appropriate.**

14 The foregoing provisions shall not apply to cases of theft from a mail, loss of a mail or to other similar cases which necessitate a more detailed exchange of correspondence between administrations.

15 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 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. If the telegraph inquiry does not establish what happened to the item concerned, the inquiry shall be made again by post using form C 9 before indemnity is considered.

## Article 152

Inquiries concerning items posted in another country

1 In the cases provided for in article 47, paragraph 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 certificate of posting must be produced but shall not be attached to the C 9 form; the latter shall be endorsed "*Vu récépissé de dépôt No ... délivré le ... par le bureau de ...*" (Seen, certificate of posting No ... issued on ... by the office of ...).

2 The form must reach the administration of origin within the period prescribed in article 107, paragraph 1.

## Article 153

Delivery of a rifled or damaged insured letter

1 In the cases specified in article 61, paragraph 1, a and b, of the Convention, 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 170, paragraph 11, 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 paragraph 1 shall be returned to the sender if the addressee refuses to countersign the VD 4 report.

# Section IV

## Exchange of items. Mails

### Chapter I

## Article 154

Exchange of items

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

2 **Mails shall be classified as follows:**

a **"airmails" which are conveyed by air with priority and which may contain airmail correspondence and priority items;**

- b "priority mails" which are conveyed by surface but which have the same priority as "airmails". "Priority mails" may contain priority items and airmail correspondence;
- c "surface airlifted (S.A.L.) mails" which contain surface mail conveyed by air (S.A.L.) and non-priority items; and
- d "surface mails" which contain surface mail and non-priority items.

#### Article 155

##### 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 3 kilogrammes per mail or per day (when several dispatches are made in a day) can be considered as 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. **Any changes in routeing shall be notified by the dispatching administration to the administration of destination at the earliest opportunity and, if possible, before the date of implementation.**

3 Administrations through which closed mails are to be forwarded shall be given suitable notice.

4 In cases where an exceptionally large number of ordinary or registered items has to be sent to a country to which mail is normally sent in transit à découvert, the administration of origin shall be authorized to make up closed mails for the offices of exchange of the country of destination. It shall advise the countries of transit and destination **accordingly**.

#### Article 156

##### 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 that administration, if the latter so requests, with any desired information about the mail thus forwarded.

#### Article 157

##### Routes and methods of transmission of insured letters

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 and article 155, paragraph 1, insured letters 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.

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 participate in the insured letters service or not. The intermediate administrations shall be advised at least one month prior to commencement of the service.

## Article 158

### 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 for the country of destination is not justified, as defined in article 155, paragraph 1. The dispatching administration shall consult the intermediate administrations as to the suitability of the route by which it proposes to send its à découvert items. **Airmail correspondence or priority items in transit à découvert shall, in so far as possible, be sent to an administration which makes up direct airmails or priority mails for the administration of destination.**

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 81 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 In the absence of special agreement, items for transit à découvert shall be bundled as follows:

- a **airmail correspondence and priority items in bundles identified by AV 10 labels conforming to the annexed specimens;**
- b **surface items and non-priority items in bundles identified by C 30 labels conforming to the annexed specimens.**

4 When their number and make-up permit, and in all cases where their average weight exceeds **500 grammes** per mail or per day (when several dispatches are made in a day), **unless the number of items is ten per mail or less**, items sent à découvert to an administration shall be separated by country of destination and made up in bundles labelled with the name of each country in roman letters. **Bundles containing items for reforwarding as priority items by air or surface shall be labelled on the basis of the AV 1 List. When the weight of the items in transit à découvert to be reforwarded by air does not warrant the make-up of separate labelled bundles for each country of destination, the dispatching administration shall gather them, sorted into categories, in bundles identified by the appropriate AV 10 labels, according to groups of countries of destination on the basis of the information in the AV 1 List.** When the total weight of the separate labelled bundles sent to an intermediate administration exceeds **3 kilogrammes**, the bundles shall be placed in one or more bags with labels bearing the word "Transit" in bold letters. When the total weight of such bundles is less than **3 kilogrammes**, the bundles shall, **as far as possible, be placed in an extra-light bag (which may be made of transparent plastic); this bag shall be sealed, labelled "Transit" and inserted** in the bag which contains the letter bill.

## Article 159

### 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 the newspapers and periodicals mentioned in article 167, paragraph 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 **AV 10 specimens in the case of airmail correspondence or priority items and by labels in the form of the annexed C 30 specimens in the case of surface mail or non-priority items. Bundles shall bear** the indication in roman letters 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 preferably with lead and labelled. The seals may also be made of light metal or plastic provided the sealing is so done that it cannot be tampered with without showing signs thereof. However, when administrations are in agreement on this subject, bags containing unregistered AO items **and unregistered non-priority items** only and empty bags need not be sealed with lead; the same applies to bags containing unregistered LC or AO items if they are conveyed in a sealed container by a direct service or if they are forwarded by a country of embarkation that puts them into such a container for the country of destination. 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. **After being sealed with lead, the ends of the string shall not protrude more than necessary from the lead seal so that the string cannot be released or removed without damaging the lead seal.** The impressions of the seals shall reproduce, in very legible roman letters, the name of the office of origin or an indication sufficient to identify that office.

4 **For the make-up of airmails, the bags referred to in article 203, paragraph 1, shall be used. In the absence of special agreement between the administrations concerned, the airmail bags shall also be used for priority mails.**

5 The bags shall show legibly in roman letters the office or country of origin and bear the word "*Postes*" (Post) or any other similar expression distinguishing them as postal dispatches.

6 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 office of the dispatching administration. Subject to article 163, 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. In that case, the addresses of the packets and envelopes shall conform, as regards the printed details and the colours, to the provisions prescribed in article 167 for the labels of

bags of mails. However, closing by means of gummed seals shall not be permitted for bags containing insured letters.

**7** 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 **167**, paragraph 1, b, iii;
- b for the periodicals mentioned in article **167**, paragraph 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*".

**8** The packet or bag of registered items or insured letters shall be placed in one of the bags of letters or in a separate bag; the outer bag shall invariably bear the red label prescribed in article **167**, paragraph 1, a. When there are several bags of registered items or insured letters, all the bags must bear a red label.

**9** The special envelope containing the letter bill shall be dealt with in accordance with article **160**, paragraph 1.

**10** The weight of each bag shall in no circumstances exceed 30 kilogrammes.

**11** 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.

**12** 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 **160**

### 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 pink envelope, if the mail contains insured letters, and in a blue envelope, if it does not, 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 empty bags exclusively 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 **161**, **162**, **165** and **173**:

- a **Heading:** in the absence of special agreement, dispatching offices **shall number the letter bills according** to an annual series for each office of destination **separately for surface mail, S.A.L. mail and airmail**. Each mail shall **thus** 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. The dispatching office shall enter the number **and weight** of the bags subject to transit charges and terminal dues according to the categories to which they belong (LC/AO on the one hand and M bags on the other). The number of bags exempted from transit charges and terminal dues shall be the same as the total of those containing only empty bags and of those marked "Exempt" in accordance with article **167**, paragraph 7.

- b Table I: the presence of unregistered express or airmail items shall be shown by a cross (x) in the corresponding box.
  - c Table II: the number of bags, broken down according to the colour of the labels, shall be entered in this table. Administrations may agree that only red-label bags shall be entered in table II of the letter bills.
  - d Table III: the number of bags and packets of registered items or insured letters shall be entered in this table, as shall the number of special lists of registered items (article **161**), VD 3 dispatch lists (article **163**) and AV 2 bills (article **213**); when the mail does not contain envelopes, packets or bags of insured items the indication "*Néant*" (Nil) shall be entered in the "Insured" column of the table.
  - 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 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 (subparagraph 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 (article **161**, paragraph 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 paragraph 2, a, that office shall merely send a "Nil" letter bill in the next mail; in the case of annually numbered mails no "Nil" letter bill shall be sent.

#### Article **161**

##### Transmission of registered items

- 1 Except where paragraph 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 **mail** 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 paragraph 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 paragraph 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. Bags and packets made up in this way may be replaced by heat-sealed plastic bags. 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 on top of 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 As far as possible a single bag shall not contain more than 600 registered items.

8 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 162**

##### **Transmission of recorded delivery items**

**Recorded delivery items shall be transmitted in the same manner as unregistered items.**

#### **Article 163**

##### **Transmission of insured letters**

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.

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 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.

7 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 164

##### 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 201, paragraph 1, **of the Detailed Regulations** of the Cash-on-Delivery Agreement. If the mail contains neither registered nor insured items, the money orders and any unregistered COD items shall be placed in the envelope containing the letter bill or bundled with the latter.

#### Article 165

##### Transmission of express items

1 The presence **of express items** shall be shown by a cross (x) in the corresponding box of table I on the letter bill (article 160, paragraph 2, b).

2 **Express items shall** be made up in separate bundles bearing labels marked in bold letters **"Exprès" (Express)**. **These** bundles shall be enclosed by the offices of exchange in the envelope containing the letter bill accompanying the mail.

3 If, however, this envelope has to be fixed to the packet or bag of registered items (article 160, paragraph 1), the bundles of express **items shall** be placed in the outer bag.

4 Registered express **items shall** be arranged in their order among the other registered items, and the word **"Exprès" (Express) 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 such registered items shall be shown by a cross in the corresponding box of table VI of the letter bill. **A similar indication** shall be made in the "Observations" column of the VD 3 dispatch lists opposite the entries of insured letters for delivery by **express**.

#### Article 166

##### Transmission of printed papers for a single addressee

Every special bag containing printed papers for the same addressee at the same address shall, in addition to the C 28 or AV 8 label to which a large letter M has been added in the upper right-hand corner, be furnished with a rectangular address label provided by the sender and giving all the information concerning the addressee. The address label shall be made of sufficiently rigid canvas, strong cardboard, plastic, parchment, or paper glued to wood and shall be provided with an eyelet; it shall not be smaller than 90 x 140 mm with a tolerance of 2 mm. The administration of origin shall have the option of sending these bags registered, in which 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.

## Article 167

## Labelling of mails

1 The labels of the bags shall be made of sufficiently rigid canvas, plastic, strong cardboard, parchment, or paper glued to wood and shall be provided with an eyelet. 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 shall be made in the following colours:

- a in vermilion red, for bags containing registered items, insured letters and/or 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 word "*Journaux*" (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 bearing the word "*Journaux*" or the reference "*Jx*" 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, **non-priority items except when the labels prescribed in subparagraph a are to be used** and periodicals other than those mentioned in subparagraph b, iii. The words "*Ecrits périodiques*" (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 being returned to origin.

2 Where priority mails conveyed by surface are concerned, the C 28 label shall be marked **"PRIOR" in large, very bold letters. The labels referred to in articles 203, paragraph 3, and 221, paragraph 2, shall be used for airmails and S.A.L. mails.**

3 The label of the bag or packet containing the letter bill (article 160) shall always bear a bold letter "F" and the number of bags comprised in the mail may be written on it.

4 **The label of receptacles containing express items must bear a tab or be marked "*Exprès*" (Express), in accordance with article 141.**

5 A white label may also be used in conjunction with a 5 x 3 cm tab in one of the colours mentioned in paragraph 1; a blue label may also be used in conjunction with a similar tab in red.

6 Letters containing perishable infectious biological substances as defined in article 120 shall be placed in separate bags. Each bag shall be provided with an identification label, similar in colour and form to the label provided for in article 120 but made bigger to make room for affixing an eyelet. Besides the special symbol for items containing infectious substances, this label shall bear the phrase: "Infectious substance" and "In case of damage or leakage immediately notify public health authority".

7 In the case of bags containing only items exempted from transit charges and terminal dues, the C 28 label shall be marked "Exempt" in very bold characters.

8 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*" (to), as well as, as far as possible, an 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 the absence of special agreement between the administrations concerned, these details shall be**

**supplemented by the number of the mail, the weight of the bag and, where applicable, the port of disembarkation of the mail.**

**9 The weight of the bag shall be rounded up to the nearest hectogramme when the fraction of a hectogramme is equal to or greater than 50 grammes and rounded down to the nearest hectogramme otherwise.**

**10** Intermediate offices shall not enter any serial number on the labels of bags or packets of closed mails in transit.

**11** 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 168

##### Routeing of mails and preparation of trial 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. Information about the routeing shall be entered on the C 18 bills and the C 28 labels.

**3** To determine the most favourable route and the transmission time for a mail, the office of exchange of origin may send to the office of destination of the mail a trial note in the form of the annexed specimen C 27. This note shall be included in the mail and attached to the letter bill, on which its presence shall be shown by a cross in the corresponding box of 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 quickest route (air or surface) **either to the address specified or, if no address is given, to the office which prepared it.**

**4** To determine the most favourable route and the transmission time for items sent à découvert through the intermediary of an administration, the office of exchange of origin may send the administration of destination of such items a C 27 trial note. This note shall be inserted in an envelope on which the indication "C 27" shall be written in the top right-hand corner of the front. The trial note, duly completed by the administration of destination, shall be returned by the quickest route (air or surface).

**5** 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.

**6** If it is a question of an alteration in the routeing 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 169

## 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 and return that copy immediately by the quickest route (air or surface).

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 quickest 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 the absence of special agreement between the administrations dispatching and receiving sea mails, one copy of the C 18 bill shall be sent by air either to the receiving office of exchange of the port of offloading or to its central administration.

5 **The serial number of the mail, the total number and total weight of the bags entered in bulk by category (LC/AO, M bags and postal parcels), the origin/destination pair and all other necessary particulars appearing on the C 28 label shall be copied on the C 18 delivery bill. Administrations of origin may elect to enter each bag individually should they wish to do so. The number and weight of bags bearing red labels shall be shown separately from the number and weight of other bags, with an "R" being marked in the "Observations" column of the C 18 delivery bill to show that the bags in question bear red labels. If the weights entered on the C 18 bill include those of mail exempted from transit charges and terminal dues, the "Observations" column shall also be used to enter, by category (LC/AO and M bags), the weight to be deducted.**

6 **The presence of priority surface mails shall be indicated by the entry "PRIOR" in the "Observations" column of the C 18 bill.**

7 For the transfer of surface airlifted mails, the C 18 bill shall be replaced by a white delivery bill in the form of the annexed specimen C 18bis, prepared in accordance with article 222. **For airmails, see article 206.**

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

9 In the absence of the C 18 delivery bill, the receiving office shall prepare one in triplicate in accordance with the load received. Two copies accompanied by a C 14 verification note shall be sent to the dispatching office, which shall return one copy after examination and signature.

## Article 170

### 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 **and the accuracy of the information on the delivery bill. It shall also check, by sampling or systematically, the weight entered on the C 28 or AV 8bis label, the data given by the office of origin being accepted as valid if they differ by 200 grammes or less from the weights established.**

2 When an intermediate office receives a mail in bad condition, it shall check the contents if it thinks that these have not remained intact and put it in new packing just as it is. This office shall copy the particulars from the original label on to 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 paragraphs 6, 9 and 12 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 VD 3 dispatch lists and the special lists of registered items are correct. It shall 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 163; it shall check the number of insured letters and inspect them individually. 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, insured letters, registered items, a letter bill, a dispatch list 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, dispatch list or a special list is missing the inward office shall, in addition, prepare a fresh letter bill, dispatch list or special list or make a precise note of the insured letters or registered items received.

4 When the mails are opened, the constituent parts of the fastening (lead and other seals, string, labels) shall be kept together. To achieve this the string shall be cut in one place only.

5 When an office receives letter bills, dispatch lists 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 by the quickest route (air or surface).

6 The irregularities established shall be reported immediately by means of a verification note in duplicate, to the office of origin of the mail and, where transit is involved, to the last intermediate office which transmitted the mail in bad condition, by the quickest route (air or surface) after the complete check of the mail. If the mail contains bundles provided with the C 30 and AV 10 labels specified in article 159, paragraph 1, and article 203, paragraph 1, respectively, such labels shall, in case of irregularity, be attached to the verification note. The details on the note shall specify as precisely as possible the bag, cover, packet or item concerned. In the case of service irregularities which gave 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.

7 **The discovery of any irregularity whatsoever during the check may in no case be the cause of the return of an ordinary, registered or insured item contained in the mail examined except as provided in article 24 of the Convention.**

**8** Irregularities established upon receipt of a mail containing insured letters shall immediately be made the subject of reservations to the transferring service. Notification of a missing item, alteration or any other irregularity for which administrations may be liable in respect of insured letters 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. 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.

**9** In the case of the irregularities mentioned in paragraphs 6 and 8, unless this is impossible for a stated reason, the bag, or envelope, with the string, labels and lead or other seals as well as all the inner and outer packets or bags in which the insured letters and registered items were enclosed 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.

**10** When the mails are transmitted through the intermediary of a carrier, the C 18, C 18bis 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, C 18bis or AV 7 delivery bill – the third and fourth copies of the C 18 bill provided for in article 169 and the fourth and fifth copies of the AV 7 and C 18bis bills provided for in article 206 – 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.

**11** Without prejudice to the application of the provisions of paragraphs 8 and 9, the office of exchange which receives from a corresponding office a damaged or an insufficiently packed insured letter 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 insured letter 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 insured letters shall be repacked, retaining the original packing as far as possible; repacking may also be done by placing the damaged letter in a bag labelled and sealed with lead. In such cases, it is unnecessary to re-seal the damaged letter. The bag label shall be marked "*Lettre avec valeur déclarée endommagée*" (Damaged insured letter) and show the following information: registration number, office of origin, amount of the insured value, name and address of addressee, the date-stamp impression and the signature of the official who bagged the item;
- b if the state of the insured letter is such that the contents could have been removed, the office shall automatically open it, where this is not contrary to the laws of the country, 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 insured letter; the item shall be repacked;
- c in all these cases, the weight of the insured letter on arrival and the weight after repacking shall be checked and noted on the cover; this note shall be followed by the words "*Scellé 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.

**12** In the cases provided for in paragraphs 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 telegraph 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.

**13** 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.

**14** As soon as a mail which has been reported as missing to the office of origin and, where appropriate, to the last intermediate office arrives, a second verification note announcing the receipt of the mail shall be sent to these offices by the quickest route (air or surface).

**15** 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 quickest route (air or surface), 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.

**16** Verification notes and any associated evidence shall be sent under registered cover by the quickest route (air or surface). If the administration of origin has asked to be sent the articles mentioned in paragraph 9, these, together with a copy of the verification note, may be sent by registered surface mail, unless the two administrations concerned have agreed on their being sent by air.

**17** 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.

**18** The offices to which the verification notes are sent shall return them as promptly as possible **to the office of exchange from which they came**, 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 **one month** from the date of their dispatch **or if the administration of origin is not advised within that time of any investigations which may still be necessary or of the additional dispatch of documents that may be required**, they shall be considered duly accepted until proved **otherwise**.

#### Article 171

##### Missent items

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

#### Article 172

##### 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 quickest 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 quickest route (air or surface).

### Article 173

#### Return of empty bags

1 In the absence of special agreement between the administrations concerned, 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 160, paragraph 2, f), except when article 160, paragraph 2, c, is applied.

**2 Administrations of origin may make up special mails for the return of empty bags. However, the make-up of special mails shall be compulsory when the administrations of transit or destination so request. The special mails shall be described on bills in the form of the annexed specimen C 18 S. If special mails are not made up, the number and the weight of sacks of empty bags shall be entered in the "Observations" column of the C 18 and C 18bis delivery bills.**

3 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.

4 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.

5 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).

6 The bags used for printed papers for the same addressee at the same address provided for in article 166 shall be recovered after they have been handed over to the addressees and returned, in accordance with the above-mentioned provisions, to the administrations of the countries to which they belong.

7 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 paragraph 8. The administration in question may refuse this reimbursement only if it can prove the missing bags were returned.

8 Each administration shall fix, periodically and uniformly for each kind of bag used by its offices of exchange, a value in SDRs and communicate it to the administrations concerned through the International Bureau. In case of reimbursement, the cost of replacing the bags shall be considered.

**9** The period of retention for documents relating to empty bags shall be as provided in article 107, paragraph 1.

**Article 174**

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

#### **Determination of the annual weight of mails subject to terminal dues and transit charges**

##### Article 175

Statement of **weights** of surface mails, **including S.A.L. mails**

1 After receipt of the last mail of every month, the office of exchange of destination shall prepare, by dispatching office of exchange, from the particulars on the C 12 letter bills, a statement of **weights** of mails received, in the form of the annexed specimen C 12bis. It shall then send these statements to its central administration.

2 For each administration of origin of the mails, the administration of destination shall prepare quarterly, from the particulars on the C 12bis statements, by office of origin and office of destination and, where appropriate, by forwarding route, a statement of **weights of mails** received, in the form of the annexed specimen C 12ter.

3 The C 12bis statements shall be supplied **to the administration of origin** in support of the C 12ter **statements**.

4 The administration of transit **may transcribe the weights shown on the C 18 delivery bill, as stipulated in paragraphs 1 to 3 above, or** request from the administration of origin of the mails **or from the administration of destination** a duly accepted copy of the C 12ter quarterly statements which concern it.

##### Article 176

Statement of weights of airmails

1 Each office of destination shall prepare monthly, by dispatching office of exchange, from the particulars on the **pertinent C 12 letter** bills, a statement of the weights of airmails received, in the form of the annexed specimen AV 3bis. It shall then send these statements to its central administration.

2 For each administration of origin of the mails the administration of destination shall prepare quarterly from the particulars on the AV 3bis statements, by office of origin and office of destination, a statement of the weights of airmails received, in the form of the annexed specimen AV 5bis.

3 The AV 3bis statements shall be supplied **to the administration of origin of the mails** in support of the AV 5bis statements of **weights**.

#### Article 177

Transmission and acceptance of statements of **weights** of surface mails (**including S.A.L. mails**) and airmails

1 **C 12ter statements** and **AV 5bis statements** shall be sent in duplicate to the administrations of origin of the mails within six months at the latest after the end of the quarter to which they relate.

2 After accepting them, the administration of origin of the mails shall return one copy to the administration which prepared them. If the administration concerned has not received any notice of amendment within three months of the date of dispatch, it shall regard them as fully **accepted**. If verification reveals any discrepancies, the corrected **C 12bis** and **AV 3bis** statements shall be attached in support of the duly amended and accepted **C 12ter** and **AV 5bis** statements. If the administration of destination of the mails disputes the amendments made to the **C 12bis** or **AV 3bis** statements, the administration of origin shall confirm the actual data by sending photocopies of the **C 12** forms drawn up by the office of origin upon dispatch of the disputed mails.

3 Administrations may agree that the **C 12bis**, **C 12ter**, **AV 3bis** and **AV 5bis** statements shall be prepared by the administration of origin of the mails. In this case, the acceptance procedure provided for in paragraphs 1 and 2 shall be adapted accordingly.

#### Article 178

Airmails and **S.A.L. mails** in transit by surface

1 In the absence of special agreement between the administrations concerned, airmails and **S.A.L. mails** conveyed frequently by surface for part of their journey **in third countries** shall be subject to payment of transit charges.

2 In the case referred to in paragraph 1, the transit charges shall be calculated in accordance with the actual gross weights shown on the **AV 7** delivery bills **for airmails and on the C 18bis bills and, where appropriate, the AV 8bis labels for S.A.L. mails**.

#### Article 179

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 settle direct with the administrations concerned the transit charges and terminal dues arising from the mails sent by those military units, ships or aircraft.

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

#### Article 180

Transit bulletin for surface mails

1 **For the routing data of the mails to be known with certainty, the office of exchange of origin** may attach, **as necessary, to the mails subject** to transit charges a green transit bulletin in the form of the annexed specimen **C 19**.

2 The transit bulletin shall be used only if the **routing of the mails** is uncertain or if the transport services used are unknown to the administration of **origin**. **Before** deciding on its



preparation, the administration of origin shall satisfy itself that it has no other way of finding out the routing of the mails it dispatches, if necessary by consulting the administration of destination in writing beforehand.

3 The presence of a transit bulletin accompanying a mail shall be shown by the endorsement "C 19" written in bold letters:

- a at the head of the C 12 letter bill;
- b on the **C 28** label of the bag containing the letter bill;
- c in the "Observations" column of the C 18 delivery bill.

4 The transit bulletin annexed to the C 18 delivery bill shall be forwarded unenclosed, with the mail to which it refers, to the different services participating in the conveyance of that mail. 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 exchange of origin.

5 When a transit bulletin whose dispatch is advised on the C 18 delivery bill or the **C 28** label is missing, the intermediate office of exchange or the office of exchange of destination which notices its absence shall make immediate inquiries about it of 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 exchange 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.

## Chapter II

### Annual statistical count for calculating the proportions of LC and AO

#### Article 181

Statistical period for **calculating the proportions by weight of LC items and AO items in surface mails (including S.A.L. mails) and airmails**

1 **Administrations which apply separate rates of terminal dues for LC items and AO items in their bilateral relations shall make yearly, during May in odd years and October in even years, a statistical count of surface mails (including S.A.L. mails) and airmails to determine the proportions by weight of LC items and AO items.**

2 **For application of the separate LC and AO rates laid down in article 73, paragraph 2, b and c, of the Convention, the annual weight of LC/AO mail must exceed 150 tonnes. To establish whether this threshold has been reached, administrations shall refer to the total mail received during the last four quarters for which the C 12ter statements have been prepared by the administration of destination.**

3 **When the threshold of 150 tonnes of LC/AO per annum is exceeded in a single direction, the administration receiving this traffic in excess of 150 tonnes shall notify the administration of origin of the payment system chosen not later than two months before the statistical period of the year in which it is to be applied. After that date, the rate laid down in article 73, paragraph 2, a, of the Convention shall apply with full legal validity to the calendar year concerned.**

**4** During the statistical period, each mail shall be provided, in addition to the **C 12** letter bill, with an **accompanying bill of weights of LC and AO items contained in the mails** dispatched, in the form of the annexed specimen C 15.

**5** If no mails have been sent during the statistical period, owing to the absence of transportation, the office of exchange shall make up, on the last day of the statistical period, a mail for the office concerned containing all the items awaiting dispatch, whatever the actual date of forwarding.

**6** For mails exchanged between two administrations for the first time, the terminal dues for the current year shall be calculated according to the actual weight of all the LC/AO items in the mails, and the uniform rate of terminal dues laid down in article 73, paragraph 2, a, of the Convention shall apply.

**7** The administration of origin shall inform the administrations of transit and destination of the date of the first mail exchanged between two administrations for the first time.

#### Article 182

**Bill of weights of LC and AO in surface mails (including S.A.L. mails) and airmails – statistical period**

**1** For surface mails (including S.A.L. mails) and airmails made up during the statistical period, the office of exchange of origin shall attach to the C 12 letter bill a C 15 statistical bill. It shall enter on this bill the number and weight of LC bags and the number and weight of AO bags.

**2** During the statistical period, the LC items and AO items in each mail shall be placed in separate bags. When the number or volume of items requires the use of only one bag, the LC items and AO items shall be bundled separately. In this case, the weight of each bundle shall be shown on the C 15 bill.

**3** The first and last surface mails or airmails dispatched during the statistical period shall be indicated on the C 15 bill by means of a cross in the appropriate box. When the dispatching office has been unable to indicate the last mail of the statistical period, it shall send the office of exchange of destination by the quickest route a copy of the bill corresponding to the last mail with the annotation "*dernière dépêche de la période de statistique*" (last mail of the statistical period).

**4** Printed papers in M bags shall not be taken into consideration for determining the proportions by weight of LC items and AO items.

#### Article 183

**Labelling of mails during the statistical period**

During the statistical period, bags of surface mail (including S.A.L. mail) and airmail, excluding M bags, shall be provided, in addition to the ordinary labels, with a special C 28bis label in the form of the annexed specimen.

#### Article 184

**Checking of mails for the statistical period**

The entries on the C 15 bills for the statistical period shall be checked by the office of exchange of destination. If that office finds an error in the weights indicated, 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 corrected weight **differs** by more than **200 grammes** **from** the weight entered on the C 28bis **label**.

#### Article 185

##### Preparation of statistical statements **for calculating the proportions of LC and AO**

1 As soon as possible after receipt of the last surface mail **and of the last airmail** made up during the statistical period, the **office of exchange** of destination shall prepare **for each office of exchange of origin** a statistical statement of **mails** received in the form of the annexed specimen **C 15bis** from the data on the C 15 bills of **weights of LC and AO**. It shall then send it to the **relevant central service of its administration**.

2 On the basis of the C 15bis statistical statements **of mails received relating to one** and the same administration of origin, the administration of destination shall prepare and send as soon as possible to **each administration concerned, separately for surface mails and airmails**, a recapitulative **statistical** statement of **weights of LC and AO bags dispatched during the statistical period**, in the form of the annexed specimen C 15ter. This **recapitulative statistical** statement will enable the **proportions of the weights of LC and AO bags contained in the surface mails and in the airmails to be determined**.

3 If the administration that prepared the C 15ter recapitulative statistical statements of mails received has not received any notice of amendment within three months of the date of dispatch, it shall regard these statements as fully accepted.

4 The **proportions of the weights of LC and AO bags contained in the surface mails and airmails, mentioned in paragraph 2, applied separately to the total annual weight of surface mails and airmails, shall determine the annual weight of LC and AO surface mail and airmail**. The weights thus determined will serve as the basis for terminal dues accounting in the relations concerned by article 73, paragraph 2, b and c, and paragraph 3, of the Convention.

#### Article 186

##### Revision of the proportions resulting from the annual statistics

1 When an administration finds that the respective proportions of LC and AO resulting from the annual statistics vary quite substantially from the normal structure of the traffic actually received, it may request that the results of these statistics be revised.

2 Administrations may agree to make this revision. In the absence of agreement, the administrations shall prepare new statistics for a period of one month, and the results shall serve as the basis for preparing the accounts of the year at issue.

3 The results of these supplementary statistics shall be taken into consideration if they affect by more than 1633.45 SDR per annum the accounts between the administrations concerned.

4 In the event of continued disagreement, the administrations may resort to the arbitration procedure provided for in article 78, paragraph 6, of the Convention.

## Chapter III

### Revision of the rates of terminal dues

#### Article 187

##### Revision of the rates of terminal dues for LC and AO items. Correction mechanism

1 If an administration receiving more than 150 tonnes of LC/AO a year establishes that the average number of LC and/or AO items per kg actually received is greater than the number mentioned in article 73, paragraph 3, of the Convention, it may ask the dispatching country for the application of the correction mechanism described in the following paragraphs for determining new rates of terminal dues suited to their traffic. This request may be made at any time during the year.

2 The correction mechanism referred to in paragraph 1 shall consist in a special statistical count to calculate the average number of LC and/or AO items per kg, in accordance with the procedures set out in article 188. If the results of the statistical count confirm the finding of the administration of destination, the latter shall be entitled to apply to the traffic it receives from the administration in question new rates of terminal dues calculated in SDRs as follows:

- LC rate =  $[(\text{Average number of items per kg} \times 0.10) + 0.88] \times 1.43$
- AO rate =  $[(\text{Average number of items per kg} \times 0.10) + 0.88] \times 1.43$ .

3 If the request for application of the correction mechanism occurs before 1 July, the new rate or rates thus calculated shall come into force with effect from 1 January of the year of the request. If the request occurs after 1 July, the new rate or rates shall apply for the following year. These rates shall remain in force until such time as a new revision is requested by one or other of the administrations concerned. If the number of items per kg resulting from this revision no longer exceeds the threshold of 55 LC items or 7 AO items which gave rise to the first revision, the rates laid down in article 73, paragraph 2, b, of the Convention shall apply to the traffic in question.

4 In the event of disagreement between the two parties about the application of the correction mechanism, the dispute shall be submitted to arbitration as provided for in article 127 of the General Regulations.

#### Article 188

##### Special statistical count for the application of the correction mechanism

1 To apply the correction mechanism, in the absence of a special agreement, all the mails (surface and air) exchanged in the direction concerned for one month shall be taken into consideration for the revision of the average number of LC and/or AO items per kg.

2 The administrations shall reach agreement on the conditions for this special statistical count, which should if possible take place at the same time as the statistical count provided for in article 181, paragraph 1, for calculating the proportions by weight of LC items and AO items. In the absence of agreement on the establishment of the special statistical count, the administration that made the request shall be authorized to perform the statistical count as a matter of course three months after the dispatch of its request.

3 During the observation days, the office of exchange of origin shall enter, separately for surface mails (including S.A.L. mails) and for airmails, the number and weight of LC items and/or the number and weight of AO items on a C 17 bill in the form of the annexed specimen. This C 17 bill shall be attached to the C 12 letter bill of the mails concerned. If the dispatching office of

exchange fails to prepare the C 17 bill, the office of exchange of destination shall prepare it as a matter of course in accordance with the results of its own analyses.

4 From the C 17 bills, the administration that requested the special statistical count shall prepare a C 17bis statement in the form of the annexed specimen consolidating the data concerning the mails from one and the same dispatching office of exchange to one and the same office of exchange of destination. From the C 17bis statements, or from the C 17 bills if consolidation of the data is unnecessary, the administration that requested the statistical count shall prepare a C 17ter statement in the form of the annexed specimen. On this C 17ter statement it shall calculate, for both surface mail and airmail, the average number of LC and/or AO items per kg and the new rates of terminal dues by application of the formulas set forth in article 187, paragraph 2.

5 The C 17ter statements, accompanied by the C 17bis forms or, where applicable, the C 17 forms, shall be sent to the other administration concerned not later than three months after the dispatch of the last mail included in the statistics.

6 If the other administration concerned has made no comment within three months of the date of transmission of the statement, the C 17ter statement shall be regarded as fully accepted.

## Chapter IV

### Preparation, **transmission**, approval and **settlement of terminal dues and transit charges** accounts

#### Article 189

Preparation, transmission and approval of transit charges and surface-mail (**including S.A.L. mail**) and **airmail** terminal dues accounts

1 The creditor administration shall be responsible for preparing the accounts and forwarding them to the debtor administration. However, the forwarding of accounts shall not be required when the balance is less than the minimum provided for this purpose in **articles 77, paragraph 2, and 78, paragraph 5**, of the Convention.

2 The detailed accounts shall be prepared as follows:

- a Transit charges. On a form conforming to the annexed specimen C 20, on the basis of the total weight of the categories (LC/AO + M bags) as appears from the **C 12ter quarterly** statements;
- b Terminal dues. On a form conforming to the annexed specimen C 20bis, on the basis of the difference between the weights of mail received and dispatched for each category (LC/AO and M bags **or LC, AO and M bags**) as appears from the C 12ter, **AV 5bis and, where applicable, C 15ter statements, or on the basis of the difference between the amounts to be brought to account in relations using a different rate of terminal dues in each direction.**

3 The C 20 and C 20bis detailed accounts shall be sent in duplicate to the debtor administration as soon as possible after the end of the year to which they refer.

4 The debtor administration shall not be obliged to accept accounts that are not sent to it within eighteen months of the end of the year concerned.

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

**6 Administrations may agree to settle terminal dues accounts for surface mails and for air-mails separately. In this case, the administrations concerned shall determine the procedures for preparing, accepting and settling such accounts.**

**Article 190**

Provisional payments of transit charges and surface-mail **(including S.A.L. mail) and airmail terminal dues**

Creditor administrations may claim provisional payments in respect of transit charges **and terminal dues**. The provisional payments for one year shall be calculated on the basis of the weights of mail used for the final settlements of the previous year. The provisional payments in respect of a year shall be made no later than the end of January following that year. The provisional payments shall then be adjusted as soon as the final accounts of the year are accepted or regarded as fully accepted.

**Article 191**

Special address for the transmission of forms **concerning transit charges and terminal dues**

Each administration **shall** notify other administrations, through the International Bureau, **of the special address to which all the forms entering into consideration for the settlement of transit charges and terminal dues (C 12ter, C 14, C 15ter, C 16, C 17ter, C 19, C 20, C 20bis and AV 5bis) must be sent.**

**Article 192**

General liquidation account. Role of the International Bureau

1 As soon as the C 20 and C 20bis detailed accounts between the administrations are accepted or regarded as fully accepted (article **189**, paragraph **5**), the creditor administration shall prepare separate statements in duplicate for transit charges and for terminal dues in the form of the annexed specimens C 21 and C 21bis respectively.

2 The C 21 or C 21bis statements shall be sent in duplicate to the administration concerned by the quickest route (surface or air). If, within one month of the date of dispatch of these statements, the administration which prepared them has received no objection from the administration concerned, the statements shall be regarded as fully accepted.

3 In the case provided for in paragraph 2, 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).

4 The C 21 or C 21bis statements concerning the provisional payments laid down in article **190** shall be sent by the creditor administration to the debtor administration **in** the last calendar quarter of the year to which they relate.

5 Administrations may agree to settle their accounts through the International Bureau. In this case, as soon as the detailed accounts between two administrations are accepted or regarded as fully accepted (article **189**, paragraph **5**), each of these administrations shall forward without delay to the International Bureau separate statements for transit charges and **for terminal dues** in the form of the annexed specimens C 21 and C 21bis respectively, indicating the total amounts of the accounts. At the same time a copy of each of the statements shall be sent simultaneously to the administration concerned.

6 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.

7 When only one administration has furnished C 21 or C 21bis statements, the International Bureau shall so inform the other administration concerned and tell it the amounts of the statements received. If, within 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 regarded as fully accepted.

8 At least twice a year the International Bureau shall prepare, on the basis of the statements which it has received and which are accepted or regarded as fully accepted, a general liquidation account of transit charges **and terminal** dues.

9 The International Bureau shall make all proper arrangements to produce the general liquidation account in time for the settlements of the provisional payments to be made on the terms set out in article **190**.

10 The account shall show separately for transit charges and **for 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.

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

#### Article **193**

##### 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 general liquidation account of the International Bureau have not been paid within **three** months of the expiry of the prescribed period (article 103, paragraph 9), the International Bureau shall include them in the next 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.

2 When paragraph 1 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 the result of the offsetting table amounts payable by the defaulting administration to the creditor administration concerned.

## Section VI

### Miscellaneous provisions

#### Chapter I

##### Article 194

###### Routine correspondence between administrations

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

##### Article 195

###### Characteristics of postage stamps **and postal prepayment impressions**

1 Postage stamps **and postal prepayment impressions** shall bear the name of the country of origin in roman letters and their postage value in arabic numerals. They may also bear the word "Postes" (Postage) in roman or other letters.

2 Postage stamps **and postal prepayment impressions** may be of any shape provided that, in principle, their vertical or horizontal dimensions are not less than 15 mm nor more than 50 mm.

3 Postage stamps **and postal prepayment impressions** 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 paragraph 1.

4 Commemorative or charity postage stamps **may** bear an indication of the year of issue in arabic numerals. **Similarly**, they may bear an inscription in any language to indicate the occasion for which they are issued. When a supplementary charge is payable in addition to their postage value, they shall be so designed as to leave no doubt about that value.

##### Article 196

###### Characteristics of franking machine impressions

1 Postal administrations may use themselves or authorize the use of postal franking machines reproducing on items the name of the country of origin and the postage value, as well as the name of the place of origin and the date of posting. However, the last two items of information shall not be compulsory. For franking machines used by postal administrations themselves, the postage value may be replaced by an indication that postage has been prepaid, for example in the form: "*Taxe perçue*" (Charge collected).

2 Impressions produced by postal franking machines shall, in all cases, be bright red. However, the impressions of any publicity slogans used with the franking machines may be produced in a colour other than red.

3 The names of the country and place of origin shall be given in roman letters, which may be supplemented by the same information in other letters. The postage value shall be shown in arabic figures.



**Article 197**

## Characteristics of franking impressions (printing press, etc)

Franking impressions obtained from a printing press or by another printing or stamping process under the conditions laid down in article 30 of the Convention shall bear the name of the country of origin **and, if appropriate, of the** office of posting in roman letters, which may be supplemented by the same information in other letters, and an indication that postage has been prepaid, for example in the form "*Taxe perçue*" (Charge collected). In every case, the phrase adopted shall be shown in bold letters in a clearly drawn frame, which should if possible be rectangular, and the area of which shall not be less than 300 mm<sup>2</sup>. The date-stamp, if used, shall not appear in this frame.

**Article 198**Suspected fraudulent use of postage stamps **or postal prepayment** or franking impressions

1 Subject expressly to the provisions of the legislation of each country, the following procedure shall be observed in reporting the fraudulent use, for prepayment, of postage stamps **or postal prepayment**, postal franking machine or printing machine impressions:

- a when, in outgoing mail, a postage stamp **or a postal prepayment** or 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 paragraph 1, a and b, shall inform the International Bureau to that effect so that the other administrations may be notified.

**Article 199**

## 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 the selling price on the reply coupons by means of a printing process or of asking the International Bureau for this price to be indicated at the time of printing;
  - c **of indicating the name of the country by means of a printing process or a control imprint or of asking the International Bureau for this name 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 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 **34**, paragraph 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 C 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, within 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 regarded as fully accepted.

8 The International Bureau shall prepare a biennial general liquidation account comprising:

- a the debits and credits mentioned in paragraph 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 percent of the reply coupons supplied by the International Bureau and 20 percent 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 **192**, paragraph 11, and **193** shall apply.

## Article 200

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

1 Accounting in respect of customs and other 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 parcel-post service in their relations with each other, they may, in the absence of notice to the contrary, include in the accounts for the customs and other 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 Money **Orders Agreement**.

5 The accounts shall be settled separately. Each administration may, however, request that these accounts be settled with those for money orders, with CP 16 accounts for postal parcels or, lastly, with R 5 COD accounts, without being incorporated in them.

## Article 201

Accounting for amounts due in respect of indemnity for letter-post items

1 When payments have to be charged to the administrations which are liable, in accordance with article 68, paragraph 8, of the Convention, the creditor administration shall prepare monthly or quarterly accounts in the form of the annexed specimen C 31.

2 The C 31 account shall be sent in duplicate to the debtor administration by the quickest route (air or surface), and at the latest within two months following the period to which it relates. "Nil" accounts shall not be prepared.

3 After checking and acceptance, one copy of the C 31 account shall be returned to the creditor administration, at the latest by the end of two months from the date of dispatch. If the creditor administration has not received any notice of amendment within the prescribed time limit, the account shall be regarded as fully accepted.

4 In principle, these accounts shall be settled separately. However, administrations may come to an agreement that they are to be settled with the AV 5 detailed account or with the AV 11 general account, or possibly with the CP 18 general accounts for postal parcels.

## Article 202

Forms for the use of the public

For the purpose of applying article 11, paragraph 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);

C5	(Advice of delivery);
C6	(Redirection envelope);
C7	(Request for withdrawal from the post, alteration <b>or correction</b> of address, cancellation or alteration of the COD amount);
C8	(Inquiry concerning an unregistered item);
C9	(Inquiry concerning a registered item, etc);
C22	(International reply coupon);
C25	(Postal identity card).

## Part III

### Provisions concerning air conveyance

#### Section I

##### Airmail correspondence

#### Chapter I

##### Rules for dispatch and routing

#### Article 203

##### Make-up of airmails

1 Airmails **shall be** made up with bags either entirely blue or with wide blue bands and shall bear the indications referred to in article 159, paragraph 5. For airmail correspondence in small quantities, envelopes in the form of the annexed specimen AV 9, made either of strong blue paper or of plastic or other material and bearing a blue label, may be used.

2 VD 3 letter bills and dispatch lists which accompany airmails shall bear at the head a "*Par avion*" (By airmail) label or the stamp impression referred to in article 114, paragraph 1.

3 The layout and text of airmail bag labels shall be in the form of the annexed AV 8 specimens. The labels themselves, or the optional tabs provided for in article 167, paragraph 5, shall be in the colours prescribed in article 167, paragraph 1, a to d.

4 Unless the administrations concerned object, mails may be included in another mail.

5 Late postings at airport post offices of airmail correspondence in small quantities shall be sent, by aircraft about to leave, in AV 9 envelopes **only** to the exchange offices **of those administrations** of destination **which have agreed to receive airmail items made up in this manner**.

#### Article 204

##### Establishing and checking the weight of airmails

1 The serial number of the mail and the gross weight of each bag, envelope or packet forming part of the mail shall be shown on the AV 8 label or with the external address. If a *sac collecteur* is used, its weight shall not be taken into account.

2 The weight of each bag of airmail shall be rounded up to the nearest hectogramme when the fraction of the hectogramme is equal to or greater than 50 g and down to the nearest hectogramme in other cases; weights of 50 g or less shall be shown as "0".

3 If an intermediate office or office of destination 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 the AV 7 delivery bill and immediately notify the dispatching office of exchange and when appropriate the last intermediate office of exchange of the mistake by C 14 verification note. If the discrepancies noted are within the above-mentioned limits, the entries made by the dispatching office shall hold good.

#### Article 205

##### *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 airmails 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 206

##### AV 7 delivery bills

1 Mails to be handed over at the airport shall be accompanied by five copies of a white delivery bill in the form of the annexed specimen AV 7 for each stop.

2 These five copies of the AV 7 delivery bill shall be distributed in the following way:

- a one copy, signed as a receipt for the mails by the airline or the authority responsible for the ground services, shall be retained by the dispatching office;
- b two copies shall be retained at the airport of loading by the airline carrying the mails;
- c two copies shall be inserted in an envelope made of light blue paper, in the form of the annexed specimen AV 6, for conveyance in the aircraft's flight portfolio or other special pouch in which the flight documents are kept. Upon arrival at the airport of offloading of the mails, these two copies shall be used as follows:
  - the first, duly signed as a receipt for the mails, shall be kept by the airline which has carried the mails;
  - the second shall accompany the mails to the post office to which the AV 7 delivery bill is addressed.

3 AV 7 delivery bills which have been transmitted electronically by the air carrier may be accepted at the receiving exchange office if the two copies identified in paragraph 2, c, are not immediately available. In this case, two copies of the AV 7 bill must be signed by the air carrier representative at the destination airport prior to submission to the receiving administration. One copy of the AV 7 shall be signed by the receiving administration as a receipt for the mails and shall be kept by the air carrier. The second copy of the AV 7 shall accompany the mails to the post office to which the AV 7 delivery bill is addressed.

**4 Administrations may agree among themselves to make systematic use of electronic mail or any other appropriate means of telecommunication for transmitting AV 7 delivery bills between the office preparing the document and the office receiving it.**

5 When airmails 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. An AV 7

delivery bill shall also be prepared for the country of destination in respect of airmails re-forwarded by surface.

#### Article 207

##### Preparation and checking of AV 7 delivery bills

1 The serial number of the mail, the total number and total weight of the bags entered in bulk, the origin/destination pair 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. Dispatching administrations may elect to enter each bag individually should they wish to do so. The number and weight of bags bearing red labels shall be shown separately from the number and weight of other bags, with an "R" being marked in the "Observations" column of the AV 7 delivery bill to show that the bags in question bear red labels. The number and weight of M bags conveyed by air in accordance with the provisions of article 166 shall be entered in separate columns on the AV 7 bill.

2 If the receiving administration finds that more than 10 percent of the mails from a particular origin do not reflect the information recorded on the AV 7 delivery bills, including those cases where the AV 7 bill is missing, it may require the dispatching administration to list each bag and corresponding weight individually on all future AV 7 bills.

3 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 mails in AV 9 envelopes, made up in accordance with article 203, paragraphs 1 and 5.

4 Any intermediate office or office of destination which notices errors in the entries on the AV 7 delivery bill shall immediately correct them and 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. **Administrations may agree to make systematic use of electronic mail or any other appropriate means of telecommunication for reporting irregularities.**

5 When the mails forwarded are inserted in containers sealed by the postal service, the serial number and the number of the seal of each container shall be entered in the "Observations" column of the AV 7 delivery bill.

#### Article 208

##### Missing AV 7 or C 18bis 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 the airport comes shall automatically prepare one, duly countersigned by the carrier from whom the mail is received; it shall report this fact by C 14 verification note together with two copies of the AV 7 thus prepared to the office responsible for loading the mail and request the return of one copy duly authenticated.

2 **If the original AV 7 or C 18bis delivery bill is missing, the administration receiving the mail shall accept the substitute AV 7 or C 18bis prepared under the conditions set out in paragraph 1. This fact shall be reported to the office of origin by means of a C 14 verification note, accompanied by two copies of the substitute bill.**

3 **Administrations may agree to make systematic use of electronic mail or any other appropriate means of telecommunication for settling cases where the AV 7 or C 18bis delivery bill is missing.**

**4** The exchange office at the airport of destination – or an intermediary airport responsible for forwarding the mail with another carrier – may accept, without preparation of a C 14 verification note, an AV 7 delivery bill provided by the original carrier which has been electronically transmitted from its office at the airport of dispatch and signed by its representative at the airport where the mail is unloaded.

**5** If 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 209

##### Transshipment of airmails

**1** In principle, 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** Paragraph 1 shall not apply when the transshipment takes place between:

- a aircraft of the same airline performing successive stages of the journey, or
- b aircraft of two different airlines, in accordance with article 83, paragraph 4, of the Convention.

**3** In the cases referred to in paragraph 2, the bags of mails may be provided with an AV 8ter label in the form of the annexed specimen, in addition to the labels provided for the conveyance of airmail.

#### Article 210

##### Steps to be taken when direct transshipment of airmails cannot take place as scheduled

**1** If mails which have been documented for direct transshipment fail to connect with the scheduled flight at the transshipment airport, the airline shall hand them over immediately to postal officials at the transshipment airport for reforwarding by the quickest route (air or surface).

**2** Paragraph 1 shall not apply when:

- a the administration dispatching the mails has provided for reforwarding on a later flight;
- b in the absence of the arrangements referred to in subparagraph a, the airline responsible for handing over the mails can arrange for them to be reforwarded within 24 hours of their arrival at the transshipment airport.

**3** In the case referred to in paragraph 1, the office which did the reforwarding shall inform the office of origin of each mail 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 211

##### Steps to be taken in the event of an interrupted flight, or of 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, the airline shall hand over such mails immediately to the officials of the administration of the country where the stop has been made, who shall reforward them by the quickest route (air or surface).

2 The administration which receives missent airmail 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.

3 In every case the office which did the reforwarding shall 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 212

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 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 quickest 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 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 quickest route (air or surface).

#### Article 213

Preparation and checking of AV 2 bills

1 When, in the conditions laid down in articles 214 and 215, airmail correspondence **and priority items** à découvert **are** accompanied by bills in the form of the annexed specimen AV 2, **their** weights shall be shown separately for each group of countries of destination. The AV 2 bill 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. All AV 2 bills shall be inserted into the bag containing the C 12 letter bill.

2 The weight of à découvert correspondence for each group of countries shall be rounded up to the nearest decagramme when the fraction of the decagramme is equal to or greater than 5 grammes; it shall be rounded down to the nearest decagramme otherwise.

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, airmail correspondence **and priority items** à découvert shall be forwarded by air, unless the surface route would be quicker; in appropriate cases, the AV 2 bill shall be prepared routinely and the irregularity pointed out to the office of origin by C 14 note.

#### Article 214

Airmail correspondence **and priority items** in transit à découvert. Statistical operations

1 The air conveyance dues for airmail correspondence in transit à découvert provided for in article **86** of the Convention shall be calculated on the basis of statistics taken annually and alternately during **May and October**, such that the periods coincide with those for the **statistics provided** for in article **181**, paragraph 1.

2 During the statistical period, à découvert transit airmail correspondence shall be accompanied by AV 2 bills, prepared and verified as laid down in article **213**; the AV 10 bundle label and the AV 2 bill shall be overprinted with the letter "S". When there is no à découvert airmail correspondence, registered or unregistered, to be inserted in a mail which normally includes such correspondence, one or two AV 2 bills, as necessary, endorsed "*Néant*" (Nil) shall accompany the letter bill of the mail.

**3 During the statistical period, all airmail correspondence in transit à découvert shall be placed with the AV 2 delivery bill in a closed bag, which may be of transparent plastic, and the latter shall be inserted in the bag containing the letter bill.**

4 Each administration dispatching transit airmail 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.

**5 This article and article 215 shall apply by analogy to priority items in transit à découvert for reforwarding by air.**

#### Article 215

Airmail correspondence in transit à découvert which is excluded from statistical operations

1 Airmail correspondence in transit à découvert which is excluded from statistical operations in accordance with article **86**, paragraph 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 **213**. If the weight of missent airmail 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 **213**, paragraph 4, shall not take place.

2 Airmail 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 216

### Return of empty airmail bags

- 1 Empty airmail bags shall be returned to the administration of origin in accordance with the rules of article 173. Nevertheless, a special mail shall be made up as soon as the number of empty bags reaches ten.
- 2 Empty airmail 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.
- 4 The period of retention for documents relating to empty bags shall be as provided in article 107, paragraph 1.

## Chapter II

### Accounting. Settlement of accounts

## Article 217

### Accounting for air conveyance dues

- 1 Accounting for air conveyance dues shall be effected in accordance with articles 85 and 86 of the Convention.
- 2 Notwithstanding paragraph 1, administrations may, by common consent, decide that accounts for airmail 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 218

### Preparation of AV 3 and AV 4 statements of weights

- 1 Each creditor administration shall prepare a statement in the form of the annexed specimen AV 3, monthly or quarterly as preferred, on the basis of the airmail particulars entered on the 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 of the mails for each office of destination. When the copies of the AV 3bis statement are used for the settlement of air conveyance dues inside the country of destination in accordance with article 84, paragraph 4, of the Convention, **AV 3bis statements of weights prepared on the basis of C 12 letter bills shall be used for letter post and AV 3 statements of weights prepared on the basis of AV 7 delivery bills shall be used for postal parcels.**
- 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 214, paragraph 1, and based on the particulars appearing on the AV 2 "S" bills. The total weights shall be multiplied by **12** on the AV 4 statement. If the accounts have to be prepared on the basis of the actual weight of à découvert airmail correspondence, AV 4 statements shall be drawn up as often as is provided for in paragraph 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 airmail correspondence in transit à découvert results in a variation of at least 20 percent and exceeding 163.35 SDR 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 referred to in paragraph 2 by another valid only for the year in question.

4 When the debtor administration so requests, separate AV 3, AV 3bis and AV 4 statements shall be drawn up for each office of exchange which dispatches airmails or airmail correspondence in transit à découvert.

#### Article 219

Preparation of AV 5 detailed accounts and AV 11 general accounts

1 The creditor administration shall prepare on a form, conforming to the annexed specimen AV 5, detailed accounts showing the amounts due to it according to the AV 3, AV 3bis and AV 4 statements of weights. Separate detailed accounts shall be prepared for closed airmails and for airmail correspondence à découvert as often as indicated in article 218, paragraphs 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 and AV 3bis statements;
- b for airmail correspondence à découvert, according to the net weights shown on the AV 4 statements, increased by 5 percent.

**3 When the air conveyance dues within the country of destination are to be settled, the administration of that country shall send the AV 5 accounts relating thereto for acceptance together with the AV 5bis statements of weights and the AV 3bis statements.**

4 Monthly or quarterly AV 5 accounts may be summarized by the creditor administration in a quarterly, half-yearly or annual recapitulative airmail account, as agreed between the administrations concerned.

5 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 220

Submission and acceptance of AV 3, AV 3bis and AV 4 statements of weights, AV 5 detailed accounts and AV 11 general 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, the copies of AV 3bis statements, AV 4 statements when payment for à découvert airmail correspondence is made on the basis of the actual weight, and the relevant AV 5 detailed accounts, all together in duplicate. The debtor administration may refuse to accept accounts not forwarded to it within that period.

2 After verifying the AV 3, AV 3bis 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, AV 3bis and AV 4 statements shall be attached in support of the duly amended and accepted AV 5

accounts. If the creditor administration disputes the amendments made to these AV 3, AV 3bis or AV 4 statements, the debtor administration shall confirm the actual data by sending photocopies of the 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 three months of the date of dispatch of the accounts shall regard the accounts as fully accepted.

3 Paragraphs 1 and 2 shall also apply to airmail correspondence for which payment is made on the basis of statistics.

4 The AV 5 recapitulative accounts and the AV 11 general accounts referred to in paragraphs 3 and 4 respectively of article **219** shall be prepared and dispatched by the creditor administration as soon as the AV 5 detailed accounts relative to the period concerned are accepted or regarded as fully accepted. The debtor administration shall make payment within the period of six weeks provided for in article 103, paragraph 9.

5 Notwithstanding paragraph 4, the AV 11 general account may be prepared and dispatched without waiting for the AV 5 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 AV 11 account by the debtor administration and payment of the balance shall be made within a period of three months after receipt of the general account.

6 Whenever the statistics provided for in article **214**, paragraph 1, fall in October, annual payments for airmail 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.

7 If an administration is unable to carry out the annual statistical operations provided for in articles **214**, paragraph 1, and **218**, paragraph 2, it shall reach agreement with the administrations concerned to make the annual payment on the basis of the statistics of the preceding year and, if necessary, to use the special multiplier laid down in article **218**, paragraph 3.

8 If the total of AV 5 detailed accounts does not exceed 16.33 SDR per annum the debtor administration shall be excused all payment. If the balance of an AV 11 general account does not exceed 16.33 SDR, it shall be carried over to the next AV 11 general account. If a balance not exceeding 16.33 SDR is outstanding at the end of the year, the debtor administration shall be exempted from all payment.

9 AV 3, AV 3bis and AV 4 statements and the corresponding AV 5 and AV 11 accounts shall always be sent by the quickest route (air or surface).

## Section II

### Surface airlifted (S.A.L.) mail

#### Article 221

##### Make-up of surface airlifted mails

- 1 For making up surface airlifted mails, surface bags or bags of the same colour shall be used.
- 2 The layout and text of surface airlifted mailbag labels shall be in the form of the annexed specimen AV 8bis. Administrations may, however, use the AV 8 labels provided for in article 203, paragraph 3, adding in bold lettering the words "*S.A.L. Surface par avion*" (S.A.L. Surface airlifted mail).
- 3 The AV 8 and AV 8bis labels themselves, or the optional tabs provided for in article 167, paragraph 5, shall be in the colours prescribed in article 167, paragraph 1, a to d.

#### Article 222

##### C 18bis delivery bill

- 1 Surface mails to be handed over at the airport shall be accompanied by five copies of the C 18bis delivery bill for each stop.
- 2 These five copies of the C 18bis delivery bill shall be distributed as prescribed in article 206, paragraphs 2 and 3, for the copies of the AV 7 delivery bill.

#### Article 223

##### Steps to be taken in the event of an interrupted flight, or of diversion or missending of surface airlifted mails

When mails included in a surface dispatch sent by air are on a flight that is interrupted or are unloaded at an airport other than the one indicated on the C 18bis delivery bill, the procedure shall be as follows:

- a officials of the administration of the country where the mails are in transit shall take charge of such mails and reforward them by surface if conditions are such that the mails can be sent promptly to the country of destination, while informing the administration of origin by telegraph;
- b if rapid delivery by surface to the country of destination cannot be ensured, the administration of the transit country shall get in touch, by telephone or telegraph, with the administration of origin of the mails to determine how the latter are to be reforwarded to their destination and how compensation for reforwarding is to be calculated and settled;
- c the administration of the country of transit shall make out a new delivery bill (C 18, C 18bis or AV 7, as required) and redirect the mails as instructed by the administration of origin.

## Section III

### Information to be supplied by administrations and by the International Bureau

#### Article 224

##### 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 airmail 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 airmail correspondence originating abroad are forwarded by internal air services;
  - ii the rates per kilogramme of the air conveyance dues calculated in accordance with article 85, paragraph 3, of the Convention and its date of application;
- b as regards the international service:
  - i the decisions taken as regards the application of certain optional airmail provisions, **including their willingness to receive mails in AV 9 envelopes;**
  - ii the rates per kilogramme of the air conveyance dues, which it collects direct in accordance with article 88 of the Convention, and their date of application;
  - iii the rate per kilogramme of the air conveyance dues for airmails in transit between two airports in the same country, fixed in accordance with article 85, paragraph 4, of the Convention, and its date of application;
  - iv the countries for which it makes up airmails;
  - v the offices transferring transit airmails from one line to another and the minimum time necessary for such transshipment;
  - vi a list of its offices of exchange responsible for the airmail service, with details of the exact name of each office as well as its telephone, telex and telefax numbers;**
  - vii details on the surface airlifted (S.A.L.) mail services provided under article 91 of the Convention;**
  - viii the conveyance rates fixed for the onward transmission of airmail correspondence received à découvert in accordance with the system of average rates laid down in article 86, paragraph 1, of the Convention and their date of application;**
  - ix the air surcharges or combined charges for the various categories of airmail correspondence and for the various countries, with an indication of the names of the countries for which unsurcharged mail is admitted;**
  - x where applicable, the special charges for reduction or return to origin fixed in accordance with articles 39, paragraph 3, and 40, paragraph 10, of the Convention.**

2 Any amendment to the information mentioned in paragraph 1 shall be communicated to the International Bureau without delay, by the quickest means. Amendments concerning the information mentioned under subparagraphs a, ii, and b, **viii**, must reach the International Bureau within the time limits prescribed in article 87, 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 airmail correspondence from abroad to catch various deliveries.

Article **225**

**Publications** to be supplied by the International Bureau

1 The International Bureau shall be responsible for preparing the following **publications** and distributing them to administrations:

- a "*Liste générale des services aéropostaux*" (known as "*Liste AV 1*") (General List of Airmail Services or AV 1 List) published from the information supplied under article **224**, paragraph 1;
- b "*Liste des distances aéropostales*" (List of Airmail Distances) drawn up in collaboration with the air carriers;
- c "*Liste des surtaxes aériennes*" (List of Air Surcharges) (article **224**, paragraph 1, b, **ix** and **x**).

2 Any amendments to the **publications** listed in paragraph 1 and the date on which the amendments take effect shall be notified to administrations by the quickest means (air or surface), with the minimum of delay and in the most appropriate form.

Part IV

Final provisions

Article **226**

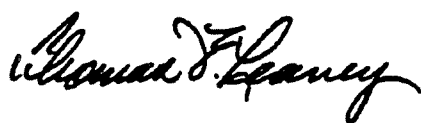
Entry into force and duration of the Regulations

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 **the Executive Council decides otherwise**.

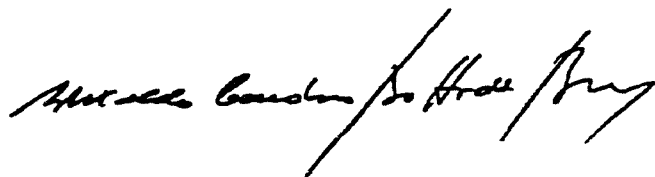
Done at **Washington, 15 December 1989**.

For the Executive Council:



T E LEAVEY

Chairman



A C BOTTO DE BARROS

Secretary-General





## Annexes: Forms

## List of forms

No	Title or nature of form	References
1	2	3
C 1	Customs label	Art 117, para 1
C 2/CP 3	Customs declaration	Art 117, para 1
C 3/CP 4	Franking note	Art 118, para 2
C 4	"R" Label combined with the name of the office of origin and the serial number of the item	Art 133, para 4
<b>C 4bis</b>	<b>Recorded delivery</b>	<b>Art 134, para 4</b>
C 5	Advice of delivery/of payment/of entry	Art 138, para 2
C 6	Collective envelope for redirection of letter-post items	Art 145, para 1
C 7	Request <ul style="list-style-type: none"> <li>- for withdrawal from the post</li> <li>- for alteration <b>or correction</b> of address</li> <li>- for cancellation or alteration of the COD amount</li> </ul>	Art 148, para 1
C 8	Inquiry concerning an unregistered item	Art 150, para 1
C 9	Inquiry concerning a registered item, insured letter or postal parcel	Art 151, para 1
C 9bis	Advice of redirection of a C 9 form	Art 151, para 10
C 10	Advice concerning presumed fraudulent use of postage stamps <b>or postal prepayment</b> or franking impressions	Art 198, para 1, a
C 11	Report concerning presumed fraudulent use of postage stamps <b>or postal prepayment</b> or franking impressions	Art 198, para 1, b
C 12	Letter bill concerning exchange of mails	Art 160, para 1
C 12bis	<b>Monthly statement of weights of mails</b>	Art 175, para 1
C 12ter	<b>Quarterly statement of weights of mails</b>	Art 175, para 2
C 13	Special list of registered items	Art 161, para 1
C 14	Verification note concerning exchange of mails	Art 170, para 2
C 15	<b>Statistical bill of weights of LC and AO</b>	Art 181, para 4
C 15bis	Statistical statement of <b>mails received</b>	Art 185, para 1
C 15ter	Recapitulative statistical statement of mails received	Art 185, para 2
C 16	Verification note concerning statistical information	Art 184
C 17	<b>Bill of items (special statistics)</b>	Art 188, para 3
<b>C 17bis</b>	<b>Statement of items (special statistics)</b>	<b>Art 188, para 4</b>
<b>C 17ter</b>	<b>Recapitulative statement of items (special statistics)</b>	<b>Art 188, para 4</b>
C 18	Delivery bill for surface mails	Art 169, para 1
C 18bis	Delivery bill for surface airlifted mails	Art 169, para 7
<b>C 18 S</b>	<b>Delivery bill for mails of empty bags</b>	<b>Art 173, para 2</b>
C 19	Transit bulletin concerning mail statistics	Art 180, para 1
C 20	Detailed account of transit charges	Art 189, para 2, a
C 20bis	Detailed account <b>of terminal dues</b>	Art 189, para 2, b

No	Title or nature of form	References
1	2	3
C 21	Statement of transit charges	Art 192, para 1
C 21bis	Statement <b>of terminal</b> dues	Art 192, para 1
C 22	International reply coupon	Art 199, para 1
C 23	Detailed statement of reply coupons exchanged	Art 199, para 4
C 24	Detailed statement of reply coupons supplied	Art 199, para 1
C 25	Postal identity card	Art 106, para 2
C 26	Detailed monthly account of customs, etc, charges	Art 200, para 1
C 27	Trial note for determination of the most favourable route for a letter or parcel mail or for determination of the most favourable route for items sent à découvert	Art 168, paras 3 and 4
C 28	Bag label	Art 167, para 1
C 28bis	Statistics label	Art 183
C 29	Routine correspondence	Art 194
C 30	Bundle label	Art 159, para 1
C 31	Account of amounts due in respect of indemnity for letter-post items	Art 201, para 1
C 32	Declaration concerning the non-receipt (or receipt) of a postal item	Art 151, para 12
C 33/CP 10	Label showing reason for non-delivery	Art 146, para 2
<b>C 33/ CP 10bis</b>	<b>Information about a seized postal item</b>	<b>Art 147</b>
VD 1	Table VD 1	Art 110
VD 2	"V" label combined with the name of the office of origin and the registration number of the item	Art 137, para 1, a
VD 3	Dispatch list for insured letters	Art 163, para 1
VD 4	Report concerning loss of/theft from/damage to or other irregularities in respect of an insured letter	Art 170, para 8
AV 1	General list of airmail services, AV 1 List	Art 225, para 1, a
AV 2	Bill concerning weight of à découvert airmail correspondence	Art 213, para 1
AV 3	Statement of weights of airmails	Art 218, para 1
AV 3bis	Statement of weights (terminal dues): airmails	Art 176, para 1
AV 4	Statement of weights of à découvert airmail correspondence	Art 218, para 2
AV 5	Detailed account concerning airmail	Art 219, para 1
AV 5bis	Statement of weights of airmails received: airmail terminal dues	Art 176, para 2
AV 6	Transmission envelope for AV 7 and AV 7 S bills	Art 206, para 2, c
AV 7	Delivery bill for airmails	Art 206, para 1
<b>AV 7/C 18bis</b>	<b>Substitute delivery bill</b>	<b>Art 208, para 2</b>
AV 7 S	Delivery bill for airmails of empty bags	Art 216, para 2
AV 8	Airmail bag label	Art 203, para 3
AV 8bis	Bag label for surface airlifted mail	Art 221, para 2
<b>AV 8ter</b>	<b>Identification label</b>	<b>Art 209, para 3</b>
AV 9	Envelope for the make-up of airmails	Art 203, para 1
AV 10	Bundle labels	Art 159, para 1
AV 11	General account – airmail	Art 219, para 5

CUSTOMSC 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 ☐

a sample of merchandise ☐

Value (specify the currency)

Net weight

Convention, Washington 1989, art 117, para 1 –  
Size 52 x 74 mm, colour green

C 1 (Back)

Instructions

If the value of the contents exceeds 300 SDR 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.

Your item must not contain any dangerous article prohibited by postal regulations.

**Note.** – Postal administrations are recommended to indicate the equivalent of 300 SDR in their national currency

C 4

R

LAUSANNE 1

N° 460

Convention, Washington 1989, art 133, para 4 –  
Size: min 37 x 13 mm, max 50 x 20 mm

**Note.** – Administrations using bar codes in their service may use C 4 labels bearing such codes in addition to the indications already provided for

C 4bis

Recorded delivery

A 123456

Convention, Washington 1989, art 134, para 4 –  
Size: min 50 x 25 mm, max 70 x 30 mm, colour yellow



### 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

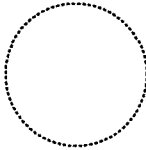
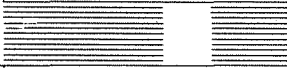
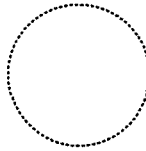
It is also your responsibility to inquire into import and export regulations (prohibitions, make-up, etc) and to find out what documents, if any (certificate of origin, health certificate, invoices, etc) are required in the country of destination and to attach them to this form

- Item (4)      The insertion of a cross in this space does not relieve you of the obligation of completing the declaration detail; nor does it necessarily imply that the goods will be admitted free of duty in the country of destination:
  - "samples of no commercial value" means: articles considered by Customs as being of negligible value, which are merely used in pursuit of orders for merchandise of the kind they represent;
  - "documents of no commercial value" means: any medium intended to contain and actually containing information which, by virtue of its quantity or nature, is considered by Customs as being of negligible value
- Item (5)      Your signature on the front is regarded as implying that your item does not contain any dangerous article prohibited by postal regulations
- 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

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<sup>1</sup> Insert in space (7) any other relevant information (eg, "returned goods", "temporary admission")

COUPON TO BE HANDED TO THE SENDER			C 3/CP 4 Part A			
<b>DETAILS OF CHARGES DUE</b>  in the currency of the country of destination of the item			Part to be filled in by the administration of destination		Stamp of the office which has advanced the charges  <div style="border: 1px dashed black; width: 100px; height: 100px; margin: 0 auto;"></div>	
Charge for delivery free of charges <sup>2</sup>			<b>TOTAL OF CHARGES ADVANCED</b>			
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	
Total after conversion			Amount in figures after conversion			
Stamp of the office which has recovered the charges  <div style="border: 1px dashed black; width: 100px; height: 100px; margin: 0 auto;"></div>			No in-register  Signature of the official who has converted the amount		Stamp of the office which has recovered the charges  <div style="border: 1px dashed black; width: 100px; height: 100px; margin: 0 auto;"></div>	
<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <sup>2</sup> Also called "Commission charge" </div>			Postal administration  C 3/CP 4 <b>FRANKING NOTE</b> Part B			
			Nature of the item		No	Weight <sup>1</sup>
			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 Signature of sender		Stamp of the office of origin  <div style="border: 1px dashed black; width: 100px; height: 100px; margin: 0 auto;"></div>	
<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <sup>1</sup> For parcels only </div>			Part B (Front)			

<b>DETAILS OF CHARGES DUE</b>  in the currency of the country of destination of the item			C 3/CP 4 Part B	
			Part to be filled in by the administration of destination	Stamp of the office which has advanced the charges  
Charge for delivery free of charges <sup>2</sup>			<b>TOTAL OF CHARGES ADVANCED</b>	
Customs duty				
Presentation-to- Customs charge				
Other charges			Amount in figures, in the currency of the country of destination of the item	
Total			Office which has made the advance	Date
			No of register	Signature of the official
COUPON			Postal administration	
Nature of the item   Weight <sup>1</sup>			C 3/CP 4 <b>FRANKING NOTE</b> Part A	
No	Insured value		Nature of the item	No   Weight <sup>1</sup>
Office of posting			Insured value	Office of posting
Name and full address of addressee			Name and full address of sender	
			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  	
			Signature of sender	
			To be returned to the office of	

Part B  
(Back)

Upper edge  
of the form  
when parts A and B  
are folded  
one upon the other

Part A  
(Front)

2 Also called "Commission charge"

1 For parcels only

Postal administration of origin

**ADVICE of delivery/of payment/of entry**

**C 5**

To be filled in by the office of origin

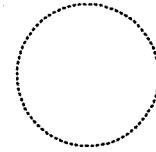
Office of posting

No

Date of posting

On postal service

Stamp of the office  
returning the advice



To be returned by the quickest route  
(air or surface mail), à découvert  
and post free

Return to (to be filled in by the sender)

Name

Street and No

Locality

Country

Convention, Washington 1989, art 138, para 2 – Size 148 x 105 mm with a tolerance of 2 mm, colour light red

**C 5 (Back)**

To be filled in by the sender

To be completed at the place of destination

<input type="checkbox"/> Registered item	<input type="checkbox"/> Recorded delivery	<input type="checkbox"/> Unregistered parcel
<input type="checkbox"/> Letter – Priority	<input type="checkbox"/> Printed paper – Non-priority	
Insured item		Insured value
<input type="checkbox"/> Letter – Priority	<input type="checkbox"/> Parcel	
		Amount
<input type="checkbox"/> Ordinary money order	<input type="checkbox"/> Inpayment money order	<input type="checkbox"/> Outpayment cheque
Name of addressee or title of giro account		
Street and No		Locality and country
As a matter of priority this advice must be signed by the addressee or, if that is not possible, by another person authorized to do so under the regulations of the country of destination, or, if those regulations so provide, by the official of the office of destination, and returned by the first mail direct to the sender		Stamp of the office of destination
The item mentioned above has been duly		
<input type="checkbox"/> delivered	<input type="checkbox"/> paid	<input type="checkbox"/> credited giro account
Date and signature of the addressee		Signature of the official



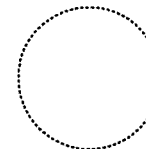
Postal administration of origin

**COLLECTIVE ENVELOPE**  
**Redirection of letter-post items**

ON POSTAL SERVICE

C 6

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

To be presented open at the reforwarding post office

Office or service of origin

☐ for withdrawal from the post (I)

☐ for alteration or correction of address (II)

☐ for cancellation or alteration of the COD amount (III)

Office of destination or service designated as intermediary

☐ Request by post

☐ Request by telecommunications (page 2)

To be sent as a registered item by the quickest route (air or surface). One form is sufficient for several items posted at the same time at the same office by the same sender to 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		
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 or correction of 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		Stamp of the office or service where the request is handed in	
Signature of sender		Signature of the official in charge	

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
from	Office of posting	Date of posting
to	Full address of addressee	
Description		
Particulars of the sender (if any), form and colour of the item, etc		
<input type="checkbox"/> Postbur	<input type="checkbox"/> Postex	<input type="checkbox"/> Postgen

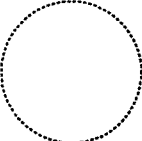
II. Request for alteration or correction of address

<input type="checkbox"/> Postbur	<input type="checkbox"/> Postex	<input type="checkbox"/> Postgen
Office or service of destination of the request		
Replace	Old particulars	
by	New particulars	
on	Nature of item	Posting No
from	Office of posting	Date of posting
to	Full address of addressee	
Description		
Particulars of the sender (if any), form and colour of the item, etc		
Redirection requested by <input type="checkbox"/> surface <input type="checkbox"/> air		
<input type="checkbox"/> Postbur	<input type="checkbox"/> Postex	<input type="checkbox"/> Postgen

III. Request for cancellation or alteration of the COD amount

<input type="checkbox"/> Postbur	<input type="checkbox"/> Postex	<input type="checkbox"/> Postgen
Office or service of destination of the request		
<input type="checkbox"/> Cancel	<input type="checkbox"/> Alter to	New amount in words (if applicable)
the COD charge on	Nature of item	Posting No
from	Office of posting	Date of posting
to	Full address of addressee	
<input type="checkbox"/> Postbur	<input type="checkbox"/> Postex	<input type="checkbox"/> Postgen

Place and date	Stamp of the office where the request is handed in
Signature of sender	Signature of the official in charge



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  
by the quickest route (air or surface)

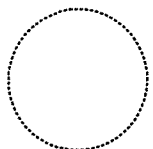
Description of item	Nature of item	No of item	Date of dispatch
	Office of origin	No of mail	
	Original COD amount in figures (where applicable)		
	Name and full address of the sender		
	Full address of the addressee as given on the item		

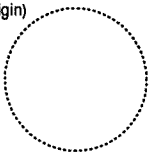
**REPLY OF THE OFFICE OF DESTINATION**

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 or correction of address	The item in question was duly redirected 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 telecommunications not being explicit enough to enable the necessary action to be taken, please send additional details <input type="checkbox"/> The search was unsuccessful

Stamp of the office or service of destination  
Signature of the official in charge



Office or service to which this form should be sent, name and address	Date of inquiry (stamp of the office of origin)	References
		

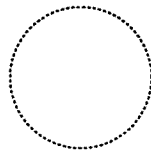
## 1 Particulars to be supplied by the inquirer (sender or addressee)

Reason for inquiry	<input type="checkbox"/> Item not arrived <input type="checkbox"/> Contents missing <input type="checkbox"/> Damage <input type="checkbox"/> Delay	Date of arrival
Item under inquiry	<input type="checkbox"/> Letter <input type="checkbox"/> Postcard <input type="checkbox"/> Priority <input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet <input type="checkbox"/> Newspaper <input type="checkbox"/> Non-priority	
Special indications	<input type="checkbox"/> Airmail <input type="checkbox"/> Express <input type="checkbox"/> COD No of item <input type="checkbox"/> Recorded delivery	COD amount and currency ..... <input type="checkbox"/>
Posted	<input type="checkbox"/> Exact date <input type="checkbox"/> Approximate date	
Sender	Name and full address ..... .....	
Addressee	Name and full address ..... ..... Name and address on the item ..... .....	
Contents (precise description)	..... ..... .....	<input type="checkbox"/> Copy of invoice attached
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 and special marks The sender's name and address <input type="checkbox"/> were given on the item <input type="checkbox"/> were not given on the item	Facsimile <input type="checkbox"/> attached <input type="checkbox"/> not attached
Item found	The item should be sent <input type="checkbox"/> to the sender <input type="checkbox"/> to the addressee	

## 2 Particulars to be supplied by the sender

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	
Postage prepaid	<input type="checkbox"/> For air transmission <input type="checkbox"/> For surface transmission	
Special indications	<input type="checkbox"/> Airmail <input type="checkbox"/> Express <input type="checkbox"/> COD	COD amount and currency

3 Detailed information from the office of origin  
(In the case of COD items, please state how paid, in part 5 overleaf)

Stamp of the office and signature	
	..... ..... .....

4 Particulars to be supplied by the addressee

C 8 (Back)

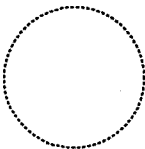
Has the item reached the addressee?	<input type="checkbox"/> Yes	Date	<input type="checkbox"/> No
How correspondence is normally delivered	<input type="checkbox"/> Called for at the post office	Name of post office	
		Name of person who collects the items	
	<input type="checkbox"/> Delivered to the place 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

COD	Dispatch of amount	Date	No of money order
	The amount was sent		
	<input type="checkbox"/> to the sender of the item	Name of giro office	
	<input type="checkbox"/> to the giro office		No
	<input type="checkbox"/> The amount has been credited to the giro account		
Recorded delivery	The item was duly delivered to the rightful owner		Date of delivery
	The item	Name of office	Reason
	<input type="checkbox"/> is being held at		
	<input type="checkbox"/> has been returned to the office of origin	Date	Reason
	<input type="checkbox"/> has been redirected	New address in full	
	Date		
	<input type="checkbox"/> The item has not been received at the office of destination. The addressee's declaration is attached		
	Signature		
Other detailed information			

This form must be returned to the office or service given at the top of the front

Stamp of the office and signature



## Registered item, insured letter or postal parcel

Office or service to which this form should be sent, name and address	Date of inquiry (stamp of the office of origin)	References

## 1 Particulars to be supplied by the inquirer

Reason for inquiry	<input type="checkbox"/> Item not arrived	<input type="checkbox"/> Contents missing	<input type="checkbox"/> Damage	<input type="checkbox"/> Delay Date of arrival
	<input type="checkbox"/> Attached advice of delivery not duly completed			
Item under inquiry	Registered item			
	<input type="checkbox"/> Letter	<input type="checkbox"/> Printed paper	<input type="checkbox"/> Small packet	<input type="checkbox"/> Priority
	Insured item		Insured value	Non-priority
	<input type="checkbox"/> Letter	<input type="checkbox"/> Priority	<input type="checkbox"/> Parcel	Weight (parcel)
			Weight	
	<input type="checkbox"/> Ordinary parcel			
Special indications	<input type="checkbox"/> Airmail	<input type="checkbox"/> S.A.L.	<input type="checkbox"/> Express	<input type="checkbox"/> Advice of delivery
			Montant et monnaie	
	<input type="checkbox"/> COD			
Posted	Date	Office	No of item	
	Official's initials	Routing (does not concern letter-post items)		Amount of postage
<input type="checkbox"/> Receipt seen				
Sender	Name and full address			
Addressee	Name and full address			
Contents (precise description)				
	<input type="checkbox"/> Copy of invoice attached			
Description of external wrapping	Description (parcel)			
	Facsimile of the address on the item			
	<input type="checkbox"/> attached		<input type="checkbox"/> not attached	
	The sender's name and address			
	<input type="checkbox"/> were given on the item		<input type="checkbox"/> were not given on the item	
Item found	The item should be sent			
	<input type="checkbox"/> to the sender		<input type="checkbox"/> to the addressee	

## 2 Particulars to be supplied by the service of origin

Mail in which the item was sent in the internal service of the country	<input type="checkbox"/> Air – Priority	<input type="checkbox"/> Surface – Non-priority	From
	Date		For
Mail in which the item was sent abroad (to be completed by the office of exchange)	<input type="checkbox"/> Air – Priority	<input type="checkbox"/> S.A.L.	Dispatching office of exchange
	No	Date	Office of exchange of destination
Office stamp	No of the bill/list	Part VI of the letter bill (C 12)	
	Serial No	<input type="checkbox"/> Special list (C 13)	
		Parcel bill (CP 11 or CP 20)	
		Signature	
	<input type="checkbox"/> Bulk advice		



Mail in which the item was sent	<div><div><div><div><input type="checkbox"/> Air – Priority</div><div><input type="checkbox"/> S.A.L.</div><div><input type="checkbox"/> Surface – Non-priority</div></div><div><div>No</div><div>Date</div></div></div><div>Dispatching office of exchange</div><div>Office of exchange of destination</div></div>	No of the bill/list	Part VI of the letter bill (C 12)	<input type="checkbox"/> Special list (C 13)
	Serial No	<input type="checkbox"/> Dispatch list (VD 3)	<input type="checkbox"/> Parcel bill (CP 11 or CP 20)	
	<input type="checkbox"/> Bulk advice	Signature		
Mail in which the item was sent	<div><div><div><div><input type="checkbox"/> Air – Priority</div><div><input type="checkbox"/> S.A.L.</div><div><input type="checkbox"/> Surface – Non-priority</div></div><div><div>No</div><div>Date</div></div></div><div>Dispatching office of exchange</div><div>Office of exchange of destination</div></div>	No of the bill/list	Part VI of the letter bill (C 12)	<input type="checkbox"/> Special list (C 13)
	Serial No	<input type="checkbox"/> Dispatch list (VD 3)	<input type="checkbox"/> Parcel bill (CP 11 or CP 20)	
	<input type="checkbox"/> Bulk advice	Signature		

4 Particulars to be supplied by the service of destination

A. In case of delivery (in case of damage or delayed delivery, give the reason briefly in part 5 under "Any other comments")	The item was duly delivered to the rightful owner		Date of delivery
	Dispatch of COD amount	Date	No of money order
	The amount was sent		
	<input type="checkbox"/> to the sender of the item	Name of giro office	
	<input type="checkbox"/> to the giro office	No	
	<input type="checkbox"/> The amount has been credited to the giro account		
B. In case of non-delivery	The item	Name of office	Reason
	<input type="checkbox"/> is being held at	Date	Reason
	<input type="checkbox"/> has been returned to the office of origin <sup>1</sup>	New address in full	
	<input type="checkbox"/> has been redirected <sup>1</sup>		
	Date		
	<input type="checkbox"/> The item has not been received at the office of destination. The addressee's declaration is attached		
Stamp of the delivery office	Signature		

5 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)

Reply	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 inquirer within the prescribed limits and to debit us in a CP 16 or C 31 summarized account, as appropriate		
	<input type="checkbox"/> the full amount paid	Reference	
	<input type="checkbox"/> half of the amount paid (bulk advice)	Reference	
	<input type="checkbox"/> Because of the agreement between our two administrations, you have to compensate the inquirer		
	Any other comments		
Office stamp	Signature		

This form must be returned to the office or service of origin given at the top of the front

<sup>1</sup> See part 3 for routing

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"/> Ordinary parcel		<input type="checkbox"/> Insured parcel	
Posting	Date	Office	No	
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

ADVICE  
Presumed fraudulent use of postage stamps  
or postal prepayment or franking impressions

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

Notes. Advice of dispatch, by registered post, of the letter-post item described hereafter which apparently bears a postage stamp or postal prepayment or franking 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 to 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 prepayment impression	<input type="checkbox"/> Already used prepayment impression
<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

Office preparing the report

**REPORT****Presumed fraudulent use of postage stamps  
or postal prepayment 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	Reference

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 prepayment impression	<input type="checkbox"/> Already used prepayment impression
<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

- ☐ that the sender is unknown to him
- ☐ that he refuses to divulge the name of the sender
- ☐ that the item was sent by the following person

Name and address of sender

Consequently,

- ☐ we have delivered the item to the addressee
- ☐ we have seized in order to send it to the administration of origin
- ☐ the item
- ☐ 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 14 of the Convention  
and to article 198 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

☐ priority ☐ non-priority

☐ by air  
☐ by S.A.L.  
☐ by surface

Dispatching office of exchange					Date of dispatch		Mail No	
Office of exchange of destination					Name of ship/Flight No			
					Transit administration(s)			
Number and weight of bags subject to transit charges and/or terminal dues					V. Official notes			
LC/AO bags		M bags			Bags exempt from transit charges and terminal dues		Dispatching administration bags	
Number		Weight					Number	
kg		g					Number	
I. The mail contains unregistered items <input type="checkbox"/> express <input type="checkbox"/> air					C 27 note enclosed in mail			
II. Number of bags					Other information (eg. number of IBRS items)			
Bags with red labels . . . . .					VI. List of registered items			
Bags with white and blue labels . . . . .					Bulk entry			
Sacks of empty bags (SV)					Presence of items <input type="checkbox"/> express <input type="checkbox"/> airmail			
Total number of bags					Number of items inserted in this bag			
III. Summary of items entered in the mail					In letters			
Number of bags containing . . . . .		Registered items		Insured items		In figures		
						Individual entry		
Number of packets containing . . . . .						Number		Office of origin
Number of special lists (registered items) or dispatch lists (insured items) . . . . .						ser- ial of the item		
Total number of items included in the mail						1		Observations
Number of AV 2 bills						2		
IV. Closed mails included in this mail					3			
No of the mail		Office of origin		Office of destination		4		
				Number of bags or packets		5		
						6		
						7		
						8		
						9 <sup>1</sup>		
Stamp of the dispatching office of exchange Signature of the official					Stamp of the office of exchange of destination Signature of the official			

<sup>1</sup> Continue overleaf if necessary

VI. List of registered items (conclusion)

No		Office of origin	Observations	No		Office of origin	Observations
serial	of the item			serial	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			

Year

**MONTHLY STATEMENT  
OF WEIGHTS**  
**Mails**

<input type="checkbox"/>	by S.A.L.
<input type="checkbox"/>	by surface
<input type="checkbox"/>	priority
<input type="checkbox"/>	non-priority

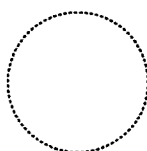
C 12bis

Dispatching administration	Administration of destination	
Dispatching office of exchange	Office of exchange of destination	
Transit administration(s)	Month	Year

### Weights of mails according to C 12 forms

[illegible]

Office of destination  
Place, date and signature



## C 12ter

Dispatching administration	Transit administration(s)		
Administration of destination	<input type="checkbox"/> First quarter <input type="checkbox"/> Second quarter <input type="checkbox"/> Third quarter <input type="checkbox"/> Fourth quarter		Year

[illegible]



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 entry				No		Office of origin	Observations
Number (in letters)				serial	of the item		
Number (in figures)				19			
Individual entry				20			
No		Office of origin	Observations	21			
serial	of the item			22			
1				23			
2				24			
3				25			
4				26			
5				27			
6				28			
7				29			
8				30			
9				31			
10				32			
11				33			
12				34			
13				35			
14				36			
15				37			
16				38			
17				39			
18				40			
Stamp of the dispatching office of exchange Signature of the official				Stamp of the office of exchange of destination Signature of the official			

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

No of mail	Office of origin	Office of destination	Number of receptacles concerned							
			Bags			Covers				
			Red	White	Blue	LC – Priority	AO – Non-priority	CP		

The bags and covers described above

☐ arrived in excess

☐ did not arrive here

☐ arrived in bad condition

☐ were missent

☐ have been repaired here

☐ Were they received by your office?

☐ arrived here unlabelled

2 Irregularities concerning documents

Missing documents (please accept the substitute form attached)

☐ Delivery bill

☐ C 18  
☐ C 18bis  
☐ AV 7

☐ Letter bill

☐ No

☐ AV 2 weight bill

☐ Special list

Number of registered items received

<div><input type="checkbox"/> The delivery bill has been corrected as follows according to the weights given on the labels (amended if necessary) . . . . .</div> <div><input type="checkbox"/> In view of an error in calculation the totals on the delivery bill have been corrected as follows</div>	LC/AO – Priority/Non-priority	M bags	CP	The total weight was checked here

Irregularities concerning the tables of the letter bill	Entered	Received	Observations
<input type="checkbox"/> Number of bags . . . . .			
<input type="checkbox"/> Weight of bags (details to be supplied in part 3 of form) . . . . .			
<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			

### 3 Irregularities concerning the weights of mail subject to terminal dues

C 14 (Back)

Findings and differences	LC/AO bags – Priority/Non-priority		M bags	
	Number	Weight	Number	Weight
According to declaration of dispatching office		kg		kg
According to findings of transit office				
According to findings of office of destination				
Difference				

#### 4 Other irregularities

This form must be returned by registered post to

Stamp of the office preparing the note and date  
Signatures of officials

Seen and accepted	Seen and noted	Copy/copies attached
-------------------	----------------	----------------------

Stamp of the office of destination of the note and date  
Signature of the official in charge

Dispatching administration

**STATISTICAL BILL OF WEIGHTS  
OF LC AND AO**

C 15

Mails dispatched

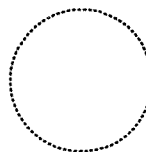
☐ by air  
☐ by surface  
(including S.A.L.)

Dispatching office of exchange	Month	Year
Office of exchange of destination	Statistical period	
	<input type="checkbox"/> First mail	
	<input type="checkbox"/> Last mail	

**Indication of weight of LC bags and of AO bags subject to terminal dues (to be entered on C 15bis statement)**

Date	No of mail	LC bags		AO bags		Observations
		Number	Weight	Number	Weight	
1	2	3	4	5	6	7
			kg g		kg g	

Stamp of dispatching office of exchange



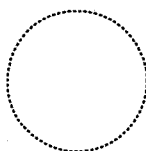
☐ by air  
☐ by surface  
(including S.A.L.)

Dispatching office of exchange of mails	Month	Year
	Statistical period	
Office of exchange of destination of mails	Dispatching administration of mails	

### Summary of C 15 bills of weights

[illegible]

Office of exchange of destination  
Place, date and signature





**VERIFICATION NOTE**  
**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		

### Indication of weight of LC bags and AO bags

Findings and differences	LC bags		AO bags	
	Number	Weight	Number	Weight
According to declaration of dispatching office		kg		kg
According to findings of office of destination		kg		kg
Difference		kg		kg

## 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
--	---

Dispatching administration

**BILL OF ITEMS (special statistics)**

C 17

**Mails dispatched**

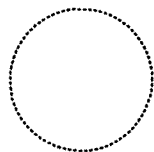
☐ by air  
☐ by surface  
(including S.A.L.)

Dispatching office of exchange	Statistical period	Year
Office of exchange of destination	<input type="checkbox"/> First mail <input type="checkbox"/> Last mail	

**Indication of number and weight of items subject to terminal dues**

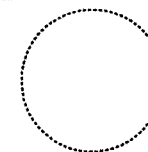
Date	No of mail	LC items – Priority		AO items – Non-priority			Observations	
		Number of items	Total weight	Number of items	Total weight			
1	2	3	4		5	6		7
			kg	g		kg	g	

Stamp of the dispatching office of exchange



If the office of exchange of destination finds differences in the weight and/or number of items, it shall send a corrected copy of this bill to the dispatching office of exchange by air

Stamp of the office that found the differences  
Signature of official





## Mails

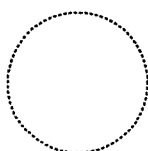
☐ by air  
☐ by surface  
(including S.A.L.)

Dispatching office of exchange of mails	Statistical period	Year
Office of exchange of destination of mails	Administration of origin of mails	
	Administration of destination of mails	

## Summary of C 17 bills

[illegible]

Office of exchange  
Place, date and signature



**RECAPITULATIVE STATEMENT OF ITEMS**  
**(special statistics)**  
**Mails by air and by surface (including S.A.L.)**

Dispatching administration of mails	Statistical period	Year
Administration of destination of mails		

[illegible]

Administration preparing the form  
Place, date and signature

Seen and accepted by corresponding administration  
Place, date and signature

	LC – Priority	AO – Non priority
Number of items per kg		
x dues per item	SDR	SDR
Unit dues per kg		
+ fixed costs per kg		
Total dues per kg		

**DELIVERY BILL**  
**Surface mails**[illegible]

The undersigned acknowledges receipt in good condition  
of the mails listed above

Date and signature

<sup>1</sup> The presence of loose parcels must be mentioned in the "Observations" column  
<sup>2</sup> To be used if necessary

**DELIVERY BILL**  
**Surface airlifted mails**

Office of destination of the C 18bis bill	Date of departure	Time
	Flight No	

Airport of direct transhipment	Airport of offloading
--------------------------------	-----------------------

[illegible]

Stamp of dispatching office  
Signature of official




The official of the airport or airline

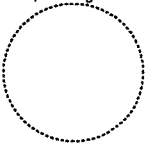
Stamp of office of destination  
Signature of official

<sup>1</sup> The presence of loose parcels must be mentioned in the "Observations" column

Office of origin of the C 18 S bill		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, train No or forwarding route		Shipping company	
		Name of ship	Date of sailing
		Port of disembarkation	
To be filled in if the mail is transferred to an airline			
Date of departure		Time	Flight No
Airport of direct transhipment		Airport of offloading	

[illegible]

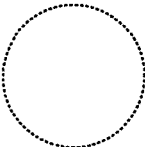
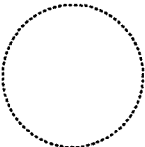
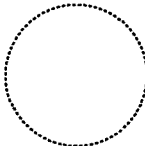
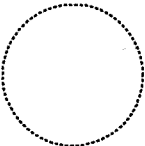
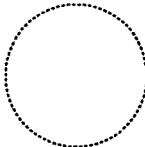
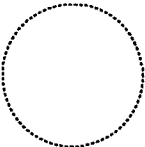
Stamp of the dispatching office Signature of official 	The official of the carrier or airport 	Stamp of office of destination Signature of official 
* To be filled in if the carrier requires the information		

Office of destination	Mail No	Stamp of dispatching office 
Administration of destination	Number of bags¹	

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

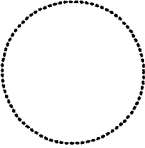
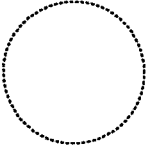
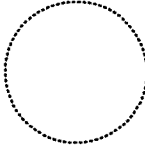
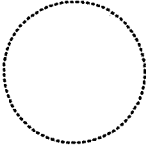
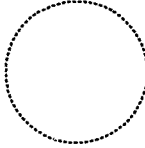
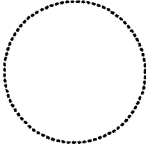
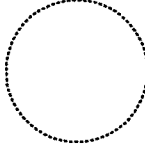
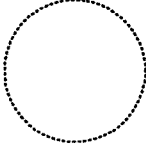
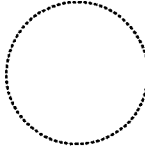
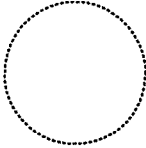
N.B. Each administration may use only one horizontal line of the form for particulars concerning land transit and only one line for sea transit, if any

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; the latter shall take note of the routing of the mail and return the form immediately to the dispatching office

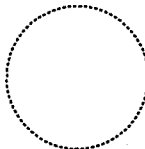
Transit	Date stamp of the inward office of exchange	Date stamp of the outward office of exchange	Services used (in the case of land transit, indicate T.t., and the route followed; in the case of sea transit, indicate T.m., the route followed, the name of the ship and that of the shipping line)	Countries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

Continue overleaf if necessary

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

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; 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
4th transit				
5th transit				
6th transit				
7th transit				
8th transit				

Stamp of the office of destination





DETAILED ACCOUNT  
Transit charges

Creditor administration	Year of account
Debtor administration	

Summary of C 12ter statements

Administration of destination of mails	Quarterly weight of mails: LC/AO – Priority/Non-priority + M	Forwarding route	Land and/or sea transit charges per kg (scales)	Total
1	2	3	4	5
	kg	kg	SDR	SDR
	1			
	2			
	3			
	4			
Annual total				
	1			
	2			
	3			
	4			
	Annual total			
	1			
	2			
	3			
	4			
	Annual total			
		Total		
		+ amount from overleaf		
		Transit charges		
		Total amount receivable		

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

Administration of destination of mails	Quarterly weight of mails: LC/AO – Priority/Non-priority + M	Forwarding route	Land and/or sea transit charges per kg (scales)	Total
1	2	3	4	5
	kg	kg	SDR	SDR
	1			
	2			
	3			
	4			
Annual total				
	1			
	2			
	3			
	4			
Annual total				
	1			
	2			
	3			
	4			
Annual total				
	1			
	2			
	3			
	4			
Annual total				
	1			
	2			
	3			
	4			
Annual total				
	1			
	2			
	3			
	4			
Annual total				
		To be entered overleaf		

DETAILED ACCOUNT  
Terminal dues

C 20bis

Year of account

Creditor administration

Debtor administration

Mail received (data from forms C 12ter and AV 5bis – Give weights in kg only)

LC/AO bags				M bags			
Quarter	Surface/S.A.L. – Non-priority	By air – Priority	Total	Quarter	Surface/S.A.L. – Non-priority	By air – Priority	Total
1st	kg	kg	kg	1st	kg	kg	kg
2nd				2nd			
3rd				3rd			
4th				4th			
Total				Total			

Mail dispatched (data from forms C 12ter and AV 5bis – Give weights in kg only)

LC/AO bags				M bags			
Quarter	Surface/S.A.L. – Non-priority	By air – Priority	Total	Quarter	Surface/S.A.L. – Non-priority	By air – Priority	Total
1st	kg	kg	kg	1st	kg	kg	kg
2nd				2nd			
3rd				3rd			
4th				4th			
Total				Total			

Terminal dues for exchanges where a combined LC/AO rate is used in both directions (for other exchanges, see overleaf)

	Weight of LC/AO bags – Priority/Non-priority	Weight of M bags	Observations
Mail received	kg	kg	
Mail dispatched			
Difference			
x terminal dues rate	SDR	SDR	
Totals			
Amount payable			

Creditor administration

Place, date and signature

Seen and accepted by debtor administration

Place, date and signature

	Weight	Percentage of LC according to C 15ter	Weight of LC	Percentage of AO according to C 15ter	Weight of AO
	kg		kg		kg
LC/AO mail received by surface/S.A.L.					
LC/AO mail received by air					
Total					

Determination of weight of LC and AO mail dispatched

	Weight	Percentage of LC according to C 15ter	Weight of LC	Percentage of AO according to C 15ter	Weight of AO
	kg		kg		kg
LC/AO mail dispatched by surface/S.A.L.					
LC/AO mail dispatched by air					
Total					

Terminal dues for exchanges where the same separate LC, AO and M bag rates are used in both directions

	Weight of LC – Priority	Weight of AO – Non-priority	Weight of M bags	Observations
	kg	kg	kg	
Mail received				
Mail dispatched				
Difference				
x terminal dues rate	SDR			
Totals				
Amount payable				

Terminal dues for exchanges where different rates or systems are used for each direction

Dues for mail received				Dues for mail dispatched			
Category	Weight	Rate	Totals	Category	Weight	Rate	Totals
Total							
Dues for mail received		SDR					
Dues for mail dispatched							
Difference payable							

## Date of statement

Year for which sums are due		Carried forward from the C 20 detailed accounts	
Sums due <input type="checkbox"/> provisional <input type="checkbox"/> final		Administration preparing the statement	Corresponding administration
		SDR	SDR
Provisional payment made			
Paying administration			
Totals			
Deduction			
Creditor administration	Balance		

[illegible]

Administration preparing the statement	
Signature of official	

STATEMENT  
Terminal dues

Date of statement

Notes. Statement showing the balance of the C 20bis detailed account

Year for which sums are due		Carried forward from the C 20bis detailed accounts	
Sums due <input type="checkbox"/> provisional <input type="checkbox"/> final		Administration preparing the statement	Corresponding administration
		SDR	SDR
Provisional payment made			
Paying administration			
Totals			
Deduction			
Creditor administration	Balance		

Observations, if any

Administration preparing the statement  
Signature of official

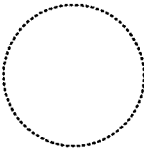


UNIVERSAL  
POSTAL UNION

**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 a priority item or an unregistered letter sent by air to a foreign country.<sup>1</sup>

Control stamp of the country of origin (optional)	Selling price (optional)	Stamp of the office making the exchange 
--	-----------------------------	--

<sup>1</sup> This explanation is repeated on the back of this coupon in Arabic, Chinese, English, German, Russian and Spanish

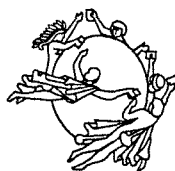
**DETAILED STATEMENT  
Reply coupons exchanged**

Administration which exchanged the reply coupons	Date of statement
	Notes. Consignments of reply coupons must not contain fractions of a hundred

Reply coupons at 0.74 SDR exchanged for postage stamps and sent to the International Bureau	Number	Amount
		SDR

Administration preparing the statement Place, date and signature	Seen and accepted by the International Bureau of the UPU Place, date and signature  Berne,
---	---





UNIVERSAL POSTAL UNION  
International Bureau

C 24

**DETAILED STATEMENT**  
**Reply coupons supplied**

Administration which received the reply coupons	Date of statement
	Notes. Consignments of reply coupons must not contain fractions of a hundred

Reply coupons at 0.74 SDR supplied by the International Bureau	Number	Amount
		SDR

International Bureau of the UPU Place, date and signature  Berne,	Seen and accepted by the debtor administration Place, date and signature
--	---

Postal administration of	<b>POSTAL IDENTITY CARD</b>	C 25	
<div>Photograph</div> <div>Postage stamp (Partly on the photo)</div>	<b>UNIVERSAL POSTAL UNION</b>	No	Valid until
		Surname	
		Forename(s)	
		Occupation	
		Nationality	
		Address	
		Holder's signature	

Convention, Washington 1989, art 106, para 2 – Size 105 x 74 mm

C 25 (Back)		
<b>Description</b>		
Date and place of birth		
Height	Hair	Eyes
Complexion	Special marks	
Issuing office		Official's signature
<p>1 This card, issued exclusively by the postal service, is recognized as proof of identity for post office business</p> <p>2 Postal administrations are not liable for the consequences of the loss, theft, or fraudulent use of this card</p>		

DETAILED MONTHLY ACCOUNT  
Customs, etc, charges

Debtor administration	Date of account	
	Month	Year

Serial No	Date of the advance	No 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						

Creditor administration
Place, date and signature

TRIAL NOTE

- ☐ Determination of the most favourable route for a letter or parcel mail
- ☐ Determination of the most favourable route for items sent à découvert

Administration of destination	Date of note
Notes. To be returned duly completed by the quickest route (air or surface)	

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
	No	Dispatching office
	Date of dispatch	Office of destination
Method of conveyance	<input type="checkbox"/> By flight	No
	<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	<input type="checkbox"/> By flight	No
	<input type="checkbox"/> By ship	Name of ship
	<input type="checkbox"/> By .....	
Other information		
Signature		

To be returned to	Name of office
	Other address

<div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Jakarta (Indonesia)</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Jakarta (Indonesia)</div> </div>	Posts	from <b>Geneva 1</b>	to	<div style="text-align: right;">C 28</div> <div style="text-align: center; font-size: 2em; font-weight: bold;">JAKARTA</div> <div style="text-align: center;">(Indonesia)</div>	
		Mail No			Via
		Date of dispatch			
	LC/AO – Non-priority/ Priority	kg	Ship		
	Exempt	kg	Port of disembarkation		

Convention, Washington 1989, art 167, para 1 – Size 125 x 60 mm, colour vermillion red or white

<div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Jakarta (Indonesia)</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Jakarta (Indonesia)</div> </div>	Posts	from <b>Geneva 1</b>	to	<div style="text-align: right;">C 28</div> <div style="text-align: center; font-size: 2em; font-weight: bold;">JAKARTA</div> <div style="text-align: center;">(Indonesia)</div>	
		Mail No			Via
		Date of dispatch			
	AO – Non-priority	kg	Ship		
	Exempt	kg	Port of disembarkation		


The administration of origin may print boxes to be ticked for AO – Non-priority and for M bags

Convention, Washington 1989, art 167, para 1 – Size 125 x 60 mm, colour blue

<div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Jakarta (Indonesia)</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Jakarta (Indonesia)</div> </div>	Posts	from <b>Geneva 1</b>	to	<div style="text-align: right;">C 28</div> <div style="text-align: center; font-size: 2em; font-weight: bold;">JAKARTA</div> <div style="text-align: center;">(Indonesia)</div>	
		Mail No			Via
		Date of dispatch			
	SV (exempt)	kg	Ship		
			Port of disembarkation		

Convention, Washington 1989, art 167, para 1 – 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 size of these forms, so long as they do not depart unduly from the directives which the specimen contains

Mail No		Date of dispatch		C 28bis	
 <b>Statistics</b>	Weight LC	kg	g		
	Weight AO	kg	g		
<input type="checkbox"/> Exempt bag					

Convention, Washington 1989, art 183 – Size 100 x 60 mm, colour light brown

ROUTINE CORRESPONDENCE

Date	No
Reply to No	Date

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

Administration of destination

Subject

LC – Priority

C 30

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

In case of irregularity, this label must be attached to the verification note

Convention, Washington 1989, art 159, para 1 – Size 105 x 74 mm, colour white

AO – Non-priority

C 30

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

In case of irregularity, this label must be attached to the verification note

Convention, Washington 1989, art 159, para 1 – Size 105 x 74 mm, colour light blue

R

☐ LC – Priority

☐ AO – Non-priority

Number of registered items

C 30

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

In case of irregularity, this label must be attached to the verification note

Convention, Washington 1989, art 159, para 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, size and colour of these forms, so long as they do not depart unduly from the directives which the specimen contains



ACCOUNT  
Amounts due in respect of indemnity  
for letter-post items

Date of account

Debtor administration	Notes. Compensation for letter-post items		
	Month	Quarter	Year

Serial No	Letter-post items		Letters authorizing recoveries (name of office, date, reference No of debtor administration)	Amount
	Item No and office of origin	Destination		
1	2	3	4	5
1				SDR
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
Total				

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

Any observations may be made in the blank space on the front or on the back of the form

**DECLARATION  
concerning the non-receipt (or receipt)  
of a postal item**

Nature of item	Registered item	
	<input type="checkbox"/> Letter	<input type="checkbox"/> Printed paper <input type="checkbox"/>
	Insured item	
Special particulars	<input type="checkbox"/> Letter <input type="checkbox"/> Parcel	
	<input type="checkbox"/> Ordinary parcel	
	Insured value	
	<input type="checkbox"/> Airmail <input type="checkbox"/> Express <input type="checkbox"/> Advice of delivery	
Posting	<input type="checkbox"/> COD	
	COD amount and currency	
	Weight (does not concern letter-post items)	
Sender	Date of posting	Office of posting
	No of item	
	Name and full address	
Addressee		
Contents	Precise description of contents	
Declaration	<input type="checkbox"/> This item was delivered to me on <input type="checkbox"/> Date	
	<input type="checkbox"/> I have not received this item by post or by any other means	
	I have contacted the <input type="checkbox"/> sender <input type="checkbox"/> addressee	
	and no trace whatsoever has been found of this item; I do not know what has happened to it	
Place and date		Signature

<b>RETURN</b>		C 33/CP 10
<hr/>		
Tick as appropriate		
<input type="checkbox"/>	Refused	
<input type="checkbox"/>	Unclaimed	
<input type="checkbox"/>	Gone away	
<input type="checkbox"/>	Unknown	
<input type="checkbox"/>	Deceased	
<input type="checkbox"/>	Insufficient address	
<input type="checkbox"/>		.....
<input type="checkbox"/>		.....
<input type="checkbox"/>		.....
<input type="checkbox"/>		.....
<input type="checkbox"/>		.....
<input type="checkbox"/>		.....

Convention, Washington 1989, art 146, para 2 –  
Maximum size 52 x 74 mm, colour pink

Office preparing the report

INFORMATION ABOUT A SEIZED POSTAL ITEM

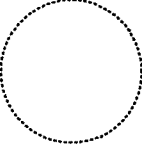
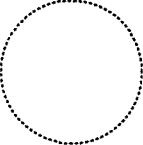
To the administration of	Note. To be sent registered to the administration of origin of the item	
	Date of report	Reference

One form is sufficient for several items posted at the same time by the same sender to the same addressee

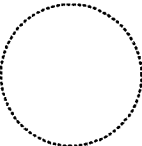
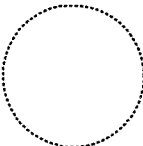
Description of seized item

Nature of item <input type="checkbox"/> LC – Priority <input type="checkbox"/> AO – Non-Priority <input type="checkbox"/> Parcel <input type="checkbox"/> Registered item <input type="checkbox"/> Insured item	Office of origin	
	Date of posting	Weight of item
Information concerning forwarding <input type="checkbox"/> Airmail <input type="checkbox"/> Surface <input type="checkbox"/> S.A.L.	Dispatching office of exchange	Date
	Destination office of exchange	Mail No
Name and address of addressee		Comments, if any
Name and address of sender		

Information about the seizure

Reason for seizure			
<input type="checkbox"/> Hazardous materials	<input type="checkbox"/> Violates import regulations	<input type="checkbox"/> Obscene articles	
<input type="checkbox"/> Narcotics	<input type="checkbox"/> Violates public/moral/religious precepts	<input type="checkbox"/> Other	
Applicable regulation	Article	Paragraph	Section
<input type="checkbox"/> UPU Convention	<input type="checkbox"/> UPU Postal Parcels Agreement		
<input type="checkbox"/> National legislation (specify)			
Consequently, we have seized			
<input type="checkbox"/> the entire contents of the item			
<input type="checkbox"/> the part of the item specified below which violates current regulations:			
In witness whereof we have prepared this report in duplicate, in order that effect may be given to it in accordance with article 41, paragraph 8, of the Convention (Washington 1989)			
Stamp and signature of customs official		Stamp and signature of head of office at which seizure took place	
			

Reserved for the office of origin of the item

Comments, if any	
Signature of the sender or of his attorney (if applicable)	Date stamp of the office of origin of the item Signature of the official
	

**TABLE VD 1**

Countries for which the above-mentioned administration accepts insured letters in transit on the conditions given below

Serial No	Country of destination	Routes	Intermediate countries and sea services to be used	Limit of insured value	Observations
1	2	3	4	5	6

VD 2



Convention, Washington 1989, art 137, para 1, a –  
Size 37 x 13 mm, colour pink

Dispatching office of exchange

DISPATCH LIST  
Insured letters

Office of exchange of destination	Date of dispatch	Time	Mail No
	No of dispatch list		

No		Office of origin	Place of destination	Amount of insured value	Observations
serial	of the mail				
1	2	3	4	5	6
1				SDR	
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 Signatures of officials	Stamp of office of exchange of destination Signatures of officials
--	---

## 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				
		The item is sealed by				
		<input type="checkbox"/> wax seals		<input type="checkbox"/> security tapes		<input type="checkbox"/>
		<input type="checkbox"/> The item is unsealed				
		Number of seals				
		Private mark on seals				
Mail in which the item was sent		The packing should be regarded as				
		<input type="checkbox"/> regulation		<input type="checkbox"/> non-regulation		
		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		
Method of conveyance		The fastening (lead seal) of the bag was				
		<input type="checkbox"/> intact		<input type="checkbox"/> not intact		
		Name or number				
		<input type="checkbox"/> Travelling post office				
		<input type="checkbox"/> Railway van				
<input type="checkbox"/> Ship						
<input type="checkbox"/> Flight						



Contents	<input type="checkbox"/> From the invoice <input type="checkbox"/> From the customs declaration <input type="checkbox"/> According to the addressee or the sender
	<hr/> <hr/> <hr/> <hr/>
	The contents have been examined in the presence of <input type="checkbox"/> the addressee <input type="checkbox"/> the sender
	Contents established on examination <hr/> <hr/> <hr/>
	Contents damaged <hr/> <hr/> <hr/>
	Contents missing <hr/> <hr/> <hr/>
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 <hr/>
Cause	The loss is due to <hr/> <hr/> <hr/>
Subsequent treatment of the item	<input type="checkbox"/> After repacking and weighing the item has been forwarded to its destination New weight <hr/> <input type="checkbox"/> The contents have been destroyed by the undersigned office <input type="checkbox"/> The packing is held here <hr/> <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 <hr/>
Signature of addressee or sender	<hr/>
Attestation. In witness whereof we have drawn up this report a duplicate of which has been sent to the authority indicated below <hr/>	
Authority of destination of the report <hr/>	
Stamp of the reporting office and date Signatures of the postal officials <hr/> <hr/>	

## GENERAL LIST OF AIRMAIL SERVICES

### AV 1 LIST

**Note.** – The AV 1 List is drawn up and distributed to administrations by the International Bureau  
(Convention, Washington 1989, art 225, para 1, a)

## BILL

### Weight of à découvert airmail correspondence

Dispatching office of exchange	Date of bill	No
	Airmail correspondence <input type="checkbox"/> unregistered	
Office of exchange of destination	<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 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

[illegible]

## STATEMENT OF WEIGHTS

### Airmails

Date of statement

Administration dispatching the mails	Mails forwarded from	
	to	
	Month or quarter	Year

Notes. To be sent in duplicate

[illegible]

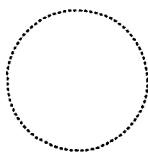
**STATEMENT OF WEIGHTS (TERMINAL DUES)**  
**Airmails**

Administration of origin of the mails	Mails forwarded from	
	to	
	Month	Year

## Summary of C 12 letter bills

[illegible]

Office of destination  
Place, date and signature



## STATEMENT OF WEIGHTS

### A découvert airmail correspondence

Office of exchange of destination of mails	Notes. To be sent in duplicate
	Date of statement
Administration dispatching the mails	<input type="checkbox"/> Surface mails <input type="checkbox"/> Airmails
	Office of exchange dispatching the mails

[illegible]

\* In the case of AV 4 statements for correspondence sent during statistical periods

DETAILED ACCOUNT  
Airmail

Debtor administration	Date of account
	<input type="checkbox"/> Closed airmails
	<input type="checkbox"/> A découvert airmail correspondence

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 convey- ance per kg		Total conveyance dues payable	
1	2	3		4		5		6		7		8	
		kg	g	kg	g	kg	g	kg	g	SDR		SDR	
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	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													

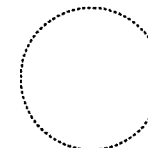
Creditor administration Place, date and signature	Seen and accepted by the debtor administration Place, date and signature

Administration of origin of the airmails		Year
	<input type="checkbox"/> First quarter	
	<input type="checkbox"/> Second quarter	
	<input type="checkbox"/> Third quarter	
	<input type="checkbox"/> Fourth quarter	

[illegible]



AV 6



AIRMAIL – TRANSMISSION ENVELOPE FOR AV 7 AND AV 7 S BILLS

Airport of offloading

**MONROVIA (MLW)**

Airline

Flight No

Departure date



Time

**DELIVERY BILL**  
**Airmails**

Office of destination of the AV 7 bill	Date of departure	Time
	Flight No	

Airport of direct transhipment	Airport of offloading
<b>LONDON-HEATHROW (LHR)</b>	<b>MONROVIA (MLW)</b>

[illegible]

Stamp of dispatching office Signature of official 	The official of the airport or airline	Stamp of office of destination Signature of official 
<p><sup>1</sup> The presence of LC/AO covers must be reported in the "Observations" column</p> <p><sup>2</sup> The presence of unenclosed parcels must be reported in the "Observations" column</p>		

Airport of origin of substitute bill

☐ AV 7

☐ C 18bis

☐ Date of substitute bill

I. Description of mails as found (from AV 8 or AV 8bis labels)

Observations concerning mails as found				Administration of origin of mails							
From	For	Flight No	Airport		Mail No	Date of dispatch	No of bags			Gross weight	
			trans-fer	offload			LC/AO – Priority/ Non-priority	CP	M		
										kg	g
Totals											

II. Actual conveyance of mails

Airport of loading	Flight No	Date of departure
Airport of offloading	Office of destination of mails	

III. Stamps and signatures

Airline at airport of loading Agent's signature	Airline at airport of offloading Agent's signature	Postal administration taking delivery of mails Office stamp and official's signature
--	---	---

#### **Guidelines for the use of the AV 7/C 18bis substitute delivery bill**



The following guidelines are to be observed by the postal administrations and the airlines in cases where a mail for direct transshipment between air carriers arrives at the airport of transshipment without the original AV 7 or C 18bis delivery bill:

- 1 When airmail or S.A.L. mail is received at an airport without an accompanying AV 7 or C 18bis, the airline receiving the mail shall prepare on the basis of the AV 8, AV 8bis, CP 24 and/or CP 24bis label(s), a substitute delivery bill conforming to the specimen developed jointly by the UPU and IATA
- 2 The number of copies to be prepared will vary with the circumstances of each case. In addition to the number of copies required by the preparing airline for its internal records and accounting, the following copies will be required:
  - one copy for the administration of origin
  - two copies for the administration of destination or, if the mail is handed over to an intermediate administration, for the intermediate administration
  - if the mail is directly transhipped to another airline or airlines, three copies for each additional airline involved
- 3 It will be the responsibility of the administration receiving the mail with a substitute document to provide the necessary copy to the administration of origin as an annex to a C 14 verification note documenting the arrival of the mail without the original bills
- 4 It will be the responsibility of the airlines to print the substitute documents in the format of the specimen agreed upon. The original and copies shall be white in colour
- 5 The postal administration shall accept the substitute delivery bill, properly endorsed by the receiving office of exchange, for the settlement of accounts with the airlines

**DELIVERY BILL**  
**Airmails of empty bags**

Office of destination of the AV 7 S bill	Date of departure	Time
	Flight No	

[illegible]


Stamp of dispatching office Signature of official	The official of the airport or airline	Stamp of office of destination Signature of official
		

<div>Monrovia (Liberia)</div> <div>Posts</div> <div>Monrovia (Liberia)</div>	from <b>Lisboa – EPA</b>		<div>By airmail</div> <div>AV 8</div>	
	Mail No		for	
	Date of dispatch		<div><b>MONROVIA</b></div> <div>(Liberia)</div>	
	<div>LC/AO – Priority*</div> <div>kg</div>		<div>Flight No</div> <div>Airport of transshipment</div> <div>Offloading airport</div> <div><b>MLW</b></div>	

\* On red labels: LC/AO – Priority  
 On white labels: LC/AO – Priority  
 On blue labels: AO  
 On green labels: SV

Convention, Washington 1989, art 203, para 3 – Size 125 x 60 mm, colour vermillion red, white, light blue or green

**Note.** – Bearing in mind the needs of their service, administrations may make slight changes in the text and size of this form, so long as they do not depart unduly from the directives which the specimen contains

Toronto (Canada)		from <b>Basel 2</b>		S.A.L. surface par avion		AV 8bis	
		Mail No		for			
Posts 		Date of dispatch		<b>TORONTO</b>			
				(Canada)			
Toronto (Canada)				Flight No			
		kg		Airport of transhipment		Offloading airport	
		LC/AO – Non-priority*				<b>YYZ</b>	

\* On red labels: LC/AO – Non-priority  
On white labels: LC/AO  
On blue labels: AO – Non-priority

Convention, Washington 1989, art 221, para 2 – Size 125 x 60 mm, colour vermillion red, white or light blue

**Note.** – Bearing in mind the needs of their service, administrations may make slight changes in the text and size of this form, so long as they do not depart unduly from the directives which the specimen contains

AV 8ter



Posts

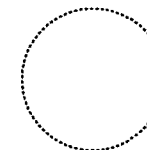
# Transbordement direct Direct Transfer

Convention, Washington 1989, art 209, para 3 – Size 150 x 90 mm, colour orange



AV 9

Administration dispatching the mail
Dispatching office



AIRMAIL DISPATCH
<input type="checkbox"/> No
<input type="checkbox"/> Without documents
WEIGHT LC/AO
g

AIRMAIL DISPATCH

for

**MONROVIA (MLW)**  
**(Liberia)**

Flight No
Airport of transhipment
<b>LONDON-HEATHROW (LHR)</b>

LC – Priority	AV 10
By airmail	
Dispatching administration	
Sweden	
Dispatching office	
Stockholm Flyg	
Dispatching official	
Office of destination	
MADRID AP	
In case of irregularity, this label must be attached to the verification note	

Convention, Washington 1989, art 159, para 1 – Size 105 x 74 mm, colour white

AO	AV 10
By airmail	
Dispatching administration	
Sweden	
Dispatching office	
Stockholm Flyg	
Dispatching official	
Office of destination	
MADRID AP	
In case of irregularity, this label must be attached to the verification note	

Convention, Washington 1989, art 159, para 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, size and colour of these forms, so long as they do not depart unduly from the directives which the specimen contains

<b>R</b>	<input type="checkbox"/> LC – Priority	Number of registered items	AV 10
	<input type="checkbox"/> AO		
By airmail			
Dispatching administration			
Sweden			
Dispatching office			
Stockholm Flyg			
Dispatching official			
Office of destination			
MADRID AP			
In case of irregularity, this label must be attached to the verification note			

Convention, Washington 1989, art 159, para 1 – Size 105 x 74 mm, colour pink

<b>LC</b>	– Priority	Correspondence à découvert By airmail	AV 10
Dispatching administration			
Sweden			
Dispatching office			
Stockholm Flyg			
Dispatching official			
Office of destination of the mail			
MADRID AP			
No of group of countries of destination			
In case of irregularity, this label must be attached to the verification note			

Convention, Washington 1989, art 159, para 1 – Size 105 x 74 mm, colour white

**Note.** – Bearing in mind the needs of their service, administrations may make slight changes in the text, size and colour of these forms, so long as they do not depart unduly from the directives which the specimen contains

<b>AO</b>	<b>Correspondence à découvert</b>	<b>By airmail</b>	<b>AV 10</b>
Dispatching administration			
<b>Sweden</b>			
Dispatching office			
<b>Stockholm Flyg</b>			
Dispatching official			
Office of destination of the mail			
<b>MADRID AP</b>			
No of group of countries of destination			
In case of irregularity, this label must be attached to the verification note			

Convention, Washington 1989, art 159, para 1 – Size 105 x 74 mm, colour light blue

<b>R</b>	<b>LC – Priority</b>	Number	<b>Registered items à découvert</b>	<b>AV 10</b>
<b>AO</b>		Number	<b>By airmail</b>	
Dispatching administration				
<b>Sweden</b>				
Dispatching office				
<b>Stockholm Flyg</b>				
Dispatching official				
Office of destination of the mail				
<b>MADRID AP</b>				
No of group of countries of destination				
In case of irregularity, this label must be attached to the verification note				

Convention, Washington 1989, art 159, para 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, size and colour of these forms, so long as they do not depart unduly from the directives which the specimen contains

## GENERAL ACCOUNT – AIRMAIL

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
Received by the administration preparing the account		SDR	SDR	
Sent by the administration preparing the account				
Totals				
Less				
Credit balance				
Name of creditor administration				
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		



# Detailed Regulations of the Postal Parcels Agreement

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## Detailed Regulations – Forms





## Detailed Regulations of the Postal Parcels Agreement

### Contents

#### Chapter I

##### Preliminary provisions

###### Art

- 101 Information to be supplied by administrations
- 102 Routeing and rates

#### Chapter II

##### Treatment of parcels by the office of origin

###### Section I

###### General conditions of admission and posting

- 103 Addresses of the sender and the addressee
- 104 General packing conditions
- 105 Special packing. Marking of parcels containing live animals, radioactive materials, urgent medicines **or chemical reference substances**
- 106 Formalities to be complied with by the sender
- 107 Formalities to be complied with by the office of origin

###### Section II

###### Special conditions of admission and posting for certain categories of parcels

- 108 Insured parcels
- 109 Fraudulent insurance
- 110 Other categories of parcels

### Section III

#### Formalities requested after posting

- 111 Delivery free of charges and fees requested after posting
- 112 Withdrawal from the post. Alteration **or correction** of address

### Chapter III

#### Treatment of parcels by the offices of exchange

##### Section I

###### Routeing

- 113 General principle of the exchange of parcels
- 114 Routeing and customs clearance of air parcels
- 115 Transshipment of air parcel mails
- 116 Surface airlifted (S.A.L.) parcels
- 117 Customs clearance of express parcels

##### Section II

###### Make-up and dispatch of mails

- 118 Different methods of transmission
- 119 Parcel bills
- 120 Simplified drawing up of CP 11 and CP 20 parcel bills
- 121 Dispatch of documents accompanying parcels
- 122 Transmission in closed mails
- 123 Treatment of parcels with advice of embarkation

##### Section III

###### Transfer and check of mails and parcels. Return of empty receptacles

- 124 Transfer of mails
- 125 Check of mails by offices of exchange
- 126 Discovery of irregularities and processing of verification notes
- 127 Discrepancies of weight or size of parcels
- 128 Notification of irregularities for which administrations may be liable
- 129 Receipt by the office of exchange of a damaged or insufficiently packed parcel
- 130 Check of mails of parcels forwarded in bulk
- 131 Reforwarding of a parcel arriving out of course
- 132 Return of empty receptacles

## Chapter IV

### Treatment of parcels by the office of destination

#### Section I

##### Delivery of parcels

- 133 Reservations on delivery of rifled or damaged parcels
- 134 Treatment of franking notes after delivery of parcels for delivery free of charges and fees
- 135 Treatment of advices of delivery after delivery of parcels with advices of delivery

#### Section II

##### Treatment of undelivered parcels

- 136 Advice of non-delivery
- 137 Non-delivery. New instructions by the person concerned
- 138 Return of parcels to sender
- 139 Items wrongly admitted**
- 140** Redirection of a parcel in consequence of the change of address of the addressee
- 141** Express parcel to be redirected
- 142** Treatment of requests for withdrawal from the post or for alteration **or correction** of address
- 143** Sale. Destruction

## Chapter V

### Inquiries

- 144** Treatment of inquiries
- 145** Inquiries concerning an advice of delivery or an advice of embarkation not received
- 146** Settlement of cases of reservations on delivery of rifled or damaged parcels

## Chapter VI

### Accounting

#### Section I

##### Allocation of rates and dues

- 147** Rates and dues credited to other administrations by the administration of origin
- 148** Allocation and recovery of rates, charges and fees, in the case of return to sender or redirection
- 149** Special case of recovery of dues
- 150** Determination of average payments per parcel or per kilogramme

#### Section II

##### Preparation and settlement of accounts

- 151** Preparation of accounts
- 152** Account for air parcel mails
- 153** Settlement of accounts

## Chapter VII

### Miscellaneous provisions

- 154** Forms for the use of the public
- 155** Period of retention of documents

## Chapter VIII

### Final provisions

- 156** Entry into force and duration of the Regulations

### Annexes: Forms

## Detailed Regulations of the Postal Parcels Agreement

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna, on 10 July 1964, the **Executive Council has drawn up** the following measures for ensuring the implementation of the Postal Parcels Agreement:

### Chapter I

#### Preliminary provisions

##### Article 101

Information to be supplied by administrations

- 1 Each administration shall notify the other administrations, through the intermediary of the International Bureau, of:
  - a the **outward and** inward land rates and, where appropriate, the transit land rates and the sea rates which it collects (Agreement, articles **47** to **50**; Final Protocol, articles II to VII);
  - b the provisions it has adopted regarding:
    - i the maximum weight of parcels (Agreement, article 2, paragraph 2);
    - ii the option of accepting or not the following special parcels: insured, free of charges and fees, cash-on-delivery, fragile, cumbersome, airmail, express (Agreement, article 4, paragraphs 2 to 4);
    - iii the maximum size of parcels conveyed by surface (Agreement, article **21**, paragraphs 1 and 2);
    - iv the maximum insured value (Agreement, article **24**, paragraph 1, a, i);
    - v the sender's instructions which it does not accept at the time of posting in accordance with article **23**, paragraph 4, of the Agreement;
    - vi the acceptance or otherwise of the advice of delivery for ordinary parcels in accordance with article **28** of the Agreement;
    - vii the option of not accepting requests for withdrawal from the post and alteration of address in accordance with article **38**, paragraph 2, of the Agreement;
    - viii 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 (article 106, paragraph 1, b);
    - ix the acceptance or otherwise of collective dispatch notes, in accordance with article 106, paragraph 4;
    - x the method of dispatching documents accompanying parcels sent to its country (article 121, paragraph 1);

- c information regarding the air parcel service, in particular the sizes which it admits (Agreement, article **21**, paragraphs 1 and 2) by arrangement with the air carriers, and, where applicable, the amount of payment collected, according to article **52**, paragraphs 4 and 5, of the Agreement, for conveyance within the country;
- d **a list of their offices of exchange responsible for handling parcel post with information concerning the exact name of each office, as well as its telephone, telex and telefax numbers;**
- e the list of live animals of which the conveyance by post is authorized by its own postal regulations (Agreement, article **20**, a, iv);
- f whether it admits parcels for all localities or, if not, a list of the localities to which the service extends (Agreement, article 3, paragraph 1);
- g the charges applicable in its service (Agreement, articles **8 to 15**; Final Protocol, article VIII);
- h 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 (Agreement, article **20**, a, viii);
- i an extract, in Arabic, Chinese, English, French, Russian or Spanish, from the provisions of its laws or regulations applicable to the conveyance of parcels.

2 Any amendment to the information mentioned in paragraph 1 shall be notified without delay by the same means and as regards subparagraphs a and c, taking into account articles **47**, paragraph **5**; **50**, paragraph 2; and **52**, paragraph 6, of the Agreement.

#### 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 it accepts parcels in transit for countries for which it is in a position to act as intermediary, and particularly the rates to be assigned to it.

2 On the basis of the information contained in the official Compendium of Information of general interest relating to the implementation of the Postal Parcels Agreement and 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 paragraph 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 dispatching 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 **168**, paragraph 3, of the Detailed Regulations of the Convention. This note shall be attached to the parcel bill on which its presence shall be indicated. 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 quickest route (air or surface) **to the address indicated or, in the absence of such an indication, to the office which prepared it.**

## 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.

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

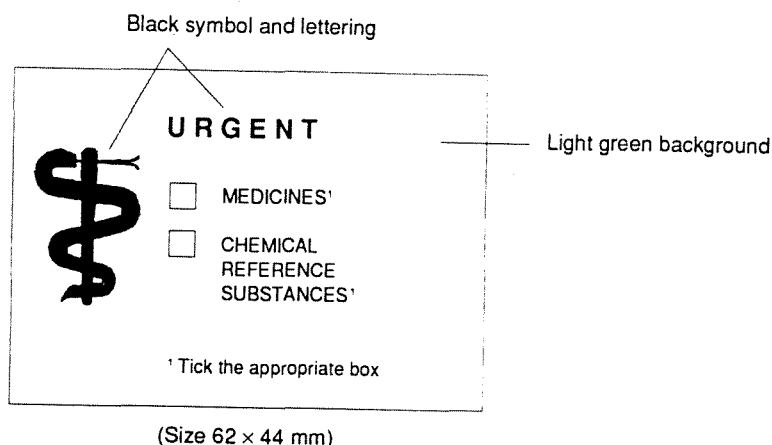
Special packing. Marking of parcels containing live animals, radioactive materials, urgent medicines **or chemical reference substances**

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 1 1/2 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 materials 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 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);
- h radioactive materials: parcels containing radioactive materials shall be plainly and durably marked by the sender with the words "*Matières radioactives. Quantités admises au transport par la poste*" (Radioactive materials. Quantities permitted for movement by post); these words 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.



- i **urgent medicines and chemical reference substances:** parcels containing urgent medicines or chemical reference substances shall be furnished, on the side which bears the addressee's address, with a light green label with the following text and symbol:



- 2 Parcels containing the substances referred to in paragraph 1, h, 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 sender may also attach to the CP 2 dispatch note any document (invoice, export licence, import licence, certificate of origin, certificate of health, etc) necessary for customs treatment in the dispatching country and in the country of destination.
- 3 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.
- 4 Except in the case of insured parcels, parcels for delivery free of charges and fees, 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.
- 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 listed in article **23**, paragraph 2, of the Agreement are given in a box relating to one of these instructions; this cross may be handwritten, 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 typed 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 2bis may be used for this purpose; the completed form shall be securely affixed to the parcel.

8 If the sender wishes to forbid any redirection under article **32**, paragraph 5, of the Agreement, the parcel and the dispatch note must bear the indication "*Ne pas réexpédier*" (Do not redirect) in French or in a language known in the country of destination.

#### 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 origin; 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;
  - the weight of the parcel in kilogrammes and hundreds of grammes, each fraction of a hundred grammes being rounded up to the next hundred;
- b on the dispatch note only: the date-stamp impression;
- c either on the parcel, or on the dispatch note: the postage stamps or any other method of showing prepayment authorized by the regulations of the administration of origin.

2 Administrations may agree to dispense with the formalities mentioned in paragraph 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

**1** 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**;

- 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, paragraph 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 letters and in arabic numerals, 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 SDRs by the sender or by the office of origin; the result of the conversion, rounded up where appropriate to the nearest SDR, 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 SDRs 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.

**2 Every administration shall have the option of fixing a maximum amount for the insured value up to which it will forgo application of the provisions of paragraph 1, a and b. The lower of the amounts concerned shall be applied in relations between countries whose administrations have fixed different maximum values.**

#### 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. If the parcel has not yet been delivered to the addressee, the administration of origin may ask for its return.

#### 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 airmail), 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 **25**, paragraph 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 21, paragraphe 4, de l'Arrangement*" (pursuant to article **21**, paragraph 4, of the Agreement) in the case of parcels charged as cumbersome in accordance with article **21**, paragraph 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 civilian internee parcels. Every prisoner-of-war and civilian 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 civils*" (Civilian Internees Service); these indications may be followed by a translation in another language.
- 8 Parcels containing live animals. The parcels as well as the dispatch notes shall bear the indication prescribed in article 105, paragraph 1, g.
- 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 of the C 5 form referred to in article **138**, paragraph 2, of the Detailed Regulations of the Convention. This form, completed in accordance with the provisions of the said article **138**, paragraph 2, shall be 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 posting

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 and by the quickest route (air or surface) to the office of destination, accompanied by a franking note duly completed. The office of destination shall affix to the parcel, near the address, and also to the dispatch note, the label prescribed in article 110, paragraph 3, a, ii.

2 When the request is to be forwarded by telegraph **or any other appropriate means of telecommunication**, the office of origin shall inform the office of **destination and** at the same time advise it of the particulars of the posting of the item. The latter office shall automatically make out a franking note.

##### Article 112

##### Withdrawal from the post. Alteration **or correction** of address

1 As a general rule, requests for alteration **or correction** of address or for withdrawal of a parcel from the post shall be dealt with in accordance with articles **148** and **149** of the Detailed Regulations of the Convention.

2 **Any request** for alteration **or correction** of address concerning an insured parcel **made by telegraph or any other means of telecommunication** 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 ou transmise par tout autre moyen de télécommunication du ...*" (Confirmation **of request made by telegraph or other means of telecommunication** dated ...); it shall be accompanied by the facsimile prescribed in article **148**, paragraph 1, a, of the Detailed Regulations of the Convention.

## Chapter III

### Treatment of parcels by the offices of exchange

#### Section I

##### Routeing

#### Article 113

##### General principle 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

##### Routeing 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 air communications they use for the conveyance of their airmail correspondence. In the absence of an air link, air parcels shall be forwarded by such administrations by the surface route normally used for other parcels.
- 3 Air parcel mails shall be forwarded by the flight requested by the administration of the country of origin, provided that flight is used by the administration of the transit country for the transmission of its own mails. If this is not the case or if there is not sufficient time for the transshipment, the administration of the country of origin shall be informed of this.
- 4 Articles **210** to **212** of the Detailed Regulations of the Convention shall be applicable, respectively, in the case of:
  - a the impossibility of transshipping air parcel mails direct as scheduled;
  - b an interrupted flight or a diversion of air parcel mails;
  - c an accident.

5 When air parcels are forwarded by surface mail in the cases provided for in paragraphs 1, 2 and 4, the dispatching office of exchange shall prepare a CP 12 special parcel bill for the transit administrations concerned.

6 Administrations shall take steps to speed up customs clearance of air parcels as much as possible.

#### Article 115

##### Transshipment of air parcel mails

1 In principle, the transshipment of air parcel mails in the conditions prescribed in article **52**, paragraph 7, of the Agreement shall be done by the postal administration of the country where the transshipment takes place.

2 Notwithstanding paragraph 1, transshipment of air parcel mails may be performed by the airlines in accordance with article **209**, paragraph 2, of the Detailed Regulations of the Convention.

#### Article 116

##### Surface airlifted (S.A.L.) parcels

Surface parcel mails may be conveyed by air on the conditions provided for in article **91** of the Convention.

#### Article 117

##### Customs clearance of express parcels

Administrations which participate in the exchange of express parcels shall take steps to speed up customs clearance as much as possible.

### Section II

#### Make-up and dispatch of mails

#### Article 118

##### Different methods of transmission

1 The exchange of postal parcel mails 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, as a general rule, be effected 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 119

Parcel bills

1 Before dispatch, all the parcels to be forwarded by surface **or S.A.L.** shall be entered by the dispatching 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 civilian internee parcels, air parcels require a statement of the air conveyance dues to be credited to the administrations concerned.

3 In the absence of special agreement, **surface and S.A.L.** parcel bills shall be numbered **separately** according to an annual series for each dispatching office of exchange and each office of exchange of destination 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.

4 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.

5 Every insured parcel shall be entered on the parcel bill with the letter "V" in the "Observations" column.

6 Where closed mails are exchanged between countries which are not adjacent, the dispatching 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 dispatching 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 name of the ship carrying the mail shall be entered on the CP 12 parcel bill, whenever this is possible.

Article 120

Simplified drawing up of CP 11 and CP 20 parcel bills

1 The parcel bills shall be drawn up in a simplified way in the cases laid down in article **54**, paragraphs 2 and 3, of the Agreement.

2 When the allocation of rates is made:

- a in bulk on the basis of weight steps, the number of parcels for each weight step, whatever the origin of the parcels, shall be entered on the parcel bills;
- b in bulk per parcel, the total number of parcels, whatever their origin, shall be entered on the parcel bills;
- c in bulk on the basis of the total weight of parcels, whatever the origin of the parcels, the number of bags making up the mail and the total gross weight of the latter shall be shown on the parcel bills.



3 In all cases of bulk entry, parcels which are redirected, parcels returned to **sender** or parcels forwarded in transit à découvert to the last country of transit shall always be entered individually with an indication opposite each parcel of the amount of the dues payable or of the corresponding rate. The number or weight of these parcels shall not be included in the number per weight step, in the total number or total weight of the parcels indicated on the parcel bill according to the method of bulk entry used.

4 Insured parcels shall also be entered individually but without mention of the corresponding rate. Their number or weight shall be included in the number per weight step, in the total number or total weight of the parcels indicated on the parcel bill according to the method of bulk entry used.

5 Service parcels and prisoner-of-war and civilian internee parcels for which, under article 57 of the Agreement, no rates are allocated shall not be included in the number per weight step, in the total number or total weight of the parcels indicated on the parcel bill. Article 119, paragraph 2, shall be applicable for the dispatch of parcels by air.

#### Article 121

##### Dispatch of documents accompanying parcels

1 The accompanying documents referred to in article 106, paragraphs 1 and 2, and, where applicable, COD money order forms, franking notes and advices of delivery shall be dispatched from the dispatching office of exchange to the office of exchange of destination in accordance with one or other of the following methods:

- a by attaching them to the parcel bill;
- b by affixing them to the relevant parcel.

The choice of the method of dispatch shall be up to the administration of destination, which shall notify the other administrations accordingly through the intermediary of the International Bureau.

2 The accompanying documents relating to parcels in transit à découvert shall be dispatched to the transit administration in accordance with the method of dispatch chosen by that administration.

3 In the case provided for in paragraph 1, a, the parcel bill and the documents accompanying the parcels may be dispatched by air to the office of exchange of destination if it has thus been agreed between the administrations concerned.

4 In the case provided for in paragraph 1, b, the accompanying documents shall be placed in a transparent adhesive envelope conforming to the attached specimen CP 5 or CP 5bis, which shall be affixed to the parcel. However, in the case of parcels to which the transparent adhesive envelope cannot be affixed because of their size **or the nature of their wrapping**, the accompanying documents shall be attached firmly to the corresponding parcel.

5 Notwithstanding paragraph 4, administrations which are unable to use transparent adhesive envelopes shall have the option of sending the accompanying documents by attaching them firmly to the parcels.

6 The administrations of origin and destination may agree that documents accompanying parcels exchanged in direct mails shall be dispatched in accordance with any other system which suits them.

Article 122

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 **159**, paragraphs 3, 4 and **5**; **167**, paragraphs 1, **8**, **9** and **10**; and **221**, paragraph 1, 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, CP 24 and CP 24bis;
- 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 airmail) ;
- d the outer bag containing insured parcels shall 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 and, unless otherwise agreed between the administrations concerned, the number of receptacles to be returned, 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, paragraph 4;
- c express parcels, if their number justifies it: the receptacles which contain only or some such parcels shall bear the label or the indication "*Exprès*" (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 or CP 24 label. Labels of unenclosed insured parcels shall be endorsed with the letter "V". However, parcels going by sea, with the exception of cumbersome parcels, shall be sent in receptacles.

5 As a general rule, bags and other receptacles containing parcels shall not weigh more than 30 kilogrammes.

6 The parcel bill shall be inserted by the dispatching office of exchange in one of the receptacles comprising the mail, where appropriate in one of those containing insured parcels or express parcels. In the case provided for in article 121, paragraph 1, a, the accompanying documents concerning express parcels shall be placed in the bundle before the other documents. If the number of accompanying documents so warrants, 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". By special agreement between the administrations concerned, the label may also be marked with the number of bags making up the mail and, if applicable, the number of parcels sent à découvert.

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 paragraph 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 119, paragraph 6, 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 123

##### 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 dispatching 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 119, paragraph 6, after making the necessary notes on it.

2 Every office of exchange which undertakes the embarkation either of a parcel with 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

##### Transfer and check of mails and parcels. Return of empty receptacles

#### Article 124

##### Transfer of mails

1 In the absence of special agreement between administrations concerned, the transfer of surface parcel mails shall be carried out by means of a C 18 delivery bill referred to in article 169, paragraph 1, of the Detailed Regulations of the Convention.

2 The receiving administration shall ensure that the carrier can hand over the mails to a competent service.

3 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 on to the new label and apply to the latter an impression of its date-stamp, preceded by the endorsement "*Remballé à ....*" (Repacked at ...).

4 Air parcel mails to be handed over at the airport shall be accompanied by AV 7 forms on the conditions laid down in article 206 of the Detailed Regulations of the Convention.

5 Surface parcel mails to be handed over at the airport shall be accompanied by C 18bis delivery bills on the conditions laid down in article 222 of the Detailed Regulations of the Convention.

6 The weight of bags or other receptacles containing insured air parcels shall be shown separately on the AV 7 delivery bill; in addition, the letter "V" shall be written in the "Observations" column opposite this entry.

Article 125

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.

2 The office of destination shall 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.

3 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.

4 Any irregularities discovered shall be reported without delay by a verification note in the form of the annexed specimen CP 13, prepared in accordance with article 126. When the office of exchange of destination 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 **all** the bags **and** parcels in good condition.

5 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, C 18bis or AV 7 delivery bill accompanying the mail.

6 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 **sender** except as provided for in article **22**, paragraphs 3 and 4, of the Agreement.

Article 126

Discovery of irregularities and processing of verification notes

1 When an intermediate office receives a mail in bad condition, it shall check the contents if it thinks that they have not remained intact and put it in new packing just as it is. It shall copy the particulars from the original label on to a new one and apply to the latter an impression of its date-stamp, preceded by the endorsement "*Remballé à ...*" (Repacked at ...). The fact shall be reported by means of a CP 13 verification note, to be prepared in four or five copies, as appropriate. One copy shall be retained by the office which prepared it, and the others shall be sent to:

- the office of exchange from which the mail was received (two copies);
- the dispatching office of exchange (if this is not the office referred to above); and
- the office of destination (inserted in the repacked mail).

2 The provisions of the third sentence of paragraph 1 shall be applicable, where appropriate by analogy, in the event of the absence of a mail or one or more of the bags comprising it, or of any other irregularity. However, intermediate offices of exchange shall not be bound to check the documents accompanying the parcel bill.

3 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 absence of a mail or one or more of the bags comprising it, or the absence of the parcel bill, shall be notified without delay to the dispatching office of exchange by a CP 13 verification note, to be prepared in three or four copies as appropriate. One copy shall be retained by the office of exchange which prepared it and the others shall be sent to:

- the dispatching office of exchange (two copies); and
- the intermediate office of exchange from which the mail was received (if the mail was not received direct).

4 The absence of an air parcel mail shall be notified at the latest on receipt of the first mail following the missing mail; similarly, the absence of one or more bags in an air parcel mail shall be notified at the latest on receipt of the first mail following the said mail.

5 If the parcel bill is missing, the office of exchange of destination shall prepare a **replacement parcel bill**.

6 Notwithstanding paragraph 3, 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 3.27 SDR per parcel bill.

7 Verification notes shall be sent under registered cover by the quickest route (air or surface) in a special envelope as specified in article 170, paragraph 17, of the Detailed Regulations of the Convention. Irregularities concerning insured parcels which involve the liability of administrations shall, in addition, be notified immediately by telex or telegram.

8 The offices to which the CP 13 verification notes are sent shall return them as promptly as possible after having examined them and indicated thereon their observations, if any; they shall retain one copy. The returned verification notes shall be attached to the parcel bills to which they relate. Corrections made to a parcel bill which are unsupported by documentary evidence shall not be considered valid; however, if these verification notes are not returned to the office of exchange which issued them within a period of one month 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.

## Article 127

### 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 128

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 125 or in the CP 14 formal report provided for in article 129, paragraph 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 dispatching office of exchange.
- 2 If it considers it necessary, the office of exchange of destination may, at the expense of its administration, inform the dispatching 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 129

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 shall report this fact to the dispatching office of exchange by means of a sufficiently explicit note on the CP 13 verification note prepared in accordance with articles 125 and 126. It shall also automatically open the parcel and check its contents. The result of this check shall be given in a formal report in the form of the annexed specimen CP 14, which shall be prepared in duplicate,
  - one copy being retained by the office of exchange which prepared it; and
  - one being attached to the parcel.

#### Article 130

Check of mails of parcels forwarded in bulk

- 1 The provisions of articles 125 to 129 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 125 to 129.

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 or if the gross weight of the mail given on the parcel bill does not correspond to the gross weight found, the CP 13 verification note shall be prepared only to correct the number of parcels per weight step, the total number of parcels or the gross weight of the mail.

#### Article 131

##### 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 **33** 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 missent 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 132

##### 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 administration 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 airmail bags shall be made up as soon as the number of such empty bags reaches ten.

6 Empty airmail bags returned by air shall be made up as special dispatches described on AV 7 S statements, as mentioned in article **216**, paragraph 2, of the Detailed Regulations of the Convention.

7 Otherwise, the provisions of article **173**, paragraphs **3** to **5** and **7**, 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 133

##### Reservations on delivery of rifled or damaged parcels

1 In the cases specified in article **41**, paragraph 1, a and b, of the Agreement, the delivering office shall prepare a CP 14 report in duplicate on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy shall be retained by the office which prepared the report. The other shall be handed to the addressee or, if the parcel is refused or redirected, attached to the parcel.

2 When the internal regulations so require, a parcel subjected to the treatment specified in paragraph 1 shall be returned to the sender if the addressee refuses to countersign the CP 14 report.

3 If the parcel is delivered, the copy of the CP 14 report prepared by the inward office of exchange in accordance with article 129, paragraph **2**, **shall** be dealt with according to the regulations of the country of destination; if the parcel is refused, the said copy shall remain attached to the parcel.

#### Article 134

##### Treatment of franking notes after delivery of parcels 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 by 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 135

##### 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).

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 136

##### Advice of non-delivery

1 An advice of non-delivery in the form of the annexed specimen CP 9 on which all the particulars shown on the CP 7/CP 8 labels and the date of posting of the parcel shall be recapitulated, shall be sent under registered cover and by the quickest route (air or surface) to the administration of the sender's country of residence 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 **30**, paragraph 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 the advice is sent to a third party, in accordance with article **23**, paragraph 2, b, of the Agreement; in the circumstances referred to in paragraph 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 the sender's place of residence. 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 the sender's country of residence shall be responsible for advising the sender. The exchange of advices of non-delivery shall be expedited as much as possible by all the offices concerned.

#### Article 137

##### Non-delivery. New instructions by the person concerned

1 The advice of non-delivery shall be returned under registered cover and by the quickest 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 **or any other appropriate means of telecommunication** when the **corresponding** charge is paid.

2 Since the only fresh instructions which the sender or the third party referred to in article **23**, paragraph 2, b, of the Agreement shall be authorized to give are listed in article **29**, paragraph 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 **RE 305**, paragraph 3, of the Detailed Regulations of the Cash-on-Delivery Agreement;
- 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 his place of residence. 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 **RE 303**, paragraph 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 138

##### Return of parcels to sender

1 An office which returns a parcel for any reason whatsoever shall give the reason for non-delivery by means of a stamped impression or a label conforming to the specimen C 33/CP 10 on the parcel and on the dispatch note which accompanies it. 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*" (unknown), "*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 by air, it shall be returned, **in the case of both a surface parcel and an air parcel**, by the route **normally** used for **dispatching mails**.

4 Parcels shall be returned to sender 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 returned to sender by surface, the "*Par avion*" (By airmail) label and any notes relating to transmission by air shall be automatically struck through with two thick horizontal lines.

6 Every parcel returned to sender shall be entered on the parcel bill with the note "*Retour*" (Return) in the "Observations" column.

7 The allocation and recovery of rates, charges and fees paid on the parcel under articles **30**, paragraph 3, **34**, paragraph 1, and **38**, paragraph 1, of the Agreement shall be made as mentioned in article **148**. 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 139

##### Items wrongly admitted

**In the event of the seizure of a wrongly admitted item, the administration of destination shall so inform the administration of origin in accordance with article 22, paragraph 5, of the Postal Parcels Agreement. Such information shall be provided through the dispatch of a form conforming to the annexed specimen C 33/CP 10bis.**

#### Article 140

##### Redirection of a parcel in consequence of the change of address of the addressee

1 When the rates, charges and fees mentioned in article **32**, paragraph 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.

2 Article 138, paragraphs 4 to 7, shall be applicable to redirected parcels. In particular, the endorsement "*Réexpédié*" (Redirected) shall appear on the parcel bill in the "Observations" column opposite the entry of the parcel.

**Article 141**

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 142**

Treatment of requests for withdrawal from the post or for alteration **or correction** of address

1 On receipt of the request for withdrawal from the post or for alteration **or correction** 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 request made by telegraph or any other means of telecommunication** referred to in article 112, paragraph 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 request** without waiting for this confirmation.

**Article 143**

Sale. Destruction

1 When a parcel has been sold or destroyed in accordance with the provisions of article **37** 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 144**

Treatment of inquiries

1 Every inquiry about a parcel shall be dealt with according to article **151**, paragraphs 1 to **15**, 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 **RE 303**, paragraph 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. It shall reach the administration of origin within the period prescribed in article **155**, paragraph 1. If the certificate of posting can be produced by the sender, the C 9 form shall bear the indication "*Vu réceptionné de dépôt*" (Certificate of posting seen).

#### Article 145

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 138, paragraph 6, 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 144, paragraph 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 144; the advice of embarkation charge shall not be collected a second time.

#### Article 146

Settlement of cases of reservations on delivery of rifled or damaged parcels

If the liability assumed according to article 41, paragraph 1, a and b, has to be shared with another administration the request to this effect shall be sent to it by letter accompanied by a copy or a translation of the CP 14 report and, where appropriate, by a copy of the CP 13 verification note.

### Chapter VI

#### Accounting

##### Section I

Allocation of rates and dues

#### Article 147

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 paragraph 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, paragraphs 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 paragraph 1.

3 When article **54**, paragraph 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 paragraph 1.

#### Article **148**

Allocation and recovery of rates, charges and fees in the case of return to sender or redirection

1 When rates, charges and fees have not been paid at the time of return to sender 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 direct mail between the returning or redirecting country and the country of residence of the sender 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 **14** of the Agreement:
    - presentation-to-Customs charge;
    - delivery charge;
    - advice of arrival charge;
    - repacking charge;
    - poste restante charge;
    - storage charge;
    - additional express charge (article **10**, paragraph 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 **32**, paragraph 6, a, of the Agreement;
  - iv the fees it has had to lay out (article **16** 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 paragraph 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 sender 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 131, paragraph 3.

#### Article **149**

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 **89**, of the Convention.

## Article 150

### Determination of average payments per parcel or per kilogramme

- 1 The average payment per parcel laid down in article 54, paragraph 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 one year after the last revision, by using new statistical factors.

## Section II

### Preparation and settlement of accounts

## Article 151

### 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 15bis 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 15bis statements.
- 3 The CP 15 and CP 15bis 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 15bis statements, but without the parcel bills, shall be sent by the quickest route (air or surface) to the administration concerned for examination during the two months following the arrival of the last parcel bill of the period to which it related. "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 differences 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. If this is not done, the administration which prepared the CP 17 statements shall consider them as fully accepted and draw attention to them in its next CP 16 summarized account. No CP 17 statement shall be made out when the final amount of the differences does not exceed 9.80 SDR per account.

5 After they have been checked and accepted, the CP 16 accounts and CP 15 and CP 15bis statements shall be returned to the administration which prepared them at the latest by the end of the third month from the date of dispatch. If the administration which has sent the account does not receive any notice of amendment during this period, the account shall be regarded as fully accepted. Debtor administrations may refuse to check and to accept CP 16 accounts which have not been submitted by the creditor administrations within 18 months of the date of receipt of the CP 11, CP 12 and CP 20 parcel bills by the offices of exchange.

6 As soon as the CP 16 accounts between two administrations are accepted or regarded as fully accepted, they 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. The CP 18 account shall be sent to the debtor administration by the quickest route (air or surface). If, one month from the date of dispatch of the CP 18 account, the debtor administration has raised no objection, payment shall be made to the creditor administration.

7 When the balance of a CP 18 general account prepared quarterly or half-yearly does not exceed 16.33 SDR, 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 16.33 SDR, 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 Agreement**;
- 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 **45** 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.

## Article **152**

### Account for air parcel mails

The account for air conveyance dues for air parcel mails shall be drawn up according to articles **217** to **220** of the Detailed Regulations of the Convention.



## Article 153

### 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 13 of the Convention.

2 The preparation and dispatch 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 and payment of the balance shall be carried out within a period of three months after receipt of the general account. The debtor administration shall not be obliged to accept accounts which are not transmitted to it within eighteen months of the end of the year to which they refer.

3 Any administration which has consistently owing to it every month by another administration a sum greater than 9800.72 SDR shall be entitled to claim a monthly payment on account of 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 154

### Forms for the use of the public

For the purpose of applying article 11, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:

- CP 2 (Dispatch note);
- CP 2bis (Sender's instruction label);
- C 2/CP 3 (Customs declaration);
- C 3/CP 4 (Franking note);
- CP 6 (Advice of embarkation).

## Article 155

### Period of retention of documents

1 Documents of the parcels service, including dispatch notes, shall be kept for a minimum period of 18 months from the day following the date to which they refer. However, if the documents are reproduced on microfilm, microfiche or similar medium, they may be destroyed as soon as it is established that the reproduction is satisfactory.

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.

Chapter VIII

Final provisions

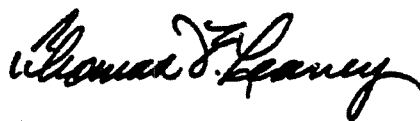
Article 156

Entry into force and duration of the Regulations

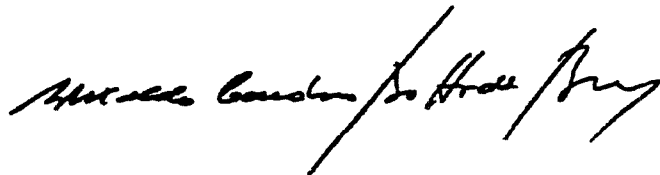
- 1 These Regulations shall come into force on the day on which the Postal Parcels Agreement comes into operation.
- 2 They shall have the same duration as that Agreement, unless **otherwise decided by the Executive Council**.

Done at **Washington, 15 December 1989.**

For the Executive Council:



T E LEAVEY  
Chairman



A C BOTTO DE BARROS  
Secretary-General

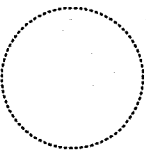
## Annexes: Forms

## List of forms

No	Title or nature of form	References
1	2	3
CP 1	Table CP 1	Art 102, para 1
CP 2	Dispatch note	Art 106, para 1, a
CP 2bis	Sender's instruction label	Art 106, para 7
C 2/CP 3	Customs declaration	Art 106, para 1, b
C 3/CP 4	Franking note	Art 110, para 3, b
CP 5	Envelope for transmission of dispatch note, customs, etc, documents	Art 121, para 4
CP 5bis	Envelope for transmission of dispatch note, customs, etc, documents	Art 121, para 4
CP 6	Advice of embarkation	Art 110, para 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, <b>para 1, c</b>
CP 8	Parcel label with the number of the parcel and the name of the office of origin	Art 107, para 1, a
CP 9	Advice of non-delivery	Art 136, para 1
C 33/CP 10	Label showing the reason for non-delivery	Art 138, para 1
<b>C 33/ CP 10bis</b>	<b>Information about a seized postal item</b>	<b>Art 139</b>
CP 11	Parcel bill	Art 119, para 1
CP 12	Special parcel bill	Art 119, para 6
CP 13	Verification note	Art 125, para 4
CP 14	Report concerning the rifling, damage or decrease in weight of a postal parcel	Art 129, para 2
CP 15	Monthly/Quarterly statement of amounts due for surface parcels	Art <b>151</b> , para 1, a
CP 15bis	Monthly/Quarterly statement of amounts due for air parcels	Art <b>151</b> , para 1, b
CP 16	Summarized account	Art <b>151</b> , para 3
CP 17	Statement of differences observed in the summarized account	Art <b>151</b> , para 4
CP 18	General account	Art <b>151</b> , para 6
CP 19	Detailed monthly account of customs, etc, charges	Art <b>151</b> , para 8, a
CP 20	Air parcel bill	Art 119, para 1
CP 21	Table CP 21	Art 102, para 1
CP 22	Statement of amounts due in respect of indemnity for postal parcels	Art <b>151</b> , para 9
CP 23	Label for parcel mail	Art 122, para 1, a
CP 24	Label for air parcel mail	Art 122, para 1, a
CP 24bis	Label for parcel mail	Art 122, para 1, a
CP 25	Statement of charges	Art 138, para 7

Countries for which the above-mentioned administration accepts postal parcels in transit on the conditions given below

Serial No	Country of destination	Routes	Limit of insured value	Weight steps	Rates to be credited to the administration of	Rates												Countries and sea services to which they are due	Number of customs declarations	Observations
						Breakdown of the amounts in column 6 (in SDR)														
						1 kg		3 kg		5 kg		10 kg		15 kg		20 kg				
1	2	3	4	5	6	7												8	9	10
						a		b		c		d		e		f				
				kg	SDR															

(Country of origin)	<b>DISPATCH NOTE</b>	No(s) of parcel(s)	Space reserved for CP 7 and CP 8 labels	Stamps	CP 2
Name and address of the sender					
Name and full address of addressee, including country of destination					
		Route to be followed			
		Office of exchange			
Insured value – words		figures	Insured value		
COD amount – words		figures			
Giro account No, giro centre		Customs stamp		Stamp of the office of origin or of the dispatching office of exchange	
Holder of the giro account		Customs duty			
Number of		Description of packing <sup>1</sup>			Weight (gross)
parcels					kg
cert's and invoices					g
customs declarations					
<sup>1</sup> Case, packet, carton, etc					

**INSTRUCTIONS TO BE GIVEN BY THE SENDER**

(Give one instruction only)

The sender must indicate, in the space 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 parcel described on the front of this note cannot be delivered, I request:

a ☐ that an advice of non-delivery be sent to me ☐ Name and address of a third person in the country of destination

b ☐ that an advice of non-delivery be sent to ☐  
.....  
.....

c ☐ that the parcel be returned to me forthwith by ☐ surface ☐ air

d ☐ that the parcel be returned to me at the end of the period shown below by ☐ Number of days  
☐ surface ☐ air

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

<b>SENDER'S INSTRUCTION LABEL</b> <b>IN THE EVENT OF NON-DELIVERY</b> <b>(Give one instruction only)</b>		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 sender forthwith by <input type="checkbox"/> surface <input type="checkbox"/> air	Days
d	<input type="checkbox"/> Return to sender after by <input type="checkbox"/> surface <input type="checkbox"/> air	.....
e	<input type="checkbox"/> Deliver or redirect to address given below by <input type="checkbox"/> surface <input type="checkbox"/> air	
f	<input type="checkbox"/> Redirect for delivery to original addressee by <input type="checkbox"/> surface <input type="checkbox"/> air	
g	<input type="checkbox"/> Treat parcel as abandoned	
Name and address (if b or e applies)		
Signature of sender		

Parcels, Washington 1989, art 106, para 7 – Size 74 x 105 mm

BEFORE COMPLETING THIS FORM YOU SHOULD READ CAREFULLY THE INSTRUCTIONS OVERLEAF

Postal administration

**CUSTOMS DECLARATION**

C 2/CP 3

(1) Name and address of sender		(2) Sender's reference, if any		
		(4) Insert a cross (x), if the item contains		
		<input type="checkbox"/> a gift		
		<input type="checkbox"/> samples of merchandise of no commercial value		
(3) Full name and address of addressee, including country		<input type="checkbox"/> documents of no commercial value		
		(5) The undersigned certifies that the particulars given in this declaration are correct and that the item does not contain any dangerous article prohibited by postal regulations		
		(6) Place and date		
		(7) Observations		
(12) Number of items    (13) Detailed description of contents		(8) Signature		
		(9) Country of origin of the goods		(10) Country of destination
		(11) Total gross weight		
		kg                      g		
(14) Tariff No		(15) Net weight		(16) Value
		kg                      g		



**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 inquire into import and export regulations (prohibitions, make-up, etc) and to find out what documents, if any (certificate of origin, health certificate, 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 detail; nor does it necessarily imply that the goods will be admitted free of duty in the country of destination:
- "samples of no commercial value" means: articles considered by Customs as being of negligible value, which are merely used in pursuit of orders for merchandise of the kind they represent;
  - "documents of no commercial value" means: any medium intended to contain and actually containing information which, by virtue of its quantity or nature, is considered by Customs as being of negligible value
- Item (5) Your signature on the front is regarded as implying that your item does not contain any dangerous article prohibited by postal regulations
- 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

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<sup>1</sup> Insert in space (7) any other relevant information (eg, "returned goods", "temporary admission")

COUPON TO BE HANDED TO THE SENDER			C 3/CP 4 Part A																													
<b>DETAILS OF CHARGES DUE</b>  in the currency of the country of destination of the item			Part to be filled in by the administration of destination																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Charge for delivery free of charges<sup>2</sup></td> <td style="width: 10%;"></td> <td style="width: 10%;"></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><b>Total</b></td> <td></td> <td></td> </tr> <tr> <td><b>Total after conversion</b></td> <td></td> <td></td> </tr> </table>			Charge for delivery free of charges <sup>2</sup>			Customs duty			Presentation-to-Customs charge			Other charges			<b>Total</b>			<b>Total after conversion</b>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;"><b>TOTAL OF CHARGES ADVANCED</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;">           Amount in figures, in the currency of            the country of destination of the item         </td> </tr> <tr> <td style="width: 50%; padding: 5px;">Office which has made the advance</td> <td style="width: 50%; padding: 5px;">Date</td> </tr> <tr> <td style="padding: 5px;">No of register</td> <td style="padding: 5px;">Signature of the official</td> </tr> <tr> <td colspan="2" style="padding: 5px;">           Amount in figures after conversion         </td> </tr> </table>		<b>TOTAL OF CHARGES ADVANCED</b>		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	
Charge for delivery free of charges <sup>2</sup>																																
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Presentation-to-Customs charge																																
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Office which has made the advance	Date																															
No of register	Signature of the official																															
Amount in figures after conversion																																
Stamp of the office which has recovered the charges  <div style="border: 1px dashed black; width: 100px; height: 100px; margin: 0 auto;"></div>			Stamp of the office which has recovered the charges  <div style="border: 1px dashed black; width: 100px; height: 100px; margin: 0 auto;"></div>																													

2 Also called "Commission charge"

Administration of origin

Part A  
(Back)

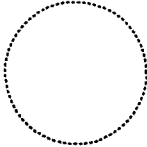
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Postal administration  <b>FRANKING NOTE</b>  Part B		
Nature of the item	No	Weight <sup>1</sup>
Insured value	Office of posting	
Name and full address of sender		
Name and full address of addressee		
The item is to be delivered free of charges and fees, which I undertake to pay Signature of sender		Stamp of the office of origin  <div style="border: 1px dashed black; width: 100px; height: 100px; margin: 0 auto;"></div>

1 For parcels only

Administration of origin

Part B  
(Front)

<b>DETAILS OF CHARGES DUE</b>  in the currency of the country of destination of the item			C 3/CP 4 Part B		
			Part to be filled in by the administration of destination		Stamp of the office which has advanced the charges
Charge for delivery free of charges <sup>2</sup>			<b>TOTAL OF CHARGES ADVANCED</b>		
Customs duty					
Presentation-to-Customs charge			Amount in figures, in the currency of the country of destination of the item		
Other charges			Office which has made the advance		
Total			Date		
			No of register		Signature of the official
COUPON			Postal administration		
Nature of the item			C 3/CP 4		
Weight <sup>1</sup>			<b>FRANKING NOTE</b>		
No			Part A		
Insured value			Nature of the item		
Office of posting			No		
Name and full address of addressee			Insured value		
			Office of posting		
			Name and full address of sender		
			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			Signature of sender		
			To be returned to the office of		

2 Also called "Commission charge"

1 For parcels only

Part B  
(Back)

Upper edge of the form when parts A and B are folded one upon the other

Part A  
(Front)

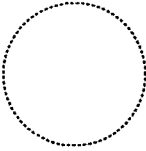
DISPATCH NOTE, CUSTOMS, ETC, DOCUMENTS ENCLOSED

CP 5

<p>DISPATCH NOTE, CUSTOMS, ETC, DOCUMENTS ENCLOSED</p> <p>CP 5bis</p>		
---	--	--

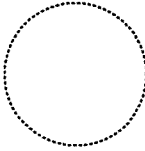
Parcels, Washington 1989, art 121, para 4 – Size 170 x 130 mm (external), 155 x 115 mm (internal), 50 mm flap

## ADVICE OF EMBARKATION

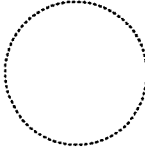
To be filled in by the office of origin		On Postal Service	Stamp of the office returning the advice
Office of posting			
Date	Parcel No		
Insured value			
Name and address of addressee		The sender will give his address for the return of the advice	
		Name	
		Street and No	
The sender wishes to know when and on which ship the parcel was loaded		Locality	
Port or country of embarkation		Country	

Parcels, Washington 1989, art 110, para 11, b – Size 148 x 105 mm

## 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 port of embarkation

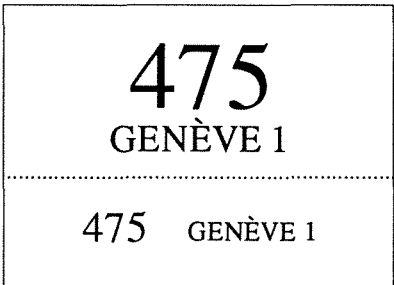
Loading of the parcel described overleaf, or of the mail mentioned above		
Port of embarkation		
Ship		
Date of departure		

CP 7



Parcels, Washington 1989, art 108, para 1, c –  
Size 52 x 37 mm, colour pink

CP 8



Parcels, Washington 1989, art 107, para 1, a –  
Size 52 x 37 mm

**Note.** – Administrations using bar codes in their  
services may use CP 8 labels bearing such codes  
in addition to the indications already provided for

## ADVICE OF NON-DELIVERY

Office of origin of CP 9 advice	Notes. To be sent by registered post by the fastest route (air or surface)  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 of CP 9 advice	
Date of advice	

## Undelivered parcel. The dispatch note is attached

Office of origin	Parcel No and date of posting
Number of parcels	Number of dispatch notes
Name and full address of sender	Name and full address of addressee

## 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 <sup>1</sup>	
<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 COD 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)	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 the sender, 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	
Third person named on back of CP 2 dispatch note to reply to CP 9 advice	
Office stamp and signature	This form must be returned to

<sup>1</sup> Depending on the legislation of the first country of destination, give the full address or the name of the new country of destination



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 sender by <input type="checkbox"/> surface <input type="checkbox"/> air
<input type="checkbox"/> forthwith <input type="checkbox"/> on the expiry of a period of <input type="text" value="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 sender at the expiry of the prescribed period

Office stamp, date and signature
----------------------------------

<b>RETURN</b>	<b>C 33/CP 10</b>
-----	
Tick as appropriate	
<input type="checkbox"/>	Refused
<input type="checkbox"/>	Unclaimed
<input type="checkbox"/>	Gone away
<input type="checkbox"/>	Unknown
<input type="checkbox"/>	Deceased
<input type="checkbox"/>	Insufficient address
<input type="checkbox"/>	.....
<input type="checkbox"/>	.....
<input type="checkbox"/>	.....
<input type="checkbox"/>	.....
<input type="checkbox"/>	.....
<input type="checkbox"/>	.....

Parcels, Washington 1989, art 138, para 1 –  
Maximum size 52 x 74 mm, colour pink

Office preparing the report

## INFORMATION ABOUT A SEIZED POSTAL ITEM

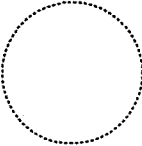
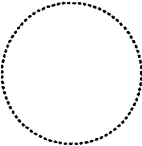
To the administration of	Note. To be sent registered to the administration of origin of the item	
	Date of report	Reference

One form is sufficient for several items posted at the same time by the same sender to the same addressee

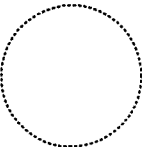
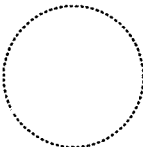
## Description of seized item

Nature of item <input type="checkbox"/> LC – Priority <input type="checkbox"/> AO -- Non-Priority <input type="checkbox"/> Parcel <input type="checkbox"/> Registered item <input type="checkbox"/> Insured item	Office of origin	
	Date of posting	Weight of item
Information concerning forwarding <input type="checkbox"/> Airmail <input type="checkbox"/> Surface <input type="checkbox"/> S.A.L.	Dispatching office of exchange	Date
	Destination office of exchange	Mail No
Name and address of addressee		Comments, if any
Name and address of sender		

## Information about the seizure

Reason for seizure			
<input type="checkbox"/> Hazardous materials	<input type="checkbox"/> Violates import regulations	<input type="checkbox"/> Obscene articles	
<input type="checkbox"/> Narcotics	<input type="checkbox"/> Violates public/moral/religious precepts	<input type="checkbox"/> Other	
Applicable regulation		Article	Paragraph
<input type="checkbox"/> UPU Convention	<input type="checkbox"/> UPU Postal Parcels Agreement	Section	
<input type="checkbox"/> National legislation (specify)			
Consequently, we have seized			
<input type="checkbox"/> the entire contents of the item			
<input type="checkbox"/> the part of the item specified below which violates current regulations:			
In witness whereof we have prepared this report in duplicate, in order that effect may be given to it in accordance with article 41, paragraph 8, of the Convention (Washington 1989)			
Stamp and signature of customs official		Stamp and signature of head of office at which seizure took place	
			

## Reserved for the office of origin of the item

Comments, if any	
Signature of the sender or of his attorney (if applicable)	Date stamp of the office of origin of the item Signature of the official
	

Dispatching office of exchange	Date of departure	Time	Mail No	Surface
				S.A.L.
Office of exchange of destination	Number of receptacles in dispatch		Number of parcels comprising the dispatch	
	Number of receptacles to be returned		Number of unenclosed parcels	
	No of the parcel bill (if several)		A C 27 note is attached to the mail	
	Ship	Flight No (for S.A.L.)		

Detailed entry

No		Num-ber of parcels	Office of origin	Place of destination¹	Weight² 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	g	7	8	9	10
					kg		SDR	SDR	SDR	
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
< 1 kg	1–3 kg	3–5 kg	5–10 kg	10–15 kg	15–20 kg		
							kg

Stamp of the dispatching office of exchange Signature of the official	Stamp of the office of exchange of destination Signature of the official
--	---

¹ Not to be completed if the parcels are addressed to the same office as the parcel bill  
For parcels in transit à découvert, indicate the country of destination  
² If necessary, this column may be used for entering the weight of uninsured parcels

No		Number of parcels	Office of origin	Place of destination <sup>1</sup>	Weight <sup>2</sup> 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	SDR	SDR		SDR									
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																			

<sup>1</sup> Not to be completed if the parcels are addressed to the same office as the parcel bill  
For parcels in transit à découvert, indicate the country of destination

<sup>2</sup> If necessary, this column may be used for entering the weight of uninsured parcels

☐ Dispatching administration

## SPECIAL PARCEL BILL

CP 12

### Payment of rates due for the transit of parcels

☐ 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							
<input type="checkbox"/> Land transit		<input type="checkbox"/> Sea transit					
a Number of parcels per weight step (use section a, b or c as appropriate)						b Total number of parcels	c Gross weight
< 1 kg	1-3 kg	3-5 kg	5-10 kg	10-15 kg	15-20 kg		kg
Nature of parcels		Number of receptacles		Number of parcels in receptacles		Number of parcels not in receptacles	
Uninsured parcels							
Insured parcels							
Totals							
Stamp of the dispatching office of exchange Signature of the official				Stamp of the intermediate office of exchange Signature of the official			

**VERIFICATION NOTE**  
**To be sent by registered post**

Office of origin of note	Date of note	No	Mail No
	Date of dispatch	Time	
Office of destination of note	Name of ship or train No, flight No, etc		Parcel bill No
	Dispatching office of exchange		
	Office of exchange of destination		
	Date of arrival of mail	Date of opening of mail	

**1 Missing parcels**

No		Office of origin	Address (as full as possible)	Credit		Correction		Observations
ser- ial <sup>1</sup>	of parcel							
1	2	3	4	5		6		7

**2 Excess parcels**

No		Office of origin	Full address		Weight		Insured value	Type of receptacle (bag, basket, etc)
ser- ial <sup>1</sup>	of parcel		of sender	of addressee				
1	2	3	4	5	6		7	8
					kg	g	SDR	

**3 Errors****3a Detailed entry**

No		Office of origin	Name and address of addressee	Weight				No of the col	Entry by the dispatching office of exchange	Correction by the office of exchange of destination			
ser- ial <sup>1</sup>	of parcel			shown		observed							
1	2	3	4	5				6	7		8		
				kg	g	kg	g						
Totals													

**3b Bulk entry**

Entry by the dispatching office of exchange	a Number of parcels per weight step						b Total number of parcels	c Gross weight
	< 1 kg	1–3 kg	3–5 kg	5–10 kg	10–15 kg	15–20 kg		
								kg
Correction by the office of exchange of destination	< 1 kg	1–3 kg	3–5 kg	5–10 kg	10–15 kg	15–20 kg	Total number of parcels	Gross weight

<sup>1</sup> Col 1 of the parcel bill

No		Office of origin	Address of the sender	Address of the addressee	Contents	Weight				Insured value	Type of receptacle (bag, basket, etc)
serial <sup>1</sup>	of parcel					shown		observed			
1	2	3	4	5	6	7				8	9
						kg	g	kg	g	SDR	

Description and apparent cause of rifling or damage, or other observations

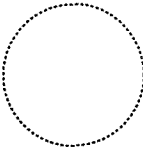
5 Irregularities

Missing parcel bill, insufficient packing or fastening, etc

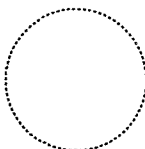
6 Carrier or carrier's representative

Name and capacity	Signature

Stamp of the office preparing the note  
Officials' signatures



Seen and accepted  
Stamp of the office of destination of the note  
Signature of the official in charge

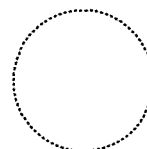


<sup>1</sup> Col 1 of the parcel bill



**REPORT**  
**Postal parcel**  
**To be sent by registered post****Part I**

Office completing part I		Date	Reference
Reason for report	<input type="checkbox"/> Rifling <input type="checkbox"/> Damage <input type="checkbox"/> Decrease in weight		
Posting of parcel	Office <span style="float:right">Date <span style="float:right">No</span></span>		
Sender	Name and full address ..... .....		
Addressee	Name and full address ..... ..... .....		
Special particulars	Insured value		
	COD amount and currency		
	Supplementary charge for fragile parcels paid <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Other particulars		
Weight	Shown <span style="float:right">Observed</span>		
Packing	External		
	Internal		
	The packing should be regarded as <input type="checkbox"/> regulation <input type="checkbox"/> non-regulation		
Mail in which the parcel was sent	Date of dispatch <span style="float:right">Date of arrival <span style="float:right">No</span></span>		
	Dispatching office		
	Office of destination		
Method of conveyance	<input type="checkbox"/> Travelling post office <span style="float:right">Name or No</span> .....		
	<input type="checkbox"/> Railway van <span style="float:right">.....</span>		
	<input type="checkbox"/> Ship <span style="float:right">.....</span>		
	<input type="checkbox"/> Flight <span style="float:right">.....</span>		
Parcel arrived	<input type="checkbox"/> In bag <input type="checkbox"/> Unenclosed		
Detailed statement of the facts	..... ..... .....		
Stamp of the reporting office Signatures			



Office completing part II

Date

Reference

Contents

☐

From the invoice

☐

From the customs declaration

☐

According to the addressee or sender

The contents have been examined in the presence of

☐

the addressee

☐

the sender

Contents established on examination

Contents damaged

Contents missing

Estimate of loss

☐

According to the addressee

☐

According to the sender

The loss is estimated at the amount of

Cause

The loss is due to

Subsequent treatment of the parcel

☐

After repacking and weighing, the item has been forwarded to its destination

New weight

☐

The contents have been destroyed by the undersigned office

☐

The packing is held here

☐

The addressee refuses the item

☐

The sender refuses the item

☐

The addressee has accepted the item

☐

The sender has accepted the item

Amount of indemnity claimed

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 AMOUNTS DUE**  
**Surface parcels**

Office of exchange of destination of the mail	Date of statement	
Dispatching administration	Month	Year
Dispatching office of exchange of the mail	Quarter	Year

[illegible]

Office of exchange of destination of the mail	Date of statement	
Dispatching administration of parcels	Month	Year
Dispatching office of exchange of the mail	Quarter	Year

[illegible]

**SUMMARIZED ACCOUNT**  
**Statements (CP 15 and CP 15bis forms)**  
**To be prepared in duplicate**

Dispatching administration of parcels	Date of account	
	Month	Year
	Quarter	Year

[illegible]

Name of creditor administration

<b>Administration preparing account</b> Place, date and signature	<b>Seen and accepted by the dispatching administration of the parcels</b> Place, date and signature
--	--

Administration of destination of CP 16 account

**STATEMENT OF DIFFERENCES**  
**observed in the summarized account (CP 16 form)**  
**To be sent in duplicate**

CP 17

Dispatching administration of CP 16 account					Date of statement						
					Month			SDR		Year	
					Quarter					Year	
Serial No		Parcel mails			Amount		Credit due to the administration		Observations (use back if necessary)		
CP 17	CP 16	No	from	to	entered in account	corrected	of	of			
1	2	3	4	5	6	7	8	9	10		
					SDR	SDR	SDR	SDR			
1											
2											
3											
4											
5											
Administration of destination of the account					Seen and accepted by the dispatching administration of the account						
Place, date and signature					Place, date and signature						

GENERAL ACCOUNT

Corresponding administration	Date of account	
	Quarter	Year
	Half year	Year

Exchange	Period	Balance of CP 16 accounts in favour of the		Observations
		administration preparing the account	corresponding administration	
1	2	3	4	5
Received by the administration preparing the account		SDR	SDR	
Sent by the administration preparing the account				
Totals				
Less				
Name of creditor administration				
Credit balance				

Administration preparing the CP 18 account  
Place, date and signature

DETAILED MONTHLY ACCOUNT  
Customs, etc, charges

Debtor administration	Date of account	
	Month	Year

Serial No	Date of payment	No of franking note	Office which made the payment	Amount of each franking note	Observations
1	2	3	4	5	6
				SDR	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total					

Creditor administration
Place, date and signature



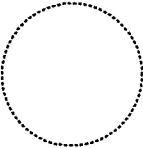
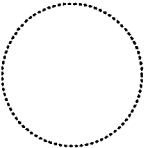
Dispatching office of exchange	Date of departure	Time	Mail No
Office of exchange of destination	Number of receptacles in dispatch	Number of parcels comprising the dispatch	
	Number of receptacles to be returned	Number of unenclosed parcels	
	No of the bill (if several parcels)	<input type="checkbox"/> A C 27 note is attached to the mail	
	Flight		

Detailed entry

No		Number of parcels	Office of origin	Place of destination <sup>1</sup>	Weight <sup>2</sup> of each insured parcel		Insured value	Land and sea rates payable			Air conveyance dues payable		Observations
serial	of parcel				kg	g		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	
					kg	g	SDR	SDR	SDR	SDR	SDR		
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 dispatching office of exchange Signature of the official 	Stamp of the office of exchange of destination Signature of the official 
---	--

<sup>1</sup> Not to be completed if the parcels are addressed to the same office as the parcel bill  
 For parcels in transit à découvert, indicate the country of destination  
<sup>2</sup> If necessary, this column may be used for entering the weight of uninsured parcels

No		Num- ber of par- cels	Office of origin	Place of destination <sup>1</sup>	Weight <sup>2</sup> of each insured parcel		Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
serial	of parcel							by dis- patching adminis- tration to receiving adminis- tration	by receiving adminis- tration to dispatch- ing admin- istration	by dis- patching adminis- tration to receiving adminis- tration	by receiving adminis- tration to dispatch- ing admin- istration	
1	2	3	4	5	6		7	8	9	10	11	12
					kg	g	SDR	SDR	SDR	SDR	SDR	
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
To be carried over to the front												

<sup>1</sup> Not to be completed if the parcels are addressed to the same office as the parcel bill  
For parcels in transit à découvert, indicate the country of destination

<sup>2</sup> If necessary, this column may be used for entering the weight of uninsured parcels

TABLE CP 21  
Air parcels

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)	
3 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 steps	Inward rates payable to the administration of destination	Observations
1	2	3
kg	SDR	

Country of destination	Routes	Air sectors used	Weight steps	Rates payable to the administration of			Total air conveyance dues by weight payable to the administration of		Observations
				Inward rates according to weight	Transit rates per parcel	Total columns a+b	as far as the country of destination	in the interior of the country of destination	
1	2	3	4	5a	5b	5c	6	7	8
			kg	SDR	SDR	SDR	SDR	SDR	

STATEMENT  
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			
1	2	3	4	5	
1				SDR	
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)					

<div>Montreal (Canada)</div> <div></div> <div>Montreal (Canada)</div>	<b>POSTAL PARCELS</b> from <b>Liverpool</b>	to	CP 23
	Mail No	<b>MONTREAL</b> (Canada)	
	Date of dispatch	Via	
	Receptacle No	Ship	
	Number of parcels	Port of disembarkation	

Parcels, Washington 1989, art 122, para 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 size of the form, so long as they do not depart unduly from the directives which this specimen contains

<div>Rio de Janeiro (Brazil)</div> <div></div> <div>Rio de Janeiro (Brazil)</div>	POSTAL PARCELS		By airmail		CP 24
	from Stockholm Utrikes		to		
	Mail No	RIO DE JANEIRO			
	Date of dispatch	(Brazil)			
	Receipt No	Flight			
	Number of parcels	Airport of transhipment		Offloading airport	
kg			RIO		

Parcels, Washington 1989, art 122, para 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 size of the form, so long as they do not depart unduly from the directives which this specimen contains

<div>Rio de Janeiro (Brazil)</div> <div></div> <div>Rio de Janeiro (Brazil)</div>	<b>POSTAL PARCELS</b> from <b>Stockholm Utrikes</b>		<b>S.A.L.</b> surface par avion		CP 24bis
	Mail No		to		
	Date of dispatch		<b>RIO DE JANEIRO</b> <b>(Brazil)</b>		
	Receptacle No		Flight No		
	Number of parcels		Airport of transhipment		Offloading airport
	kg			<b>RIO</b>	

Parcels, Washington 1989, art 122, para 1, a – Size 125 x 60 mm or 148 x 52 mm, colour yellow ochre

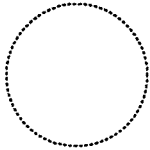


STATEMENT OF CHARGES

Stamp of dispatching office  
of exchange

Administration of

Office of exchange of



Parcel No	
Reason for return	
<input type="checkbox"/> Unknown	<input type="checkbox"/> Refused
<input type="checkbox"/> Gone away	<input type="checkbox"/> Unclaimed
	<input type="checkbox"/> Importation prohibited
	SDR
Presentation-to-Customs charge	
Storage charge	
Return charge	
Redirection charge	
Non-postal fees	
Miscellaneous	
Total	



# Detailed Regulations of the Money Orders Agreement

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Detailed Regulations

- Forms

Final Protocol



## Detailed Regulations of the Money Orders Agreement<sup>1</sup>

### Contents

#### Art

RE 201	Forms for the use of the public
RE 202	Ordinary and inpayment money order forms
RE 301	Preparation of ordinary money orders
RE 302	Preparation of inpayment money orders
RE 303	Preparation of ordinary telegraph money orders
RE 304	Preparation of telegraph inpayment money orders
RE 305	Prohibited or authorized entries
RE 306	Indication of the amount
RE 307	Automatic registration
RE 308	Money orders sent "Poste restante" or to persons staying in hotels or boarding houses
RE 309	Payment of funds. Receipt
RE 310	Advice of payment
RE 311	Advice of entry
RE 312	Express delivery
RE 313	Payment to addressee only
RE 314	Message to the payee
RE 315	Service money orders
RE 316	Withdrawal from the post. Alteration or correction of address
RE 401	Indication of the charge collected
RE 402	Charge for ordinary telegraph money orders
RE 501	Transmission of ordinary and inpayment money orders
RE 502	Exchanges by means of lists
RE 503	Mixed system of exchange
RE 601	Amount to be paid
RE 602	Payment of ordinary money orders
RE 603	Transcription of money order telegrams
RE 604	Payment of ordinary telegraph money orders
RE 605	Authorization to extend period of validity
RE 606	Express delivery
RE 607	Endorsement

<sup>1</sup> As this has been extensively recast, it was considered preferable not to indicate amendments to the text of the 1984 Hamburg Congress in boldface type.

RE 608	Unpaid money orders
RE 609	Payment authorization
RE 610	Treatment of irregular money orders
RE 611	Treatment of irregular ordinary telegraph money orders
RE 612	Stale money orders
RE 613	Money orders mislaid, lost or destroyed after payment
RE 701	Redirection
RE 702	Redirection of ordinary money orders and ordinary telegraph money orders
RE 703	Redirection of money orders exchanged by means of lists
RE 801	Treatment of inquiries
RE 1001	Remuneration of the paying administration
RE 1101	Preparation of monthly accounts for ordinary money orders
RE 1102	Preparation of monthly accounts for inpayment money orders
RE 1103	Preparation of monthly accounts for money orders exchanged by means of lists
RE 1104	Preparation of monthly accounts for ordinary telegraph money orders
RE 1105	Preparation of the general account
RE 1201	Settlement of accounts. Payment methods and periods
RE 1202	Instalments
RE 1301	Application of the Detailed Regulations of the Convention
RE 1302	Information to be supplied by administrations
RE 1303	Entry into force and duration of the Detailed Regulations

## Annexes: Forms

## Detailed Regulations of the Money Orders Agreement

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the Executive Council has drawn up the following measures for ensuring the implementation of the Money Orders Agreement.

### Article RE 201

#### Forms for the use of the public

For the purpose of applying article 11, paragraph 4, of the Convention, the following shall be considered forms for the use of the public:

- MP 1 (Ordinary international money order);
- MP 1bis (Photo-readable ordinary international money order);
- MP 4 (Inquiry concerning an international money order);
- MP 12 (Ordinary international money order for machine handling);
- MP 12bis (Photo-readable ordinary international money order for machine handling);
- MP 16 (International inpayment money order);
- MP 16bis (Photo-readable international inpayment money order).

### Article RE 202

#### Ordinary and inpayment money order forms

- 1 Ordinary money orders shall be drawn up on a form made of:
  - strong pink cardboard conforming to the annexed specimen MP 1; or
  - strong white paper printed in pink and conforming to the annexed specimen MP 1bis. The lower part of this form shall have a blank reading area of dimensions conforming to this specimen.
- 2 Inpayment money orders shall be prepared on a form made of:
  - strong yellow cardboard conforming to the annexed specimen MP 16; or
  - strong white paper, with printing of the half-tone in yellow and the text in black, conforming to the annexed specimen MP 16bis. The lower part of this form shall have a blank reading area of dimensions conforming to this specimen.
- 3 Administrations which agree to grant certain facilities to bulk posters of ordinary money orders may authorize them to use forms conforming to either the annexed specimen MP 12 or the annexed specimen MP 12bis.

4 The technical characteristics of forms MP 1bis, MP 12bis and MP 16bis and the information concerning their use shall be deposited with the International Bureau.

#### Article RE 301

##### Preparation of ordinary money orders

1 Ordinary money orders shall be made out in roman letters and arabic numerals, without erasure or alteration, even if certified. Entries shall be handwritten, in block letters if possible, or typewritten. Pencilled entries shall not be accepted.

2 When money orders are prepared by some mechanical procedure, the handwritten signature of the official or the alternative inscription of a numbered indication shall not be obligatory.

3 The MP 12 and MP 12bis forms shall, with the exception of the service instructions, be filled in completely by typewriter.

4 The address of money orders shall be written in such a way as to clearly identify the payee; abbreviated addresses and telegraphic addresses shall not be accepted.

#### Article RE 302

##### Preparation of inpayment money orders

1 An administration which has not yet set up a giro service may participate in the issue of inpayment money orders.

2 The provisions of article RE 301, paragraph 1, shall apply by analogy to the making out of inpayment money orders.

3 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 RE 303

##### Preparation of ordinary telegraph money orders

1 For each ordinary telegraph money order the issuing post office shall prepare a money order telegram and send it direct to the paying post office. Money order telegrams shall be written in French in the absence of special agreement and shall invariably be set out as follows:

The address part shall contain:

- *POSTFIN* (where applicable, preceded by the telegraph service indication URGENT and followed by other telegraph service indications);
- postal service indications, if appropriate (*AVIS PAIEMENT* and *PAIEMENT MAIN PROPRE*);
- name of the paying office.

The text part shall contain:

- *MANDAT*, followed by the postal issuing number;
- name of issuing post office, its number if appropriate, and the name of the country of origin;
- name of the sender;
- amount to be paid;
- exact designation of the payee, his residence (place name) and, if possible, his domicile (street address), so that the rightful owner may be clearly identified;
- personal message (if any).



2 The surname of a payee, even if it is accompanied by a first name, shall be preceded by one of the words "*Monsieur*" (Mr), "*Madame*" (Mrs) or "*Mademoiselle*" (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.

3 When several ordinary 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 procedure; 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.

4 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.

5 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 ordinary telegraph money orders are addressed "Poste restante" or "Télégraphe restant", these words (or their equivalent in a language of the country of destination) must appear in the text part of the money order telegram after the designation of the payee.

6 The amount shall be expressed as follows: total number of currency units in figures, then in words, the name of the currency unit in words also, and fractions of a unit, if any, in figures.

7 When administrations agree to use a form of telecommunication other than the telegraph for the transmission of ordinary telegraph money orders, they shall decide on the methods of operation.

#### Article RE 304

##### Preparation of telegraph inpayment money orders

1 For each telegraph inpayment money order the issuing post office shall prepare a money order telegram and send it direct to the giro centre which holds the payee's postal giro account. Money order telegrams shall be written in French in the absence of special agreement and shall invariably be set out as follows:

The address part shall contain:

- *POSTFIN* (where applicable, preceded by the telegraph service indication *URGENT* and followed by other telegraph service indications);
- the postal service indication (*AVIS INSCRIPTION*), if appropriate;
- name of the postal giro centre of destination.

The text part shall contain:

- *MANDAT*, followed by the postal issuing number;
- name of issuing post office, its number if appropriate, and the name of the country of origin;
- name of the sender;
- amount to be credited to the payee's postal giro account;
- exact designation of the payee and his postal giro account number preceded by the initials "CCP";
- personal message (if any).

2 The provisions of paragraphs 2, 3, 6 and 7 of article RE 303 shall apply to the preparation of telegraph inpayment money orders.

Article RE 305

Prohibited or authorized entries

It shall be prohibited to make any entries on money orders other 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 airmail", "By express"; however, the sender may write down a personal message on the front or the back of the counterfoil, as provided for in article RE 314.

Article RE 306

Indication of the amount

1 The money order amount and the name of the currency unit shall be written out in words in the language prescribed by the issuing administration. The amount given in words may be written digit by digit separately. The amount shall also be given in numerals and, if necessary, with the abbreviation of the name of the currency unit in principle according to international standard ISO 4217. In the sum in numerals, fractions of the currency unit shall be expressed by means of two (or three) figures including zeros, corresponding to the tenths, hundredths (and thousandths). In the sum in words, where repetition of the fractions is not obligatory, they may be expressed in figures after the indication of the number of currency units.

2 The indication in words of the amount on MP 1, MP 1bis, MP 12, MP 12bis, MP 16 and MP 16bis money orders may be replaced by a numbered indication supplied by a protectograph and preceded by a symbol other than a number or a letter. 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.

Article RE 307

Automatic registration

Administrations may agree among themselves as to the amount above which the money orders they issue shall be automatically registered.

Article RE 308

Money orders sent "Poste restante" or to persons staying in hotels or boarding houses

For money orders sent "Poste restante" or to persons staying temporarily in hotels, boarding houses or other public places of lodging, administrations shall agree among themselves on the amount above which such money orders shall be either automatically registered or sent by telecommunication.

Article RE 309

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 issued to the sender without charge at the time the funds are paid.

Article RE 310  
Advice of payment

- 1 The sender of a money order may ask to be notified of payment. Article 55, paragraph 1, of the Convention shall be applicable to advices of payment.
- 2 Money orders with advice of payment shall bear on the front, in bold letters, the entry "*Avis de paiement*" (Advice of payment).
- 3 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.
- 4 When the sender inquires about an advice of payment which he has not received within a normal length of time, neither a second charge nor the charge prescribed in article 47 of the Convention for inquiries shall be collected.

Article RE 311  
Advice of entry

In relations between countries whose administrations have so agreed, the depositor of an inpayment money order may ask for an advice of entry to the credit of the payee's account. Article 55 of the Convention shall apply to advices of entry.

Article RE 312  
Express delivery

Subject to article RE 606, the sender of an ordinary money order may ask for the funds, the instrument or the advice of arrival to be delivered at the place of address by express delivery immediately upon arrival of the money order; in that case, article 35 of the Convention shall be applicable.

Article RE 313  
Payment to addressee only

- 1 In relations with countries which permit payment to the addressee only, the sender of an ordinary money order may request by an entry on the form that payment be made exclusively to, and against a personal receipt from, the addressee. Payment may be made to a specially appointed agent in accordance with the legal rules in force in the country of destination when the payee is incapable of moving or of giving a personal receipt. The sender requesting payment of a money order to the addressee only shall pay a special charge equal to that provided for in article 26, paragraph 1, t, of the Convention.
- 2 Money orders for delivery to the addressee only shall bear on front and back, in bold letters, the entry "*Ne payer qu'en main propre*" (Pay to addressee only).

Article RE 314

Message to the payee

The back of the counterfoil or a specific part of the front thereof may be used for a personal message to the payee of the money order. If the administration of origin has computerized the processing of money orders, it may limit the message to 80 characters or less. On money orders exchanged by means of lists, only references shall be accepted.

Article RE 315

Service money orders

Service money orders shall bear on the front the entry "*Service des postes*" (On postal service) or some similar annotation.

Article RE 316

Withdrawal from the post. Alteration or correction of address

1 The sender of a money order may, under the conditions prescribed in article 38 of the Convention, have it withdrawn from the service or have its address altered or corrected, so long as the instrument or the funds have not been delivered to the payee.

2 Any request for withdrawal from the post or for alteration or correction of address sent by mail shall be drawn up on a form conforming to annexed specimen MP 4.

3 Any request for withdrawal from the post or for alteration or correction of address sent by telegraph shall be confirmed, by the first post, by means of 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; the paying office shall hold the money order until receipt of the confirmation.

4 However, the paying administration may, on its own responsibility, act on a telegraphic request for withdrawal from the post or for alteration or correction of address without waiting for confirmation by post.

5 Notwithstanding article 148 of the Detailed Regulations of the Convention, MP 4 requests for withdrawal from the post or for alteration or correction of address relating to money orders exchanged by means of lists 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 RE 401

Indication of the charge collected

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 MP 1, MP 1bis, MP 12, MP 12bis, MP 16 and MP 16bis forms.

Article RE 402

Charge for ordinary telegraph money orders

In addition to the postal charge, the sender of an ordinary telegraph money order shall pay the telegram charges including any charge for a personal message to the payee.

## Article RE 501

### Transmission of ordinary and inpayment money orders

Ordinary and inpayment money orders shall be sent by the quickest route (air or surface) and, in the absence of special agreement, à découvert. They shall be inserted in mails in the manner prescribed in article 161, paragraphs 2 to 6, or in article 164 of the Detailed Regulations of the Convention, depending on whether or not they are automatically registered.

## Article RE 502

### Exchanges by means of lists

#### 1 *Transmission of ordinary and inpayment money orders*

1.1 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.

1.2 Between offices of exchange of different countries, they shall be transmitted according to the following rules:

- 1.2.1 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. Inpayment money orders shall be transmitted by means of a special MP 2 list which shall be headed "*Mandats de versement*" (Inpayment money orders);
- 1.2.2 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;
- 1.2.3 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;
- 1.2.4 the lists shall be transmitted post free to the corresponding office of exchange by the quickest route (air or surface) and, in the absence of special agreement, without the money orders prepared by the issuing office.

1.3 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.

#### 2 *Special list*

A special MP 2 list shall be prepared for the money orders exempt from charges referred to in articles 16 and 17 of the Convention and article 4, paragraph 7, of the Agreement as well as for the money orders referred to in article RE 608, paragraph 8; the list shall be endorsed at the top "*Mandats exempts de taxe*" (Money orders exempt from charges).

#### 3 *Transmission of telegraph money orders*

3.1 Telegraph 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.

3.2 Telegraph money orders shall give rise to the preparation of a special MP 2 list headed "Telegraph money orders".

3.3 The offices of exchange may assign to the telegraph money orders described on such special lists an international number from a special series for telegraph money orders.

#### 4 *Special services. Entries to be made on lists*

4.1 When the sender of an ordinary money order requests express delivery, an advice of payment or payment to addressee only, the appropriate entry ("*Exprès*" (Express), "AP" or "*Ne payer qu'en main propre*" (Payment to addressee only)) shall be entered on the MP 2 list in the "Remarks" column, opposite the entry relating to the money order.

4.2 When the sender of a money order requests an advice of entry to the credit of the payee's postal giro account, the notation "AI" shall be entered on the MP 2 list, in the "Remarks" column, opposite the entry relating to the money order.

#### 5 *Treatment of missing or incorrect lists*

5.1 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 quickest route (air or surface), a duplicate of the missing list.

5.2 The lists shall be 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.

5.3 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 RE 503

#### Combined system of exchange

Money orders shall be transmitted between the post offices of one of the administrations and the office of exchange of the corresponding administration, as well as between the office of exchange of the latter administration and its post offices, in accordance with the following rules:

- a each issuing post office shall prepare the money order on a form MP 1 or MP 1bis for transmission in an envelope by the quickest route (air or surface) direct to the office of exchange designated by the corresponding administration;
- b this office of exchange shall prepare, on the basis of the MP 1 or MP 1bis form received, an instrument on one of its internal service forms for payment to the payee;
- c each issuing post office of the corresponding administration shall prepare the instrument on one of its internal service forms for transmission in accordance with its internal rules to its country's office of exchange;
- d this office of exchange shall prepare, on the basis of the forms received from its issuing post office, the money order on an MP 1 or MP 1bis form for transmission unenclosed to the country of destination in accordance with the provisions of article 164 of the Detailed Regulations of the Convention.

Article RE 601

Amount to be paid

After advising the administrations concerned, the paying administration may, if its legislation so requires, either ignore fractions of currency units or round the amount off to the nearest currency unit or tenth part thereof.

Article RE 602

Payment of ordinary money orders

1 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.

2 Payment may validly be made by inpayment to a postal giro account, in accordance with the regulations in force in the paying administration.

3 The advice of payment, prepared by the paying office on a C 5 form provided for in article 138, paragraph 2, of the Detailed Regulations of the Convention, shall be sent direct to the sender of the money order.

Article RE 603

Transcription of money order telegrams

Money order telegrams shall be transcribed on an adapted form or on an MP 1, MP 1bis, MP 16 or MP 16bis form amended as follows:

- the name of the country of destination shall be replaced by the name of the issuing country;
- the word "telegraph" shall be added to the title "ordinary international money order" or "international inpayment money order".

The form used shall be authenticated with the stamp of the transcribing office.

Article RE 604

Payment of ordinary telegraph money orders

1 Ordinary telegraph money orders shall be paid on receipt.

2 Ordinary telegraph money orders shall always be delivered as laid down in article RE 606.

3 When funds are delivered to the address by express delivery, the paying administration may collect a special charge for this.

4 Delivery of an advice of arrival or of the instrument itself shall be made without charge to the payee; however, if his place of address is outside the local delivery area of the paying office, the express charge may be collected from the payee.

5 In exchanges by means of lists, ordinary telegraph money orders for which the paying office has not received any money order telegram may be paid only after receipt of a duplicate of such money order telegram, requested by telegraph service advice.

6 In exchanges by means of lists, ordinary 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

ordinary telegraph 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 such automatic entry, it shall be cancelled or rectified by the office of exchange which receives it.

7 The task of preparing an advice of payment for an ordinary telegraph money order shall rest with the paying office, which shall send it to the issuing office immediately after payment.

#### Article RE 605

##### Authorization to extend period of validity

Authorization to extend the period of validity shall be entered on the money order itself.

#### Article RE 606

##### 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 RE 607

##### Endorsement

Any country may declare ownership of money orders from another country transferable by endorsement within its territory. However, endorsement shall not be permitted for inpayment money orders.

#### Article RE 608

##### Unpaid money orders

1 Any refused money order or any money order whose payee is unknown or has gone away without leaving a forwarding address or gone to a country to which it cannot be redirected shall be returned immediately to the issuing administration.

2 Any money order for which payment is not claimed within the validity period shall be returned immediately upon expiry of such period or, if the money order has been delivered to the payee, upon presentation at the paying office. Telegraph money orders for which payment is not claimed within a period of 30 days from the day of arrival at the paying office shall be returned to the issuing office.

3 Any money order unpaid for any cause whatsoever shall be refunded to the sender.

4 Article 7, paragraph 2, shall be applicable to unpaid money orders.

5 Money orders which it has not been possible to pay to the payees for any reason shall be returned direct to the issuing office; prior thereto the paying office shall record them, stamp them or affix the label prescribed in article 146, paragraphs 1 to 3, of the Detailed Regulations of the Convention.

6 However, money orders prepared under the conditions laid down in article RE 702 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 paid money orders account.



- 7 Unpaid telegraph money orders, and not the telegrams, shall be returned under cover.
- 8 Money orders exchanged by means of lists shall be returned to the office of exchange by means of an entry in a special MP 2 list as if they were a money order free of charge:
  - a the money orders referred to in paragraphs 1 to 4 above;
  - b money orders which have been the subject of a request for withdrawal from the post.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.

#### Article RE 609

##### Payment authorization

- 1 Any 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 refund 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 Payment authorizations shall be prepared on a pink form conforming to the annexed specimen MP 13; they shall be sent in the same way as the money orders they replace.
- 6 Before issuing a 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.
- 7 In support of his request for reimbursement, the sender shall produce the certificate of posting for the mislaid, lost or destroyed instrument.
- 8 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 a period of five months from the day of inquiry 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 RE 610

Treatment of irregular money orders

1 Any 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) enclosed in an envelope with a form conforming to the annexed specimen MP 14:

- a incorrect, incomplete or unclear indication or omission of the name or address of the payee, missing or incorrect postal giro account number;
- b discrepancies in or omission of amounts;
- c exceeding of the maximum amount agreed to between the administrations concerned;
- d erasures or alterations in the entries;
- e omission of stamp, signature on money orders not prepared by some mechanical procedure 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 form;
- i absence of automatic registration or non-use of the telegraph service, where such treatment has been prescribed under articles RE 307 and RE 308.

2 Nevertheless, in the case of irregularities which are, or appear to be, attributable to the sender, the paying administration 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, the paying administration may on its own responsibility automatically rectify minor errors. Such rectification shall be written in red 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 attributable 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 RE 611

Treatment of irregular ordinary telegraph money orders

1 When an ordinary telegraph money order cannot be delivered because of an incomplete or incorrect 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 advice, the issuing office shall proceed as indicated in article RE 610, paragraphs 5 and 6.

3 Any ordinary 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 RE 612

##### 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.

#### Article RE 613

##### Money orders mislaid, lost or destroyed after payment

###### 1 *Ordinary money orders*

1.1 The paying administration may replace any ordinary money order mislaid, lost or destroyed after payment with a new instrument prepared on form MP 1 or MP 1bis. The 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.

1.2 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.

1.3 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.

###### 2 *Inpayment money orders*

2.1 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 with a new instrument prepared on an MP 16 or MP 16bis form bearing the indications prescribed in paragraph 1 of this article and specifying on the back the date of entry to the credit of the payee's postal giro account.

#### Article RE 701

##### Redirection

1 In all 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.

2 When the sender of a money order has requested advice of payment or payment to the addressee only, the money order may be redirected only if the new administration of destination accords such facilities.

Article RE 702

Redirection of ordinary money orders and ordinary telegraph money orders

1 At the time of redirection, a new money order shall be prepared for the sum remaining after deduction of the postal charge and, if applicable, of the telegraph charge if redirection is done by telegraph. In the latter case, the postage charge shall be calculated from the sum obtained after deduction of the telegraph charge from the original amount. The amount of the money orders shall then 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.

2 The reforwarding post office shall mark the new money order and the related counterfoil with the indication "*Réexpédié*" (Redirected) in bold letters.

3 The original money order shall be receipted by the reforwarding office; it shall bear the annotation "*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.

4 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.

5 An ordinary telegraph money order shall be redirected by post or telegraph in accordance with the provisions of paragraphs 1 to 4.

Article RE 703

Redirection of money orders exchanged by means of lists

Any money order exchanged by means of lists and redirected to another country shall be receipted by the reforwarding office. The sum shall be converted, after deduction of charges, into the currency of the country of new destination and a new money order prepared.

Article RE 801

Treatment of inquiries

1 Any inquiry concerning a 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 to the order of the same payee. Inquiries shall always be transmitted officially by the quickest route (air or surface).

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 de dépôt No ... délivré le ... par le bureau de ... pour un montant de ...*" (Seen, certificate of posting No ... issued on ... by the office of ... for the sum of ...).

# Article RE 1001

## Remuneration of the paying administration

- 1 The remuneration due to the paying administration in respect of each monthly account shall be determined as follows:
  - a the rate of remuneration in SDRs to be applied for each money order paid shall be determined after conversion into SDRs of the average amount of the money orders on the basis of the average value of the SDR in the currency of the paying country as laid down in the Convention, Detailed Regulations, article 104;
  - b the total amount in SDRs obtained for remuneration in respect of each account shall be converted into the currency of the paying country on the basis of the actual value of the SDR operative on the last day of the month to which the account relates.
- 2 In cases of reforwarding, the administration of the country of new destination shall receive the remuneration that would have been due to it if it had been the administration of the country of initial destination.

# Article RE 1101

## Preparation of monthly accounts for ordinary money orders

- 1 For the preparation of the accounts as prescribed in article 11, the summary 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 Money orders payable to the addressee only must be distinguished either by the marginal indication "M.P." or by an entry on separate sheets.
- 4 The summary of MP 1bis and MP 12bis money orders may be done either in accordance with paragraph 1, a to c, or in the order of the serial numbers of the money orders.
- 5 The paying administration shall also enter in this account:
  - a the amount of the remuneration due to it by virtue of article 10 of the Agreement;
  - b if appropriate, the amount of the reimbursement referred to in article 9, paragraph 6, and that of the interest prescribed in articles 9, paragraph 6.3, and 12, paragraph 4, of the Agreement.
- 6 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.
- 7 The monthly account shall be transmitted to the debtor administration not later than the end of the month following that to which it pertains, accompanied by the supporting instruments (Money orders and receipted payment authorizations), arranged in the same order as on the MP 6 summary list. When, for any reason whatsoever, the monthly account cannot be transmitted in due time, the debtor administration shall be advised within eight days following expiry of the above-mentioned period of the estimated transmission date of the account in question. The information shall be sent by telecommunication. Administrations shall endeavour, in any event, to transmit this document by the end of the second month following that to which it pertains.

8 If there are no instruments paid (money orders, payment authorizations), a "Nil" monthly account shall be sent to the corresponding administration.

9 Discrepancies in the monthly accounts noted by the debtor administration, whether in the summary of the instruments or in the calculation of the remuneration, shall be taken up in the next monthly account to be prepared; they shall be ignored if the amount does not exceed 3.27 SDR per account.

10 Administrations may arrange by means of bilateral agreements to apply a method of preparing accounts and transmitting paid money orders other than the one provided for in paragraphs 1 to 7.

#### Article RE 1102

##### Preparation of monthly accounts for 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 money orders account.

#### Article RE 1103

##### Preparation of monthly accounts for money orders exchanged by means of lists

The money orders shall be subject to the following special accounting procedures:

- i administrations shall summarize, 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.

#### Article RE 1104

##### Preparation of monthly accounts for ordinary telegraph money orders

Ordinary telegraph money orders shall be subject to the following special accounting procedures:

- i ordinary telegraph money orders shall be summarized with the ordinary money orders, the inpayment money orders or the money orders exchanged by means of lists, as appropriate;
- ii telegraph money orders, and not the telegrams, shall be attached to the monthly account;
- iii the provisions of paragraph ii, shall not apply to telegraph money orders in relations governed by the list system.

#### Article RE 1105

##### 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 two months following expiry of the month to which it pertains.

3 Administrations may agree among themselves to prepare the general account on a quarterly, half-yearly or yearly basis.

#### Article RE 1201

##### Settlement of accounts. Payment methods and periods

- 1 In the absence of special agreement and subject to paragraph 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; or
  - b by deduction from a credit established under the terms of article 12, paragraph 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 15 days after receipt of the general account or after receipt of the monthly account if settlements are made on the basis of that account.
- 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 paragraph 3 of the reasons for the dispute.

#### Article RE 1202

##### Instalments

- 1 Any administration which finds another administration overdrawn by a sum exceeding 6533.81 SDR per month may claim automatic payment of an instalment not later than the fifteenth day of the month in which the money orders are issued. The amount of the instalment shall be calculated on the basis of the average amount of the last three monthly accounts accepted and adjusted in accordance with:
  - a the size of the account relating to the corresponding period of the preceding year;
  - b the development of traffic during the current year;
  - c the 6533.81 SDR below which no instalment is due and which shall in consequence be deducted from the average obtained.

In case of non-payment within the above-mentioned period, article 12, paragraph 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 RE 1101, paragraph 7.

- 2 The limit of 6533.81 SDR, laid down in the previous paragraph, shall not apply to an administration which concerns itself with the money order service solely as a paying administration. In this case, a lower limit may be fixed in agreement with the issuing administration.
- 3 A debtor administration which wishes to make use of the option provided for in article 12, paragraph 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.
- 4 When the total of the payments made as instalments is greater than the sum owed to the corresponding administration for the period in question, the difference shall be taken up in one of the following accounts, in accordance with the instructions provided by the debtor administration, or, if appropriate, carried over to the credit provided for in article 12, paragraph 2, of the Agreement.

Article RE 1301

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 Convention shall be applicable, particularly those of the following articles:

- a article 138, "Advice of delivery";
- b article 141, "Express items";
- c articles 148 and 149, "Withdrawal from the post", "Alteration or correction of address", supplemented by article RE 316, paragraphs 2 to 5, of these Regulations.

Article RE 1302

Information to be supplied by administrations

- 1 Each administration shall transmit to the other administrations, through the intermediary of the International Bureau, the following information concerning the money order service:
  - i a list showing the countries with which it exchanges ordinary money orders and inpayment money orders and the agreed systems of exchange on the basis of the Agreement;
  - ii 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;
  - iii if appropriate, notice that it takes part in the exchange of telegraph money orders;
  - iv the maximum amount adopted for issue and payment;
  - v the currency in which the amount of the money orders addressed to its country shall be expressed;
  - vi the charge collected on money orders issued;
  - vii either the method of indicating this charge, or the advice that this charge is not indicated;
  - viii if appropriate, the charges collected for payment at the place of address, entry to the credit of a giro account, poste restante, the additional express charge, authorization to extend the period of validity, inquiry, and payment authorization, respectively;
  - ix 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;
  - x the special charge for delivery of funds by express (telegraph money orders);
  - xi its decision with respect to the possibility, in its country, of transferring or not transferring ownership of money orders by means of endorsement;
  - xii a copy of the money order forms it uses, unless money orders are exchanged by means of lists;
  - xiii the spelling, in the official language of its country, of the numbers 1 to 1000 to be used to express the sums to be entered on money orders;
  - xiv a list of countries not participating in the Agreement for which it can serve as intermediary for the exchange of money orders;
  - xv the service to which inquiries, requests for withdrawal from the post and for alteration or correction of address and requests for authorization to extend the period of validity shall be transmitted (central administration, exchange office or other specifically designated office).
- 2 Any amendment to the information mentioned above shall be notified without delay.
- 3 Administrations may agree to inform one another of the conversion rates that they apply upon issue in their reciprocal relations and any changes made in those rates.
- 4 If the amount of the money orders is expressed in a currency other than that of the paying country, the administration of that country may agree to communicate the conversion rate which it applied at the time of payment to the payee and any changes made in those rates.



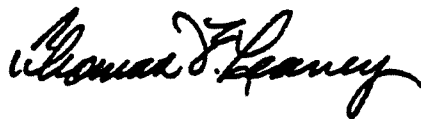
Article RE 1303

Entry into force and duration of the Detailed Regulations

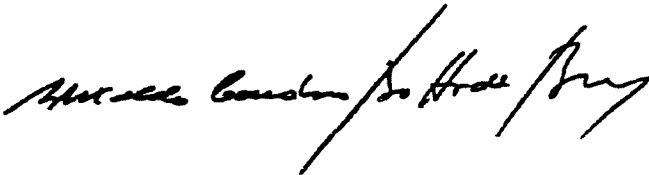
- 1 These Regulations shall come into force on the day on which the Money Orders Agreement comes into operation.
- 2 They shall have the same duration as that Agreement, unless otherwise decided by the Executive Council.

Done at Washington, 15 December 1989.

For the Executive Council:



T E LEAVEY  
Chairman



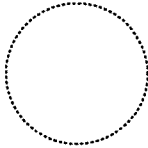
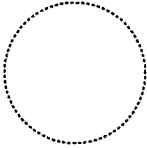
A C BOTTO DE BARROS  
Secretary-General



## Annex: Forms

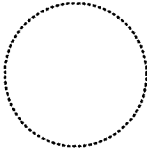
## List of forms

N°	Title or nature of form	References
1	2	3
MP 1	Ordinary international money order	Art RE 202, para 1
MP 1bis	Photo-readable ordinary international money order	Art RE 202, para 1
MP 2	List of money orders	Art RE 502, para 1.2
MP 4	Inquiry or request for withdrawal from the post or for alteration or correction of address concerning an international money order	Art RE 317, para 2
MP 5	Monthly account of money orders and payment authorizations	Art 11, para 1
MP 6	Summary list of paid money orders and payment authorizations	Art RE 1101, para 2
MP 7	Monthly account of money orders, payment authorizations and COD money orders	Art RE 1101, para 2
MP 8	General account of money orders	Art RE 1105, para 1
MP 12	Ordinary international money order for machine handling	Art RE 202, para 3
MP 12bis	Photo-readable ordinary international money order for machine handling	Art RE 202, para 3
MP 13	Payment authorization	Art RE 609, para 5
MP 14	Request for rectification of an ordinary money order or inpayment money order or request for authorization of payment	Art RE 610, para 1
MP 15	Monthly account of money orders exchanged by means of lists	Art 11, para 1
MP 16	International inpayment money order	Art RE 202, para 2
MP 16bis	Photo-readable inpayment money order	Art RE 202, para 2

<b>COUNTERFOIL</b> (May be detached by the payee)	Postal administration		<b>ORDINARY INTERNATIONAL MONEY ORDER MP 1</b>	
	Amount in arabic figures	Amount in arabic figures	Exchange rate <sup>1</sup>	Space for postage stamps or indication of charge collected if applicable
	Date of issue	Amount and currency unit in words and roman letters	Sum paid <sup>1</sup>	
	Name and address of sender	Name and forenames of payee		
		Street and N°		
	Place of destination			
	Country of destination	<sup>1</sup> 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 N°	Sum deposited	
		Office	Date	
		Signature of the official		

Money Orders, Washington 1989, art RE 202, para 1 – Size 148 x 105 mm, colour pink

MP 1 (Back)

	Space for endorsements, if any	
	<b>Payee's receipt</b>	
	Received the sum shown overleaf	
	Place and date	
	Signature of payee	
In-register	Stamp of paying office	
N°		

(Stub)			
<b>COUNTERFOIL*</b>		<b>ORDINARY INTERNATIONAL MONEY ORDER MP 1bis</b>	
Name and address of sender (optional)		Name and address of sender	
Communications		Advice of payment – Payment to the addressee in person – Delivery by express	
		Name and forenames of payee	
		Street and N°	
		Place of destination	
		Country of destination	
Amount in arabic figures		Amount in arabic figures	
Stamp of issuing office		Amount and currency unit in words and roman letters	
Reference N° 21987654321		Sum deposited	
		Signature of the official	
		Exchange rate <sup>1</sup>	
		Sum paid <sup>1</sup>	
		<sup>1</sup> To be entered by the paying administration when effecting the conversion	
		DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE	
		+ 21987654321+21+	

Money Orders, Washington 1989, art RE 202, para 1 – Size 210.8 x 101.6 mm, colour pink

NB. – The obligatory technical characteristics of this form and the information concerning its use are deposited with the International Bureau

	Space for endorsements, if any	
	Payee's receipt Received the sum shown overleaf	Details of certain facilities
	Place and date	
	Signature of payee	
		Stamp of paying office
In-register N°		
(Stub)		

MP 1bis (copy) (optional)

(Stub)

(Country) ORDINARY INTERNATIONAL MONEY ORDER MP 1bis		INDICATIONS OF ISSUING OFFICE
Name and address of sender		Stamp of issuing office
Advice of payment – Payment to the addressee in person – Delivery by express		( ) Charge collected
Name and forenames of payee		
Street and N°		
Place of destination		Date
Country of destination		Money order N°
Amount in arabic figures		Sum deposited
Amount and currency unit in words and roman letters		Signature of the official
Exchange rate <sup>1</sup>	Sum paid <sup>1</sup>	<sup>1</sup> To be entered by the paying administration when effecting the conversion
DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE		

+ 21987654321+21+

## LIST

### Money orders

Corresponding administration	Date of list	No
------------------------------	--------------	----

Notes. Please acknowledge receipt of the present list

**Lists received and found correct, apart from the alterations shown below**

[illegible]

## Alterations

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



[illegible]

[illegible]

Stamp, date and signature

☐ INQUIRY☐ REQUEST FOR WITHDRAWAL FROM THE POST☐ REQUEST FOR ALTERATION  
OR CORRECTION OF ADDRESS

Post office or giro centre of origin

Post office or giro centre of destination		Date of MP 4 form	
		Our reference	Your reference
Description of money order	<input type="checkbox"/> Ordinary money order <input type="checkbox"/> Money order exchanged by means of lists <input type="checkbox"/> Inpayment money order		
Method of transmission	<input type="checkbox"/> Surface <input type="checkbox"/> Air		
	<input type="checkbox"/> Telegraph <input type="checkbox"/>		
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, forenames and full address		
	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		
	<input type="checkbox"/> Please return the above-mentioned money order to me for delivery to sender		
	<input type="checkbox"/> Please alter as follows		
	Present address of money order		
	Altered address		
If the money order has been lost, the amount is to be paid	<input type="checkbox"/> to the original payee <input type="checkbox"/> to the sender		
	<input type="checkbox"/> Surface <input type="checkbox"/> Air		
Method of transmission of reply	<input type="checkbox"/> Telegraph <input type="checkbox"/>		
	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 person making the inquiry or request	Signature of official in charge		

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	
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)**

[illegible]

MONTHLY ACCOUNT  
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	Remarks
	Year	Month	Office	Number					
1	2	3	4	5	6	7		8	9
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 6)									
No of money orders			Average amount						
Remuneration			Amount per money order						
Free-of-charge money orders and payment authorizations (col 7)									
Supplementary remuneration for money orders paid to the addressee only									
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

NB. – Money orders to be paid to the addressee only shall be shown by the entry “en main propre” (“to the addressee only”) in the “Remarks” column

Money Orders, Washington 1989, art 11, para 1 – Size 210 x 297 mm

## SUMMARY LIST

### **Paid money orders and payment authorizations**

Issuing administration	Date of list	No
	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

[illegible]

NB. – Money orders to be paid to the addressee only shall be shown by the entry "en main propre" ("to the addressee only") in the "Remarks" column

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 remunerations
1	2	3	4
Money orders and payment authorizations for which charges have been received (total on MP 6 forms attached)			
Average amount			
Amount per money order			
Remuneration per money order			
Supplementary remuneration for money orders paid to the addressee only			
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			
Remunerations on COD money orders, to be deducted			
Grand totals			
Total remunerations			
<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



GENERAL ACCOUNT  
Money orders

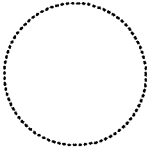
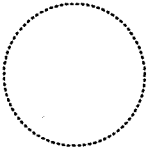
Corresponding administration	Date of account
	Exchanged during the period

Period	Credit of administration preparing the account			Credit of corresponding administration		
	Money orders		Remunerations	Money orders		Remunerations
1	2		3	4		5
Totals						
Deduction after conversion						
Conversion rate						
Totals						
Balance						
Instalments						
Balance						

Breakdown of instalments

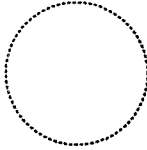
Dates	Our reference	Amounts

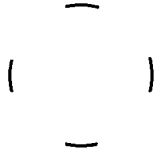
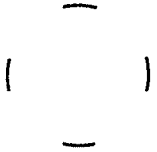
Stamp of administration preparing the account Date and signature	Seen and accepted by the corresponding administration Stamp, date and signature
---	--

<b>COUNTERFOIL</b> (May be detached by the payee)	Postal administration	<b>ORDINARY INTERNATIONAL MONEY ORDER MP 12</b> <b>for machine handling</b>	
		Exchange rate <sup>1</sup>	Space for postage stamps or indication of charge collected if applicable
	Amount in arabic figures	Sum paid <sup>1</sup>	
	Amount in arabic figures		
Date of issue	Amount and currency unit in words and roman letters		
Name and address of sender/ Communications	Payee		
	<sup>1</sup> 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 of issue	Date
		Signature of the official	

Money Orders, Washington 1989, art RE 202, para 3 – Size 148 x 105 mm, colour pink

MP 12 (Back)

	Space for endorsements, if any	
	<b>Payee's receipt</b>	
	Received the sum shown overleaf	
	Place and date	
	Signature of payee	
	In-register	Stamp of paying office
	No	

(Stub)			
<b>COUNTERFOIL *</b> Name and address of sender (optional)	<b>ORDINARY INTERNATIONAL MONEY ORDER MP 12bis</b> (Country) Name and address of sender		<b>INDICATIONS OF ISSUING OFFICE</b> Stamp of issuing office  <div style="text-align: center;">  </div> Charge collected
Communications	Advice of payment – Payment to the addressee in person – Delivery by express  Payee		Date  Money order No  Office
Amount in arabic figures <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	Amount in arabic figures <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>		Sum deposited <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
Stamp of issuing office  <div style="text-align: center;">  </div>	Amount and currency unit in words and roman letters <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>		Signature of the official  <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
Exchange rate <sup>1</sup> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>		Sum paid <sup>1</sup> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	<sup>1</sup> To be entered by the paying administration when effecting the conversion <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE			
Reference No <b>21987654321</b>		+ 21987654321+21+	

Money Orders, Washington 1989, art RE 202, para 3 – Size 210.8 x 101.6 mm, colour pink

NB. – The obligatory technical characteristics of this form and the information concerning its use are deposited with the International Bureau

		Space for endorsements, if any	
		Payee's receipt Received the sum shown overleaf	Details of certain facilities
		Place and date	
		Signature of payee	
		In-register	Stamp of paying office
		No	
(Stub)			

MP 12bis (copy) (optional)

(Stub)

[illegible]
$$+ 21987654321 + 21 +$$



☐ Office of origin☐ of an ordinary  
money order☐ of an inpayment  
money order

## 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"/> Ordinary money order	<input type="checkbox"/> Inpayment money order	<input type="checkbox"/> Telegraph money order
Issue	Office	Money order No	Date
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, forenames 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, incomplete or unclear indication or omission of the name or address of the payee
- ☐ The number of the giro account as shown is wrong
- ☐ Discrepancies in or omission of 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

Other reasons

Please return the money order, under cover, immediately after rectification, along with this form

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

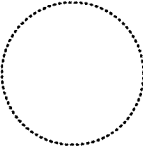
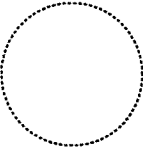
Stamp of paying office and date  
Signature

Stamp of issuing office of money order



Issuing administration	Date of account	
	Month	Year

[illegible]

COUNTERFOIL intended for holder of giro account No .....		Postal administration		INTERNATIONAL INPAYMENT MONEY ORDER		MP 16	
Amount in arabic figures .....		Amount in arabic figures .....		Exchange rate <sup>1</sup> .....		Space for postage stamps or indication of charge collected if applicable	
Date of issue .....		Amount and currency unit in words and roman letters .....		Sum credited <sup>1</sup> .....			
Name and address of sender .....		Name and forenames of payee .....		Giro account No .....			
.....		Giro centre .....		Country of destination .....		<sup>1</sup> 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 .....			

Money Orders, Washington 1989, art RE 202, para 2 – Size 148 x 105 mm, colour yellow

MP 16 (Back)

Space reserved for giro service	
Stamp of the giro centre that credited the money order to the payee's giro account	

(Stub)		
COUNTERFOIL intended for holder of giro account No	<b>(Country) INTERNATIONAL INPAYMENT MONEY ORDER MP 16bis</b> Name and address of sender	
Name and address of sender (optional)	Advice of entry, delivered by express Payee	
Communications	Giro account No      Giro centre Country of destination	
Amount in arabic figures	Amount in arabic figures      Amount and currency unit in words and roman letters	
Stamp of issuing office	Exchange rate <sup>1</sup> Sum credited <sup>1</sup> <sup>1</sup> To be entered by the paying administration when effecting the conversion DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE	
Reference No <b>21987654321</b>	+ 21987654321+21+	

Money Orders, Washington 1989, art RE 202, para 2 – Size 210.8 x 101.6 mm, colour yellow

NB. – The obligatory technical characteristics of this form and the information concerning its use are deposited with the International Bureau

Space reserved for giro service

Stamp of the giro centre that credited the money order to the payee's giro account

(Stub)

## Final Protocol to the Detailed Regulations of the Money Orders Agreement

At the moment of proceeding to approval of the Detailed Regulations of the Money Orders Agreement concluded this day, the Executive Council agrees the following:

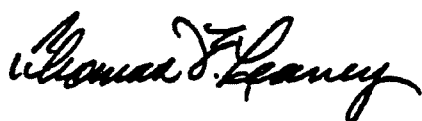
### Article I Instalments

Because of its internal legislation, the postal administration of Mexico shall not be obliged to observe the terms of article RE 1202, paragraph 1, of the Detailed Regulations of the Money Orders Agreement which requires the payment of an instalment on the fifteenth day of any month during which money orders were issued exceeding a total of 6533.81 SDR.

This Protocol shall have the same force and the same validity as if its provisions were inserted in the actual text of the Detailed Regulations to which it relates.

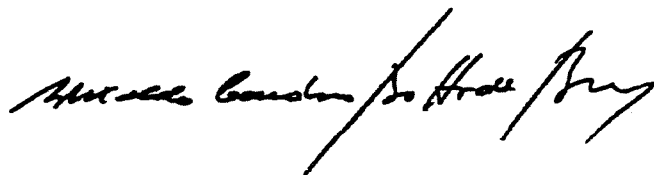
Done at Washington, 15 December 1989.

For the Executive Council:



T E LEAVEY

Chairman



A C BOTTO DE BARROS

Secretary-General



# Detailed Regulations of the Giro Agreement

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## Detailed Regulations

### – Forms





## Detailed Regulations of the Giro Agreement<sup>1</sup>

### Contents

#### Art

RE 101	Financial relations between participating administrations
RE 102	Maintenance of liaison giro accounts. Interest on overdue payments
RE 103	Operation of the liaison giro account
RE 104	Offices of exchange
RE 201	Forms for the use of the public
RE 301	Preparation of transfer advices
RE 302	Value of the transfers
RE 303	Lists of ordinary transfers
RE 304	Preparation of summary lists of ordinary transfers
RE 305	Notification of ordinary transfers
RE 306	Verification of transmissions and treatment of irregularities of ordinary transfers
RE 307	Debiting of ordinary transfers to the liaison giro account
RE 308	Amount to be credited
RE 309	Advice of entry
RE 310	Cancellation of an ordinary transfer
RE 311	Non-execution of an ordinary transfer
RE 312	General provisions concerning telegraph transfers
RE 313	Preparation of telegraph transfers
RE 314	Debiting of telegraph transfers to the liaison giro account
RE 315	Advice of entry
RE 316	Treatment of irregularities relating to telegraph transfers
RE 317	Inquiries
RE 501	Forwarding of MP 16 inpayment money orders to an administration whose giro organization is based on the use of the VP 1 advice of inpayment
RE 502	Preparation and settlement of accounts of MP 16 inpayment money orders arriving direct at a giro centre of destination which does not use money orders for crediting its giro accounts
RE 503	Treatment of inpayment advices
RE 701	Preparation of outpayment cheques
RE 702	Value of outpayment cheques

<sup>1</sup> As this Act has been extensively recast, it was considered preferable not to indicate amendments to the text of the 1984 Hamburg Congress in boldface type.

RE 703	Prohibited or authorized entries. Automatic registration
RE 704	Special services: Advice of payment. Express delivery. Payment to addressee only. Message to the payee. Withdrawal from the post. Alteration or correction of address. Endorsement
RE 705	List of outpayment cheques
RE 706	Preparation of summary lists of outpayment cheques
RE 707	Notification of outpayment cheques intended for administrations with a giro service
RE 708	Notification of outpayment cheques intended for administrations without a giro service
RE 709	Preparation of telegraph outpayment cheques
RE 710	Transmission of telegraph outpayment cheques
RE 801	Missing or incorrect lists
RE 802	Treatment of lists and summary lists by the giro service of destination
RE 803	Treatment of lists and summary lists by the administration of destination without a giro service
RE 804	Irregular outpayment cheques
RE 805	Preparation of advice of payment
RE 806	Redirection
RE 807	Unpaid outpayment cheques
RE 808	Payment authorization
RE 809	Stale outpayment cheques
RE 810	Inquiries
RE 1301	Presentation of postcheques at the counter for payment
RE 1302	Conditions of payment
RE 1303	Return of paid postcheques to the giro service of origin
RE 1304	Replacement of postcheques lost after payment
RE 1601	Application to open a giro account abroad
RE 1602	Postage-free envelopes containing account statements
RE 1701	Information to be supplied by administrations
RE 1702	Entry into force and duration of the Detailed Regulations

## Annexes: Forms

## Detailed Regulations of the Giro Agreement

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the Executive Council has drawn up the following measures for ensuring the implementation of the Giro Agreement.

### Article RE 101

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 administration of destination does not have a giro system, the issuing administration of the outpayment cheques shall deal with it in accordance with articles 11 and 12 of the Money Orders Agreement.

### Article RE 102

Maintenance of liaison giro accounts. Interest on overdue payments

1 Each administration of origin shall maintain sufficient credit in the liaison giro account opened in its name with the administration of destination to allow the amounts owing to the latter to be debited. The administrations of origin and destination shall agree bilaterally on the method of exchanging information on debits and credits.

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 paragraphs 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 time required for transfer.

5 Where an uncovered balance is found in a liaison account, the creditor administration shall be entitled to charge one percent per annum over the inter-bank rate on one-month loans in the creditor country, providing the amount intended for maintenance of the account is credited on the day of receipt at the giro centre which holds the liaison account. When several liaison accounts are opened in the name of a single administration, calculation of the interest shall be agreed upon bilaterally. The amount of such interest shall be withdrawn from the liaison account of the debtor administration.

6 Where the balance has been uncovered for more than 15 days during a period of 30 consecutive days, the creditor administration may suspend the service eight days after giving notice to that effect by telecommunication.

7 No unilateral measure, such as a moratorium, prohibition of transfer, etc, may impinge upon this article.

#### Article RE 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 and payments which it has not been possible to make.
- 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 RE 303, paragraph 3, and RE 503, and of the telegraph transfers referred to in article RE 314, which the administration of destination must credit to payees' giro accounts;
  - b the total of the lists of outpayment cheques mentioned in article RE 705 for which it has to provide cash;
  - c the total of the lists of postcheques mentioned in article RE 1303 against which payment has been effected;
  - d the total of the remunerations referred to in articles 10 and 15 of the Agreement which are paid to it by the administration of origin of the outpayment cheques and postcheques;
  - 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.

#### Article RE 104

##### Offices of exchange

Exchanges of any kind shall take place exclusively through the giro centres called "offices of exchange" designated by the administration of each of the contracting countries.

## Article RE 201

## Forms for the use of the public

For the purpose of applying article 11, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:

1 *VP 1 advice of transfer or inpayment*

Internal service forms used as transfer advices or, if applicable, as inpayment advices under the conditions set out in articles RE 301, paragraph 2, and 503, paragraph 2, shall not be subject to the provisions of the above-mentioned article 11, paragraph 4, of the Convention.

2 *VP 7 inquiry about a transfer or inpayment*3 *VP 10 advice of entry*4 *VP 13 and VP 13bis outpayment cheques*

4.1 Outpayment cheques shall be made out on a strong white paper form printed in light azure blue in the form of the annexed specimens.

4.2 The paper used for the manufacture of the forms shall meet the technical requirements of optical reading.

4.3 The lower part of the form shall have a white reading zone of a size in conformity with the annexed specimens.

4.4 With the exception of the reading zone referred to in paragraph 4.3, the VP 13 or VP 13bis 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.

5 *VP 14 postcheque*

5.1 Postcheques shall be made out on a paper form consistent with the specimen VP 14, the layout and technical characteristics of which shall be deposited with the International Bureau.

5.2 The wording on the postcheque shall be in the language or languages of the issuing country.

6 *VP 15 postcheque guarantee card*

The postcheque guarantee card shall be in the form of the specimen VP 15, the layout and technical characteristics of which shall be deposited with the International Bureau. However, if the issuing administration considers it necessary, the guarantee card may have an arrow on it showing the direction in which it is to be inserted into automatic bank-note dispensers.

## Article RE 301

## Preparation of transfer advices

1 For every transfer sent by post an advice of transfer shall be prepared.

2 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 use its own internal service forms.

3 The back or a specific part of the front of this advice may be used for a brief private message to the payee. If the administration of origin has computerized the processing of transfer advices, it may limit the message to 80 characters or less.

4 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 the value of the transfer on the advice in the currency of the country of destination. This value shall be preceded by the abbreviation of the currency unit in principle according to international standard ISO 4217.

5 Entries on transfer service forms shall be made very clearly in roman letters and arabic numerals, preferably typewritten. The entry of the amount shall be made in ink without any deletion, alteration or erasure, even if certified.

6 Transfer advices shall bear the date-stamp impression of the giro centre of origin.

#### Article RE 302

##### Value of transfers

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 RE 303

##### Lists of ordinary 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.

3 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.

#### Article RE 304

##### Preparation of summary lists of ordinary transfers

1 The total of each list addressed to the same 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 shall be renewed each month for each office of exchange of destination.

4 The summary list shall be sent in duplicate.

## Article RE 305

## Notification of ordinary transfers

The summary lists, lists and transfer advices shall be placed together and sent postage-free once every working day to the destination office of exchange by the quickest route (air or surface); these packets may be registered. Administrations may also agree to use electronic means for their transmission, such as teletransmission of data.

## Article RE 306

## Verification of transmissions and treatment of irregularities of ordinary transfers

1 Upon receipt of the packets containing the summary lists, the lists and the 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 telecommunication and the latter shall reply by the same means and, if necessary, send duplicates of the missing documents by the quickest route (air or surface). Should it be impossible to use telecommunications, the information shall be exchanged by means of a VP 4 letter in the form of the annexed specimen.

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 letter in the form of the annexed specimen.

## Article RE 307

## Debiting of ordinary transfers to the liaison giro account

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.

## Article RE 308

## Amount to be credited

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.

## Article RE 309

## Advice of entry

1 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 55 of the Convention shall apply to advices of entry. The charge to be collected shall be deducted in advance from the payer's account.

2 When, at the time he orders the transfer, the payer asks for an advice of entry to be sent to him in accordance with paragraph 1 above, 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.

3 A form conforming to the annexed specimen VP 10 or a C 5 form, provided for in article 138, paragraph 2, of the Detailed Regulations of the Convention shall be duly completed with the address of the payer (front) and the description of the transfer (back) and attached to the relevant transfer advice.

4 The advice of entry duly completed by the giro centre holding the account credited shall be sent direct to the payer by the quickest route (air or surface).

#### Article RE 310

##### Cancellation of an ordinary transfer

1 The payer may, within the terms of article 38 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.

2 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 own country; the latter office shall complete the form by entering the 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 by the quickest route (air or surface).

3 If the request is to be sent by telecommunication, 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.

4 If the request for cancellation is transmitted by some means of telecommunication for which the administrations concerned have agreed to use a secret code, they may agree to forgo sending VP 5 written confirmation.

5 A transfer shall be cancelled according to the rules laid down in article RE 311; if cancellation has been requested by telecommunication and no arrangement to the contrary has been agreed between the administrations concerned, the giro centre of destination shall hold the transfer advice until receipt of the postal confirmation.

6 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 telecommunication, it shall not be necessary to await the arrival of the VP 5 form before giving this information.

7 Cancellation requests made or forwarded in any way other than that laid down in paragraphs 2 to 4 above shall be disregarded.



## Article RE 311

### Non-execution of an ordinary transfer

- 1 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.
- 2 When, for any reason, a transfer cannot be credited to the payee's account, it shall be described on a VP 4 form, to which the corresponding transfer advice shall be attached, where appropriate. The VP 4 form may, if necessary, have a description of several non-executed transfers entered on it.
- 3 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.
- 4 The total amount of the VP 4 form shall be credited to the liaison giro account opened in the name of the administration of origin of the refused transfers.
- 5 The VP 4 form and the transfer advices attached thereto shall be attached to the account statement mentioned in article RE 307, paragraph 2.

## Article RE 312

### General provisions concerning telegraph transfers

The provisions relating to transfers exchanged by post shall apply to telegraph transfers in all cases not expressly covered in articles RE 313 to RE 317 below.

## Article RE 313

### Preparation of telegraph transfers

- 1 Telegraph transfers shall give rise to the transmission of transfer telegrams by the giro centre of origin 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 set out as follows:  
The address part shall contain:
  - *POSTFIN* (where applicable, preceded by the telegraph service indication *URGENT* and followed by other telegraph service indications);
  - the postal service indication (*AVIS INSCRIPTION*), if appropriate;
  - name of the giro centre of destination.
 The text part shall contain:
  - *VIREMENT*, followed by the postal issuing number;
  - 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 coding system 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 currency units in figures, then in words, the name of the currency unit and fractions of a unit, if any, in figures. However, the repetition of the amount in words shall not be required if the amount transferred is included in a coding system.

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 telecommunication other than the telegraph for transmission between their offices of exchange, they shall decide on the methods of operation.

#### Article RE 314

##### Debiting of telegraph transfers to the liaison giro account

The giro centre of destination shall immediately debit the amounts of telegraph transfers as and when they are received to the liaison giro account opened in the name of the postal administration of origin. No VP 2 lists or VP 3 summary lists shall be prepared.

#### Article RE 315

##### 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 payer's account.

#### Article RE 316

##### Treatment of irregularities relating to telegraph transfers

1 When a telegraphic transfer order cannot be executed for any reason for which the payee is not responsible, a service advice shall be sent to the giro centre of origin by telecommunication 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 service advice transmitted by telecommunication. If not, the payer shall be consulted and the correction shall be made either free of charge by postal means or at the payer's expense by telecommunication.

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 RE 311, paragraphs 2 to 5.

#### Article RE 317

##### 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 47 of the Convention shall apply to inquiries.

3 Any inquiry about the execution of a transfer order shall be prepared on a form 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 150, paragraph 2, of the Detailed Regulations of the Convention.

Article RE 501

Forwarding of MP 16 inpayment money orders to an administration  
whose giro organization is based on the use of the VP 1 advice of inpayment

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 the inpayment money orders exchanged by means of lists are described, shall be sent:

- 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 office of exchange for money orders exchanged by means of lists 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 carried over to the VP 3 summary list.

Article RE 502

Preparation and settlement of accounts of MP 16 inpayment money orders  
arriving direct 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. The 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.

Article RE 503

Treatment of inpayment advices

1 Subject to the following paragraphs, the regulations relating to transfers shall also apply to 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 by the inpayer, 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 In the absence of special agreement, inpayments shall be notified by the administration of origin to the administration of destination by means of lists. These 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 3 summary list.

5 In the absence of special agreement, article RE 307 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.

#### Article RE 701

##### Preparation of outpayment cheques

1 Article RE 401 of the Detailed Regulations of the Money Orders Agreement shall apply to outpayment cheques, subject to paragraphs 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 enter 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 making his signature on the front of the VP 13 and VP 13bis forms.

#### Article RE 702

##### Value of outpayment cheques

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 RE 703

##### Prohibited or authorized entries. Automatic registration

Articles RE 305 and RE 307 of the Detailed Regulations of the Money Orders Agreement shall apply to outpayment cheques.

#### Article RE 704

Special services: Advice of payment. Express delivery. Payment to addressee only.  
Messages to the payee. Withdrawal from the post. Alteration or correction of address.  
Endorsement

Articles RE 310, RE 316 and RE 607 of the Detailed Regulations of the Money Orders Agreement shall apply to outpayment cheques. For withdrawals from the post and alterations or corrections of address, administrations may agree to use VP 5 or VP 6 forms.

Article RE 705

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 Articles RE 303, paragraph 3, and RE 305 shall apply to lists of outpayment cheques.
- 3 Article RE 502, paragraph 4.1, of the Detailed Regulations of the Money Orders Agreement shall apply to VP 2 lists of outpayment cheques whenever the sender asks to benefit from special services.

Article RE 706

Preparation of summary lists of outpayment cheques

- 1 The total of each list of outpayment cheques addressed to the same office of exchange shall be carried over to a VP 3 summary list.
- 2 Article RE 304 shall apply to VP 3 summary lists of outpayment cheques.

Article RE 707

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 RE 708

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 RE 502, paragraph 1.2, of the Detailed Regulations of the Money Orders Agreement, shall be sent together with the corresponding outpayment cheques to the offices of exchange of the money orders service mentioned at article 5, paragraph 1, of that Agreement.

Article RE 709

Preparation of telegraph outpayment cheques

Article RE 303 of the Detailed Regulations of the Money Orders Agreement shall apply to telegraph outpayment cheques. However, in the "Text" part, the words "Money Order" shall be replaced by the term "Outpayment cheque", followed by the issuing number. The expression "Name of issuing post office" shall be replaced by "Name of issuing office of exchange".

Article RE 710

Transmission of telegraph outpayment cheques

- 1 Telegraph outpayment cheques shall give rise to the preparation of a special VP 2 list headed "telegraph outpayment cheques". 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 Articles RE 802 and RE 803, 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.

#### Article RE 801

##### Missing or incorrect lists

The following shall apply, as the case may be:

- article RE 306 of these Detailed Regulations;
- article RE 502, paragraph 5, of the Detailed Regulations of the Money Orders Agreement.

#### Article RE 802

##### 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 remunerations 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. Administrations may agree to enter the remunerations periodically in the liaison account; in this case, the amount involved may be communicated separately by means of an account statement.

2 In making payment of the outpayment cheques, the giro service of destination shall apply 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 lists and the summary list shall be stamped with the date-stamp of the giro service of destination.

#### Article RE 803

##### 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 remunerations due to it by virtue of article 10 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 RE 1201 and RE 1202 of the Detailed Regulations of the Money Orders Agreement.

#### Article RE 804

##### Irregular outpayment cheques

1 Subject to the following paragraphs, article RE 610 of the Detailed Regulations of the Money Orders 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 13bis form may in no case be considered 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 RE 805

##### 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 RE 806

##### 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.

#### Article RE 807

##### 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 RE 608 of the Detailed Regulations of the Money Orders 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 for recrediting to the payer's account.

2 When for any reason it has not been possible for an outpayment cheque sent under the conditions laid down in article RE 707 to be paid to the payee, article RE 311, paragraphs 2 to 5, shall apply. The counterfoil intended for the payee shall be attached to the VP 4 form.

3 When the unpaid outpayment cheque was sent under the conditions laid down in article RE 708, the amount of the outpayment cheque shall be deducted from the total of the next MP 15 account prepared. The counterfoil intended for the payee shall be attached to an explanatory MP 15 form attached to the MP 15 account.

#### Article RE 808

##### 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 paragraph 1, article RE 609, paragraphs 1 to 3, of the Detailed Regulations of the Money Orders Agreement shall apply to payment authorizations made out in replacement of an outpayment cheque.

3 Article RE 609 of the Detailed Regulations of the Money Orders Agreement shall apply to outpayment cheques.

4 As regards outpayment cheques lost or destroyed after payment, article RE 613 of the Detailed Regulations of the Money Orders Agreement shall apply but the VP 13 form shall replace the MP 1 form.

#### Article RE 809

##### Stale outpayment cheques

Article RE 612 of the Detailed Regulations of the Money Orders Agreement shall apply to stale outpayment cheques.

#### Article RE 810

##### Inquiries

1 Article RE 610 or article RE 801, as the case may be, of the Detailed Regulations of the Money Orders Agreement shall apply to outpayment cheques.

2 The VP 7 form or the adapted MP 14 form, as the case may be, shall be sent through the intermediary of the offices of exchange.

#### Article RE 1301

##### Presentation of postcheques at the counter for payment

1 Upon presentation of the postcheque at the counter for payment, the payee, other than a third party, shall enter, in the space reserved for that purpose, in arabic numerals, the sum to be paid, expressed in the currency agreed between the contracting countries.

2 The amount shall be preceded by the abbreviation of the name of the monetary unit of the country of payment, in principle according to international standard ISO 4217.



3 The entry of the amount shall be made in ink without any deletion, erasure or alteration, even if certified.

#### Article RE 1302

##### Conditions of payment

- 1 The maximum number of postcheques payable at the same time shall be limited to 10.
- 2 The postcheque shall be endorsed with the signature of the payee, other than a third party, made in the presence of the paying official. If the instrument has already been signed, the counter official must ask for the signature to be repeated, in his presence, on the back of the instrument.
- 3 The payee, other than a third party, shall present his postcheque guarantee card. Whenever three or more postcheques are cashed, an identity document (passport, identity card admitted for crossing frontiers or postal identity card) shall also be required. It shall also be requested by the counter official in the following cases:
  - in countries where legislation so requires;
  - in cases of doubt about the identity of the person requesting payment of instruments or about the authenticity of such instruments or of the guarantee card;
  - at the request of any issuing administration for a limited period in the event of theft or fraud relating to such instruments.
- 4 The paying official shall verify that the information (surname and, if necessary, forename of the account holder, number of the postal account and signature on the front and, if applicable, on the back) appearing on the postcheque agrees with that on the guarantee card and, if appropriate, the identity document.
- 5 The paying official shall stamp the postcheque with the date-stamp of the paying office and shall note the number of the postcheque guarantee card in the spaces reserved for that purpose. He shall describe, if necessary, the identity document presented on the back of one of the postcheques paid.
- 6 The terms and conditions of payment of postcheques to third parties shall be fixed by agreement between the administrations concerned.

#### Article RE 1303

##### Return of paid postcheques to the giro service of origin

- 1 Paid postcheques 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 remunerations 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 postcheques shall be attached to the relevant account statement which shall be sent to the issuing administration.
- 4 Paid postcheques shall be returned to the issuing administration as soon as possible and not later than one month after payment.

5 Article RE 1201 of the Detailed Regulations of the Money Orders Agreement shall apply, where necessary, to payment of the MP 5 account.

#### Article RE 1304

##### Replacement of postcheques lost after payment

1 Postcheques 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'un postchèque perdu après paiement*" (Duplicate prepared to replace a postcheque lost after payment) and the date-stamp of the office of exchange of the paying administration.

2 The administration issuing the postcheques shall provide the paying administrations with the postcheque forms necessary for the preparation of the above-mentioned duplicates.

#### Article RE 1601

##### 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 date-stamp of the intervening country's office of exchange and signed by the official or officials authorized to certify summary lists.

#### Article RE 1602

##### 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 RE 1701

##### 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 RE 104;
  - 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, each administration shall transmit to the other administrations, through the intermediary of the International Bureau, the following information:
- a a list of the countries with which it exchanges transfers, inpayments, outpayment cheques or postcheques and, if applicable, telegraph transfers, inpayments or outpayment cheques;
  - b the names of the offices of exchange referred to in article RE 104.
- 3 Any amendment to the information mentioned above shall be notified without delay.

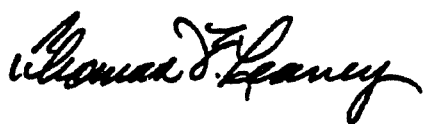
#### Article RE 1702

##### Entry into force and duration of the Detailed 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 otherwise decided by the Executive Council.

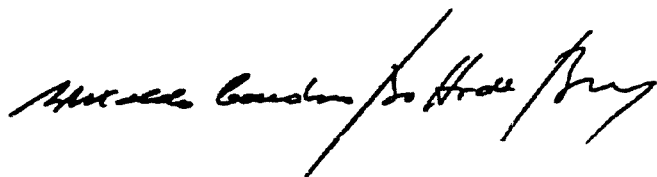
Done at Washington, 15 December 1989.

For the Executive Council:



T E LEAVEY

Chairman



A C BOTTO DE BARROS

Secretary-General



# Annexes: Forms

## List of forms

No	Title or nature of form	References
1	2	3
VP 1	Advice of transfer or inpayment	Art RE 301, para 2
VP 2	List of transfers, inpayments or outpayment cheques	Art RE 303, para 3
VP 3	Summary list	Art RE 304, para 1
VP 4	Regularization list	Art RE 306, para 1
VP 5	Postal request to cancel a transfer, inpayment or outpayment	Art RE 310, para 2
VP 6	Telegraphic request to cancel a transfer, inpayment or outpayment	Art RE 310, para 3
VP 7	Inquiry about a transfer, inpayment or outpayment	Art RE 320, para 3
VP 9	Attestation (opening of a postal giro account abroad)	Art RE 1601, para 3
VP 10	Advice of entry	Art RE 309, para 3
VP 13	Transfer or outpayment cheque order	Art RE 201, para 4
VP 13bis	Transfer or outpayment cheque order (large size)	Art RE 201, para 4
VP 14	Postcheque	Art RE 201, para 5
VP 15	Postcheque guarantee card	Art RE 201, para 6

VP 14 and VP 15: The make-up and technical characteristics are deposited with the International Bureau.



LIST

☐ of transfers

☐ of inpayments

Postal giro centre

☐ 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 (No of cheque form in case of outpayments)		Name and address				
No	Office		No	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						

Stamp (in relief if possible) of the giro office of exchange and date

☐ **Lists of transfers**☐ **Lists of inpayments**☐ **Lists of outpayments**

Postal giro centre of destination	Date of summary list
	No of summary list
	Number of VP 2 lists attached

Serial No	Amount		Serial No	Amount		Serial No	Amount	
1	2		3	4		5	6	
1			Brought forward			Brought forward		
2			15			28		
3			16			29		
4			17			30		
5			18			31		
6			19			32		
7			20			33		
8			21			34		
9			22			35		
10			23			36		
11			24			37		
12			25			38		
13			26			39		
14			27			40		
Carried forward			Carried forward			Total		

	In words		
Total sum of			

Stamp (in relief if possible) of the giro office of exchange and date  
Signatures



☐ Transfers not made      ☐ Inpayments not made☐ Outpayments 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		No
List No	Serial No	Payee	Payer or inpayer		Amount
		Account No and name and address	Account No and name and address		
1	2	3	4		5
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 correction<sup>1</sup>**

[illegible]

Stamp (in relief if possible) of the giro office of exchange and date  
Signatures

<sup>1</sup> Only if summary list corrected

REQUEST FOR CANCELLATION

☐ Transfer

☐ Inpayment

☐ Outpayment

Postal giro centre or inpayment office

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

Postal administration of origin

VP 6

**TELEGRAPHIC REQUEST FOR CANCELLATION**

☐ Transfer

☐ Inpayment

☐ Outpayment

<b>"Postbur"</b>		Office where payee's account is held	Date of request
Cancel	<input type="checkbox"/> transfer	<input type="checkbox"/> inpayment	
Giro centre or inpayment office of origin		Account No	
Name and address of payer or inpayer			
.....			
Amount in arabic figures			
Giro centre of destination		Account No	
Name and address of payee			
.....			
<input type="checkbox"/> "Postbur"	<input type="checkbox"/> "Postbur"		
Notes. Confirm this request immediately in writing, by means of a VP 5 form		Stamp of giro centre or inpayment office of origin and date	

☐

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		
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 office of exchange 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

## ATTESTATION

### Opening of a postal giro account abroad

Postal giro centre	Date of attestation
Giro centre of destination	<p>Notes. No abbreviation may be used except where the applicant so requires</p> <p>Number of annexes</p>

## Description of the giro account for which application is made


### Information concerning the applicant

Give a fuller description of the applicant(s) on the dotted lines, eg private person; spouse; commercial or industrial establishment not entered in the register of companies; non-commercial association not entered in the register of friendly societies; registered firm (state nature of firm, eg commercial partnership, ordinary partnership, company, joint-stock association of partners, joint-stock limited company, limited liability company, etc), entered in the register of companies under No X; registered cooperative society, registered under No X in the appropriate register; registered non-commercial association, entered in the register of friendly societies under No X; Government department

**Address**

The applicant ☐ has just taken up residence ☐ is a sub-tenant

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

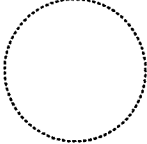
☐

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

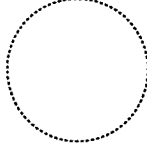
☐

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  
Signature of officials

Postal administration of origin		VP 10
	<b>ADVICE OF ENTRY</b>	On postal service
Giro centre or inpayment office	<input type="checkbox"/> <b>Postal transfer</b>	Stamp of the giro centre preparing the advice
	<input type="checkbox"/> <b>Telegraph transfer</b>	
	<input type="checkbox"/> <b>Postal inpayment</b>	
	<input type="checkbox"/> <b>Telegraph inpayment</b>	
This advice should be returned by the quickest route, including air, without surcharge. A blue "PAR AVION" (BY AIRMAIL) label or impression shall be affixed to advices which are returned by air	<div>Name of payer or inpayer</div>	
	<div>Street and No</div>	
	<div>Place of destination</div>	
	<div>Country of destination</div>	

Giro, Washington 1989, art RE 309, para 3 – Size 148 x 105 mm

VP 10 (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
<input type="checkbox"/> Carried out	
<input type="checkbox"/> Not carried out	Reason
Stamp, date and signature	
	

Postal administration of origin COUNTERFOIL intended for payee	Postal administration of origin Giro centre	<b>ORDER</b>		VP 13
		<input type="checkbox"/> <b>Transfer</b>	<input type="checkbox"/> <b>Outpayment</b>	
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 No	Sum debited in figures	
Messages (see overleaf)	Do not write below			

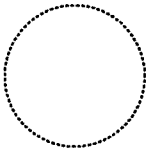
Giro, Washington 1989, art RE 201, para 4 – Size 148 x 105 mm

Reserved for office of origin			Space for endorsements, if any		VP 13 (Back)
Equivalent value					Messages
Charges					
Total					
Stamp					
		<b>Payee's receipt</b> Received the sum shown overleaf			
		Place and date			
		Signature of payee			
Reserved for office of exchange of origin		In-register No	Stamp		
		Identity document			
Do not write below		Do not write below			

NB. – The obligatory technical characteristics of this form are deposited with the International Bureau



Postal administration of origin	Postal administration of origin		VP 13bis	
COUNTERFOIL intended for payee	Giro centre		<input type="checkbox"/> <b>ORDER</b> <b>Transfer</b>	<input type="checkbox"/> <b>Outpayment</b>
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 No	Sum debited in figures	
MESSAGES (see overleaf)	DO NOT WRITE BELOW			

VP 13bis (Back)		
Reserved for office of origin	Space for endorsements, if any	
Equivalent value	<div> <div>Messages</div> </div>	
Charges		
Total		
Stamp		
Reserved for office of exchange of origin	<b>Payee's receipt</b> Received the sum shown overleaf	
	Place and date	
	Signature of payee	
	In-register No	Stamp 
Identity document		
DO NOT WRITE BELOW		DO NOT WRITE BELOW



# Detailed Regulations of the Cash-on-Delivery Agreement

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## Detailed Regulations – Forms



## Detailed Regulations of the Cash-on-Delivery Agreement<sup>1</sup>

### Contents

#### Art

RE 201	Items accepted
RE 202	Forms for the use of the public
RE 301	Indications to be given on the items and dispatch notes
RE 302	Labels
RE 303	Forms to be attached to the items
RE 304	Transmission of unregistered letter-post items on which a COD charge is payable
RE 305	Cancellation or alteration of the COD amount
RE 401	Conversion. Treatment of payment instruments
RE 402	Treatment of irregularities
RE 403	Payment period. Return to origin
RE 404	Destruction or replacement of payment instruments
RE 405	Redirection
RE 501	Offices of exchange for COD money orders exchanged by means of lists
RE 502	Preparation and transmission of COD lists
RE 503	Treatment of COD lists
RE 601	COD money orders undelivered, uncollected or not received
RE 602	Inquiry concerning a COD amount which has not reached the payee
RE 701	Preparation and settlement of accounts relating to COD money orders exchanged direct
RE 702	Preparation and settlement of accounts relating to COD money orders exchanged by means of lists
RE 901	Application of the Detailed Regulations of the Convention and of certain Agreements
RE 902	Information to be supplied by administrations
RE 903	Entry into force and duration of the Detailed Regulations

### Annexes: Forms

<sup>1</sup> As this Act has been extensively recast, it was considered preferable not to indicate amendments to the text of the 1984 Hamburg Congress in boldface type.



## Detailed Regulations of the Cash-on-Delivery Agreement

Having regard to article 22, paragraph 5, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, the Executive Council has drawn up the following measures for ensuring the implementation of the Cash-on-Delivery Agreement:

### Article RE 201

#### Items accepted

1 Unregistered letter-post items whose COD amount does not exceed 32.67 SDR, registered items, insured letters and postal parcels which fulfil the conditions laid down in the Convention or the Postal Parcels Agreement 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 RE 202

#### Forms for the use of the public

For the purpose of applying article 11, paragraph 4, of the Convention, the following shall be considered as forms for the use of the public:

- R3 (International COD money order, letter-post service);
- R 3bis (Photo-readable international COD money order (letter post/postal parcels));
- R4 (International COD money order, postal parcels service);
- R6 (International COD inpayment money order, letter-post service);
- R 6bis (Photo-readable international COD inpayment money order (letter post/postal parcels));
- R7 (International COD inpayment money order, postal parcels service);
- R8 (International COD money order to be filled in by machine, letter-post service);
- R9 (International COD money order to be filled in by machine, postal parcels service);
- R 11 (Inquiry concerning a COD amount which has not reached the payee).

#### Article RE 301

##### 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 The COD amount and the name of the currency unit shall be written out in words in the language prescribed by the administration of origin. The amount given in words may be written digit by digit separately. The amount shall also be given in numerals and, if necessary, with the abbreviation of the name of the currency unit written in principle according to international standard ISO 4217. In the sum in numerals, fractions of the currency unit shall be expressed by means of two (or three) figures including zeros, corresponding to the tenths, hundredths (and thousandths). In the sum in words, where repetition of the fractions is not obligatory, they may be expressed in figures after the indication of the number of currency units.

3 The sender shall write his name and address in roman letters on the address side of the item and, in the case of a parcel, on the front of the dispatch note. 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 annotation in French or in another language known in the country of destination "*A porter au crédit du compte courant postal n° ... de M ... à ... tenu par le bureau de chèques de ...*" (Credit to postal giro account No ... of Mr ... at ... held by giro centre of ...).

#### Article RE 302

##### Labels

1 When a COD charge is payable on them, letter-post items shall bear on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, an orange label in the form of the annexed specimen R 1. The C 4 label provided for in article 133, paragraph 4, of the Detailed Regulations of the Convention (or impression of the special stamp instead) shall be applied wherever possible in the top corner of the R 1 label; however, instead of the two above-mentioned labels, administrations may use 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 RE 303

##### Forms to be attached to the items

1 Apart from the cases provided for in paragraphs 4 and 6, every COD item shall be accompanied by:

- a COD money order form in strong light green cardboard conforming to the annexed specimens R 3, R 6 or R 8 in the case of a letter-post item, or in strong white cardboard conforming to the annexed specimens R 4, R 7 or R 9 in the case of a parcel; or
- a COD money order form in strong white paper conforming to the annexed specimens R 3bis or R 6bis, printed in light green and common to letter-post items and postal parcels.

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.



- 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, a sender wishing to take advantage of this facility shall give on the instrument, instead of his address, the name of the holder and the number of the postal giro account to be credited as well as the centre holding the account.
- 3 Each administration may have 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 office shall be given on the R 3, R 3bis, R 4, R 6, R 6bis, R 7, R 8 or R 9 form.
- 4 If the sender asks for the COD amount to be paid into a postal giro account held in the country of destination, the item shall, in the absence of a special agreement, 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 counterfoil the sender shall write thereon his name, address and any other particulars he thinks necessary.
- 5 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.
- 6 No form shall be attached to the item or to the dispatch note if the sender, pursuant to article 2, c, 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 RE 304

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 164 of the Detailed Regulations of the Convention.

#### Article RE 305

Cancellation or alteration of the COD amount

- 1 Every request for cancellation or alteration of the COD amount shall be subject to article 148 of the Detailed Regulations of the Convention.
- 2 A telegraphic request shall be confirmed by the first post by a postal request accompanied by the facsimile referred to in article 148, paragraph 1, of the Detailed Regulations of the Convention. The office of destination shall hold the item until receipt of this confirmation; the administration of destination 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 an R 3, R 3bis, R 4, R 6, R 6bis, 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 office of destination under the conditions laid down in article RE 404, paragraph 2.

Article RE 401

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 country of destination 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 office of destination or any other office appointed by the administration of destination 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 given thereon or to its office of exchange, as the case may be.

3 In the case of redirection and subject to article RE 405, paragraph 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 and COD inpayment money orders shall be automatically sent by the quickest route (air or surface) to the paying office or to the giro centre responsible for crediting the accounts.

5 If the funds collected are paid into or transferred to a postal giro account, the office of destination shall enter the following indications on the advice of transfer or inpayment intended for the holder of the account: 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 Inpayment forms for COD items where the amount is to be entered to the credit of a postal giro account in the country of destination shall be treated according to the regulations of that country.

Article RE 402

Treatment of irregularities

1 In the event 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 paragraph 5, be delivered against payment of the lower figure, provided that he undertakes to make any additional payment necessary on receipt of information supplied by the administration of origin; if he does not agree to 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 by the quickest route (air or surface), stating the exact COD amount and applying, where applicable, article RE 305, paragraph 3.

4 Dispatch of the COD money order, the inpayment form or the 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 event of refusal, the item shall not be delivered until receipt of the reply to the request for information.

## Article RE 403

## Payment period. Return to origin

1 The COD amount shall be paid within seven days reckoned from the day after the arrival of the item at the office of destination; this period may be extended to one month at most when the legislation of the country of destination so permits.

2 Where a letter-post item is concerned, 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. The reasons for return shall in all cases be indicated on the item, pursuant to article 146 of the Detailed Regulations of the Convention.

3 Where a parcel is concerned, it shall be treated upon expiry of the payment period in accordance with articles 23, 26, paragraphs 2 and 3, 29 and 30 of the Postal Parcels Agreement; the sender may, however, ask for the instructions given by him by virtue of article 106, paragraph 7, of the Detailed Regulations of the Postal Parcels Agreement 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 office of destination, the above-mentioned periods shall be reckoned from the day after arrival of these instructions.

## Article RE 404

## Destruction or replacement of payment instruments

1 The following shall be destroyed by the administration of destination:

- 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;
- c any COD money order form or inpayment form relating to an item returned to origin for any reason.

2 When forms relating to COD items are mislaid, lost or destroyed before collection, the office of destination shall make duplicates of them on regulation forms.

## Article RE 405

## Redirection

1 Any item on which a COD charge is payable may be redirected if the country of new destination provides the service for items of this type in its relations with the country of origin; 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 6, paragraph 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 specified in article RE 401, paragraph 1.

Article RE 501

Offices of exchange for COD money orders exchanged by means of lists

COD money orders exchanged by means of lists shall be exchanged only through the intermediary of offices called "offices of exchange" designated by the administration of each of the contracting countries.

Article RE 502

Preparation and transmission of COD lists

1 Each office of exchange shall prepare, daily or upon agreed dates, MP 2 lists stamped "*Remboursement*" (COD) summarizing the COD money orders exchanged by means of lists sent to it by the offices of destination. 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 the first number of the new series, 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 or 1 July of each year.

5 The lists shall be transmitted to the corresponding office of exchange by the first post by the quickest route (air or surface) and, in the absence of special agreement, without the COD money orders exchanged by means of those lists.

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 and parcels.

8 A special MP 2 list shall be prepared for the money orders exempt from charges referred to in both article 17 of the Convention and article 4, paragraph 7, of the Money Orders Agreement; the list shall be endorsed, at the top, "*Mandats exempts de taxe*" (Money orders exempt from charges).

Article RE 503

Treatment of COD lists

1 Verification and correction of amounts and entries on COD lists and the treatment of other irregularities shall be subject to article RE 502, paragraph 5, of the Detailed Regulations of the Money Orders Agreement.

2 Upon receipt of an MP 2 list, the office of exchange of the country of origin of the item shall pay the payees of the COD money orders using a form selected by its administration according to its requirements.

3 COD money orders which have been included in the lists but whose payment instruments it has not been possible to deliver to the payees shall be allocated to the administration of origin of the items. The same shall apply in the case of payment instruments which have been delivered to the rightful owners but the amounts of which have not been collected.

#### Article RE 601

COD money orders undelivered, uncollected or not received

1 COD money orders which it has not been possible to deliver to the payees shall, where applicable after being subjected to the formality of authorization to extend the validity period, be received 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.

3 Any issued COD money order that is mislaid, lost or destroyed before payment may be replaced by a payment authorization issued by the administration of destination on a green form conforming to the annexed specimen R 10.

#### Article RE 602

Inquiry concerning a COD amount which has not reached the payee

A sender of a COD item who has established that his item has been duly delivered to the addressee but who, bearing in mind the periods mentioned in article RE 403, paragraph 1, has not yet come into possession of the COD amount may lodge an inquiry to be prepared on an R 11 form and sent, as a general rule, to the office which delivered the COD item. Inquiries shall be forwarded automatically and always by the quickest route (air or surface) on the conditions laid down in article 47 of the Convention. The form, duly completed by the services concerned, shall be returned by the quickest route (air or surface) to the office which prepared it.

#### Article RE 701

Preparation and settlement of accounts relating to COD money orders exchanged direct

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. If necessary, paid money orders shall be summarized on a special list conforming to the annexed specimen R 5bis, which shall be attached to the monthly account prepared in this case on a form conforming to the annexed specimen R 5ter.

2 In the absence of special agreement, R 5 forms may be used for COD money orders relating to letter-post items or parcels.

3 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 7, paragraph 1.

4 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 Agreement and its Detailed Regulations.

#### Article RE 702

Preparation and settlement of accounts relating to COD money orders exchanged by means of lists

1 Subject to the following special provisions, COD money orders exchanged by means of lists shall be subject, with regard to the preparation and settlement of accounts, to the provisions relating to money orders exchanged by means of lists contained in the Money Orders Agreement.

2 Each administration of origin of COD items shall prepare an R 5 monthly account at the end of each month, for each administration of destination. 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 remuneration payable to the corresponding administration in accordance with article 7 of the Agreement.

4 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 Agreement and its Detailed Regulations.

#### Article RE 901

Application of the Detailed Regulations of the Convention and of certain Agreements

In all cases not expressly governed by these Regulations, the provisions of the Detailed Regulations of the Convention, of the Money Orders Agreement, of the Giro Agreement and of the Postal Parcels Agreement shall be applicable to COD items.

#### Article RE 902

Information to be supplied by administrations

1 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 change shall be notified without delay.

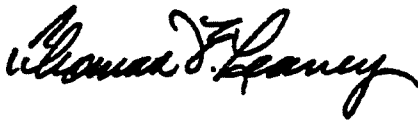
Article RE 903

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 decided otherwise by the Executive Council.

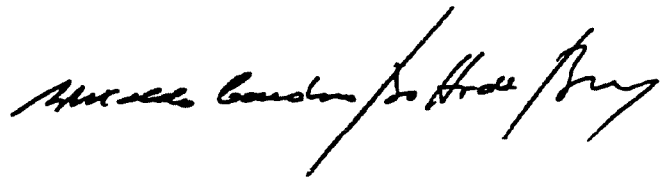
Done at Washington, 15 December 1989.

For the Executive Council:



T E LEAVEY

Chairman



A C BOTTO DE BARROS

Secretary-General



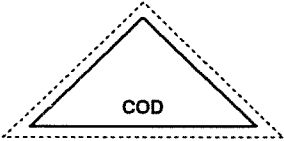


## Annexes: Forms

## List of forms

No	Title or nature of form	References
1	2	3
R 1	"COD" label	Art RE 302, para 1
R 2	"R" label combined with name of office of origin, number of item and triangle bearing the indication "COD"	Art RE 302, para 1
R 3	International COD money order (letter-post items)	Art RE 303, para 1
R 3bis	Photo-readable international COD money order (letter-post items and postal parcels)	Art RE 303, para 1
R 4	International COD money order (postal parcels)	Art RE 303, para 1
R 5	Detailed account – COD money orders	Art RE 701, para 1
R 5bis	Summary list – COD money orders	Art RE 701, para 1
R 5ter	Detailed account – COD money orders	Art RE 701, para 1
R 6	International COD inpayment money order (letter-post items)	Art RE 303, para 1
R 6bis	Photo-readable international COD inpayment money order (letter-post items and postal parcels)	Art RE 303, para 1
R 7	International COD inpayment money order (postal parcels)	Art RE 303, para 1
R 8	International COD money order to be filled in by machine (letter-post items)	Art RE 303, para 1
R 9	International COD money order to be filled in by machine (postal parcels)	Art RE 303, para 1
R 10	Replacement of an international COD money order	Art RE 601, para 3
R 11	Inquiry – COD amount which has not reached the payee	Art RE 602

R 1



COD, Washington 1989, art RE 302, para 1 –  
Size 37 x 18 mm (base x height), colour orange

R 2



COD, Washington 1989, art RE 302, para 1 –  
Size 37 x 13 mm, triangle orange

COUNTERFOIL		INTERNATIONAL COD MONEY ORDER R 3	
Sender		Letter-post items	
Amount in arabic figures		Office of posting of item	
Item No		Country of destination of item	
Office		Amount in words and roman letters	
Date of posting		Name and forenames of payee	
Addressee of item		Street and No	
		Place of destination	
		Country of destination	
Stamp of issuing office		Sum collected	
Stamp of issuing office		Money order No	
		Date	
		Issuing office	
		Signature of the official	
		Service instructions	

COD, Washington 1989, art RE 303, para 1 – Size 148 x 105 mm, colour light green

R 3 (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
No	

(Stub)			
COUNTERFOIL	INTERNATIONAL COD MONEY ORDER R 3bis		INDICATIONS OF ISSUING OFFICE
Sender	Name and address of sender	Office of posting of item	Stamp of issuing office
Item No			( )
Office	Name and forenames of payee	Country of destination of item	
Date of posting	Street and No		Date
Addressee of item	Place of destination	Item No	Money order No
	Country of destination	Date of posting	Office
Amount in arabic figures	Amount in arabic figures	Amount and currency unit in words and roman letters	Sum collected
Stamp of issuing office			Signature of the official
( )			
Reference No			
	DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE		
			+ XXXXXXXXXXXXX+21+

COD, Washington 1989, art RE 303, para 1 – Size 210.8 x 101.6 mm, colour light green

NB. – The obligatory technical characteristics of this form and the information concerning its use are deposited with the International Bureau

	Space for endorsements, if any	
	Payee's receipt Received the sum shown overleaf	
	Place and date	
	Signature of payee	
		Stamp of paying office
	In-register No	
(Stub)		

COUNTERFOIL		INTERNATIONAL COD MONEY ORDER R 4	
Sender		Postal parcels	
		Office of posting of parcel	
Amount in arabic figures	Amount in arabic figures		
Parcel No	Amount and currency unit 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 issuing office	Stamp of issuing office	Money order No	Date
		Issuing office	Service instructions
		Signature of the official	

COD, Washington 1989, art RE 303, para 1 – Size 148 x 105 mm, colour white

		R 4 (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	
No		

Debtor administration			Date of dispatch			
			Month		Year	
No		Date of issue	Issuing office	Amount of money orders		Remarks
serial	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						
Remuneration						
Balance to the credit of the creditor administration						

SUMMARY LIST  
COD money orders

Debtor administration			Date of dispatch		No
			Month		Year
Se- rial No	Issue			Amount of money orders	Remarks
	Date	Office	No		
1	2	3	4	5	6
		Brought forward . . . . .			
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
			<input type="checkbox"/> Carried forward . . . . .		
			<input type="checkbox"/> Totals		



Serial No	Issue			Amount of money orders	Remarks
	Date	Office	No		
1	2	3	4	5	6
		Brought forward. . . . .			
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
1					
2					
3					
4					
5					
6					
7					
8					
9					
0					
<input type="checkbox"/> Carried forward . . . . .					
<input type="checkbox"/> Totals					

DETAILED ACCOUNT  
COD money orders

Debtor administration	Date of dispatch	
	Month	Year

Instrument			Number of money orders	Amount of money orders	
1			2	3	
Money orders (total on R 5bis forms attached)					
Remuneration					
Alterations					
Totals					
Remuneration to be deducted					
Balance to the credit of the creditor administration					



(Stub)					
COUNTERFOIL intended for holder of giro account No		<b>INTERNATIONAL COD INPAYMENT MONEY ORDER R 6bis</b>		INDICATIONS OF ISSUING OFFICE Stamp of issuing office	
		Name and address of sender			
Sender					
Item No	Date of posting	Payee		Country of destination of item	
Office				Date	
Addressee of item		Giro account No	Giro centre	Item No	Money order No
		Country of destination		Date of posting	Office
Amount in arabic figures		Amount in arabic figures		Sum collected	
Stamp of issuing office		Amount and currency unit in words and roman letters		Signature of the official	
Reference No		DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE – DO NOT WRITE HERE			
		+ XXXXXXXXXXXXX+21+			

COD, Washington 1989, art RE 303, para 1 – Size 210.8 x 101.6 mm, colour light green, yellow diagonal stripe

NB. – The obligatory technical characteristics of this form and the information concerning its use are deposited with the International Bureau

Space reserved for giro service

Stamp of the giro centre that credited the money order to the payee's giro account

(Stub)



COUNTERFOIL		INTERNATIONAL COD MONEY ORDER R 8 to be filled in by machine Letter-post items	
<input type="checkbox"/> 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 item	
Office			
Date of posting	Payee	Item No	
Addressee of item		Date of posting	
		Sum collected	
Stamp of issuing office	Stamp of issuing office	Money order No	Date
		Issuing office	
		Signature of the official	

Service instructions

COD, Washington 1989, art RE 303, para 1 – Size 148 x 105 mm, colour light green

R 8 (Back)	
Space for endorsements, if any	
<b>Payee's receipt</b> Received the sum shown overleaf	
Place and date	
Signature of payee	
In-register	Stamp of paying office
No	

COUNTERFOIL		INTERNATIONAL COD MONEY ORDER R 9 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	Payee	Parcel No	
Addressee of parcel		Date of posting	
		Sum collected	
Stamp of issuing office	Stamp of issuing office	Money order No	Date
		Issuing office	
		Signature of the official	

Service instructions

COD, Washington 1989, art RE 303, para 1 – Size 148 x 105 mm, colour white

R 9 (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
No	



COUNTERFOIL		No	Payment authorization No		<b>REPLACEMENT OF AN INTERNATIONAL COD MONEY ORDER</b>		R 10
Sender		Postal parcels or letter-post items					
File No	File No		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 item				
Office							
Date of posting	Name and forenames of payee		Item No				
Addressee of item	Street and No or giro account No		Date of posting				
	Place of destination or giro centre		Sum collected				
	Country of destination						
Stamp of issuing service	Stamp of issuing service	Money order No	Date				
		Issuing office					
		Signature of the official					

Service instructions

COD, Washington 1989, art RE 601, para 3 – Size 148 x 105 mm, colour light green

R 10 (Back)

Replacement of a COD money order	Space for giro service	
	<b>Payee's receipt</b> Received the sum shown overleaf	
	Place and date	
	Signature of payee	
	In-register	Stamp of paying office
	No	

INQUIRY  
COD amount which has not reached the payee

Service of origin	References
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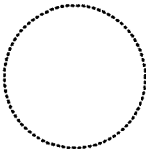
1 Particulars to be supplied by the service of origin of the item

Nature of item			
<input type="checkbox"/> Letter	<input type="checkbox"/> Printed paper No	<input type="checkbox"/> Small packet	<input type="checkbox"/> Not registered No
<input type="checkbox"/> Registered	<input type="checkbox"/> ..... No	<input type="checkbox"/> Ordinary parcel	<input type="checkbox"/> ..... No
<input type="checkbox"/> Insured parcel	<input type="checkbox"/> Insured letter		
Weight of the item			
Special particulars			
<input type="checkbox"/> Airmail	<input type="checkbox"/> Express	<input type="checkbox"/> S.A.L.	<input type="checkbox"/>
Date of posting of item		COD amount	
Name and address of sender of item (payee of COD amount)			
.....			
.....			
Giro account No			
Name and address of addressee of COD item			
.....			
.....			
The COD item was accompanied by a form			
<input type="checkbox"/> R 3	<input type="checkbox"/> R 4	<input type="checkbox"/> R 6	<input type="checkbox"/> R 7
			Date
According to the inquirer's information, the item was delivered on			

2 Particulars to be supplied by the service of destination of the item

		Date
The above item was duly delivered to the rightful owner		
The COD amount	Date	No of money order
<input type="checkbox"/> has been forwarded to the sender of the item		
<input type="checkbox"/> has been forwarded to the giro centre of .....		
<input type="checkbox"/> is forwarded by the attached money order		
<input type="checkbox"/> A duplicate was prepared on		

Stamp of the service and signature
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The COD amount		Date
<input type="checkbox"/>	has been paid to the payee	
<input type="checkbox"/>	has been credited to giro account No .....	
<input type="checkbox"/>	.....	
<input type="checkbox"/>		

Stamp of the service and signature

Any other comments

