

Universal Postal Union

Postal Parcels Manual

Berne 1995

International Bureau of the Universal Postal Union

Note concerning the printing

The texts of the Postal Parcels Agreement are printed in **bold characters**.

The texts of the Detailed Regulations and Final Protocols are printed in ordinary characters.

The texts of the commentary by the International Bureau are printed in small characters preceded by a square (■). The number of the provision commented on is printed in **bold characters**.

The texts of the Convention are printed in **bold italic characters** and those of its Detailed Regulations in *ordinary italic characters*. The commentary relating to them is printed in small *italic characters* preceded by a square (■). The number of the provision commented on is printed in **bold italic characters**.

Any amendments to the texts made in subsequent updates of the Manual are marked by a vertical line (|) in the margin opposite the amended text.

Remarks

The Postal Parcels Manual replaces volume 3 of the Annotated Acts published by the International Bureau after each Congress from 1940 to 1991. It includes the provisions of the Postal Parcels Agreement as revised by the 1994 Seoul Congress, those of the Detailed Regulations as revised by the POC in 1995 and the commentary made by the International Bureau.

The Manual is designed so as to give the reader immediate access to all the information about one and the same matter, viz:

- the provisions of the Postal Parcels Agreement, indicated by **Article ...**
- the provisions of the Detailed Regulations, indicated by Article RE ...
- the provisions of the Final Protocol, after the article concerned and indicated by Prot Article ... or Prot Article RE ...
- the commentary by the International Bureau following the provisions to which it refers.

Common regulations applicable to the international postal service are given before the preamble to the Postal Parcels Agreement.

The provisions of the Universal Postal Convention (Seoul 1994) and its Detailed Regulations referred to in the Postal Parcels Agreement and its Detailed Regulations are given after the commentary by the International Bureau, and are indicated by **Convention – Article ...** or **Convention – Article RE ...**

The commentary now includes only topical elements to the exclusion of historical developments. People doing research and wishing to define the origins and development of the texts are advised to carefully retain the 1991 edition of volume 3 of the Annotated Code.

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Abbreviations

(The abbreviations listed below are mainly used in the commentary)

A. Common abbreviations

Add Prot	Additional Protocol to the Constitution of the UPU
adm or administration	postal administration
Agr	Agreement
AI	advice of entry (Giro)
AO	other items or items other than LC in the classification system based on content
APPC	Arab Permanent Postal Commission
APU	African Postal Union
AR	advice of delivery
arbit	arbitration
art	article
BPU	Baltic Postal Union
c	centime
CA	Council of Administration
CCC	Customs Co-operation Council
CCPS	Consultative Council for Postal Studies (up to 1994)
cf	confer (= compare)
circ	circular
cm	centimetre
COD	Cash-on-Delivery Agreement
col	column
comm	commentary
Comm	Committee
Compendium	Compendium of Information (Convention, Agreements, etc) published by the International Bureau
Conf	Conference
Const or Constitution	Constitution of the Universal Postal Union
Conv or Convention	Universal Postal Convention
Det Regs or RE	Detailed Regulations
dm	decimetre
Doc	Document (of Congresses, Conferences, Executive Council, etc)
doc	document
EC	Executive Council (up to 1994)
EDI	Electronic Data Interchange
eg	for example
EPFSC	European Postal Financial Services Commission
FAO	United Nations Food and Agriculture Organization

g	gramme
Gen Regs	General Regulations
Giro	Giro Agreement
h	hour
IAEA	International Atomic Energy Agency
IATA	International Air Transport Association
IB	International Bureau
IBRS	International Bureau Reply Service
ICAO	International Civil Aviation Organization
id	idem
IFC	International Finance Corporation
ISO	International Organization for Standardization
Journal or Periodical	<i>"Union Postale"</i> (quarterly publication of the International Bureau)
kg	kilogramme
km	kilometre
lb (16 oz)	pound avoirdupois (453.59 grammes)
LC	letters and postcards
LDC	Least Developed Countries
m	metre
max	maximum
min	minimum
mm	millimetre
mn	minute (of time)
Money Orders	Money Orders Agreement
nm	nautical mile (1852 metres)
No	number
NPU	Nordic Postal Union
oz	ounce (28.3465 grammes) (one-sixteenth of the pound avoirdupois)
p, pp	page(s)
PAPU	Pan-African Postal Union
para	paragraph
Parcels	Postal Parcels Agreement
Periodical	See under Journal
POC	Postal Operation Council
POSTEUROP	Association of European Public Postal Operations
prop	proposal
Prot or Protocol	Final Protocol (to the respective Act)
PUASP	Postal Union of the Americas, Spain and Portugal
RE or Regs	Detailed Regulations
rec	recast
Rep	Report on the work of the Union, published by the International Bureau
RPTC	Regional Posts and Telecommunications Committee
s	second (time)
S.A.L.	Surface airlifted mail

SWAPU	South and West Asia Postal Union
t	tonne (1000 kilogrammes)
t-km	tonne-kilometre or kilometric tonne (unit used in connection with conveyance)
T.m.	sea transit
T.t.	land transit
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization
UPU or Union	Universal Postal Union
vol	volume
WCO	World Customs Organization
WHO	World Health Organization

B. Abbreviations relating to forms

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

AV	Airmail (Washington 1989)
C	Convention (Washington 1989)
CN	Convention (Seoul 1994)
CP	Parcels
MP	Money Orders
R	COD
VD	Insured letters (Washington 1989)
VP	Giro

General List of UPU Member Countries and of territories included in the Union

(Edition of 1 May 1995)

- | | |
|-----------------------------|--|
| x Afghanistan | Denmark |
| Albania | – Farøe Islands |
| Algeria | – Greenland |
| Angola | Djibouti |
| x Antigua and Barbuda | x Dominica |
| Argentina | Dominican Republic |
| Armenia | Ecuador |
| Australia | Egypt |
| – Norfolk Island | x El Salvador |
| Austria | Equatorial Guinea |
| x Azerbaijan | Eritrea |
| Bahamas | Estonia |
| Bahrain | Ethiopia |
| Bangladesh | Fiji |
| Barbados | Finland (including the Åland Islands) |
| Belarus | France |
| Belgium | – French Overseas Departments: |
| Belize | – – French Guiana |
| Benin | – – Guadeloupe (including St Barthélemy and St Martin) |
| Bhutan | – – Martinique |
| Bolivia | – – Réunion |
| x Bosnia and Herzegovina | – Territorial Community of Mayotte |
| Botswana | – Territorial Community of St Pierre and Miquelon |
| Brazil | – French Overseas Territories coming within the Union's jurisdiction by virtue of article 23 of the Constitution: |
| x Brunei Darussalam | – – French Polynesia (including Clipperton Island) |
| Bulgaria (Rep) | – – French Southern and Antarctic Territories (St Paul and Amsterdam Islands, Crozet Islands, Kerguelen Islands, Terre Adélie) |
| Burkina Faso | – – New Caledonia |
| Burundi | – – Wallis and Futuna Islands |
| Cambodia | – – Scattered Islands (Bassas da India, Europa, Juan de Nova, Glorieuses, Tromelin) |
| Cameroon | Gabon |
| Canada | x Gambia |
| Cape Verde | x Georgia |
| Central African Rep | Germany |
| Chad | Ghana |
| Chile | Great Britain: |
| China (People's Rep) | – United Kingdom of Great Britain and Northern Ireland |
| Colombia | – Guernsey |
| x Comoros | |
| Congo (Rep) | |
| Costa Rica | |
| Côte d'Ivoire (Rep) | |
| Croatia | |
| Cuba | |
| Cyprus | |
| Czech Rep | |
| x Dem People's Rep of Korea | |

x – Countries that have not signed the Postal Parcels Agreement (Seoul 1994).

General List of UPU Member Countries

– Jersey	x Malawi
– Isle of Man	Malaysia
Overseas Territories (United Kingdom	Maldives
of Great Britain and Northern Ireland):	Mali
– Anguilla	Malta
– Ascension	Mauritania
– Bermuda	Mauritius
– British Indian Ocean Territory	Mexico
– Cayman Islands	x Moldova
– Falkland Islands (Malvinas)	Monaco
– Gibraltar	Mongolia
– Hong Kong	Morocco
– Montserrat	Mozambique
– Pitcairn Islands (Pitcairn, Henderson, Ducie	Myanmar
and Oeno)	x Namibia
– South Georgia	Nauru
and the South Sandwich Islands	Nepal
– St Helena	Netherlands
– Tristan da Cunha	Netherlands Antilles and Aruba
– Turks and Caicos Islands	– Netherlands Antilles (Bonaire, Curaçao, Saba,
– Virgin Islands	St Eustatius, St Maarten)
Greece	– Aruba
Grenada	New Zealand (including the Ross Dependency)
x Guatemala	– Cook Islands
Guinea	– Niue
x Guinea-Bissau	– Tokelau
Guyana	x Nicaragua
x Haiti	x Niger
Honduras (Rep)	Nigeria
Hungary (Rep)	Norway
Iceland	Oman
India	Pakistan
Indonesia	Panama (Rep)
Iran (Islamic Rep)	Papua New Guinea
x Iraq	Paraguay
Ireland	Peru
Israel	Philippines
Italy	Poland (Rep)
x Jamaica	Portugal
Japan	– Macao
Jordan	Qatar
Kazakhstan	Romania
Kenya	Russian Federation
x Kiribati	x Rwanda
Korea (Rep)	x Saint Christopher (St Kitts) and Nevis
Kuwait	Saint Lucia
Kyrgyzstan	Saint Vincent and the Grenadines
x Lao People's Dem Rep	San Marino
Latvia	x Sao Tome and Principe
Lebanon	Saudi Arabia
Lesotho	Senegal
Liberia	Seychelles
x Libyan Jamahiriya	Sierra Leone
Liechtenstein	Singapore
x Lithuania	Slovakia
Luxembourg	x Slovenia
Madagascar	Solomon Islands

x – Countries that have not signed the Postal Parcels Agreement (Seoul 1994).

- x Somalia
- x South Africa
- Spain
- Sri Lanka
- Sudan
- Suriname
- Swaziland
- Sweden
- Switzerland
- Syrian Arab Rep
- Tajikistan
- Tanzania (United Rep)
- Thailand
- x the former Yugoslav Republic of Macedonia
- Togo
- Tonga (including Niuafo'ou)
- x Trinidad and Tobago
- Tunisia
- Turkey
- Turkmenistan
- x Tuvalu
- Uganda
- Ukraine
- United Arab Emirates
- United States of America
 - Territories of the United States of America coming within the Union's jurisdiction by virtue of article 23 of the Constitution:
 - - Guam, Puerto Rico, Samoa, Virgin Islands of the United States of America

- - Trust Territory of the Pacific Islands (Mariana Islands including Saipan and Tinian, but not the United States Possession of Guam)

Uruguay
 Uzbekistan
 Vanuatu
 Vatican
 Venezuela
 Viet Nam
 Western Samoa
 Yemen
 x Yugoslavia
 Zaïre
 Zambia
 Zimbabwe

UN member countries whose situation with regard to the UPU has not yet been settled:

Andorra
 Marshall Islands
 Micronesia (Federated States of)
 Palau

Territory in a special situation:

East Timor

List of parcel categories

Ordinary parcel:	parcel not subject to any special formality
Air parcel:	see article 3.2
S.A.L. parcel:	see article RE 3202.4
Service parcel:	see article 9.1
Prisoner-of-war and civilian internee parcel:	see article 9.2
Express parcel:	see article 10
Insured parcel:	see article 11
Cash-on-delivery parcel:	see article 12
Fragile parcel:	see article 13.1
Cumbersome parcel:	see article 13.2
Parcel for delivery free of charges and fees:	see article 16

Table of charges (postal parcels)

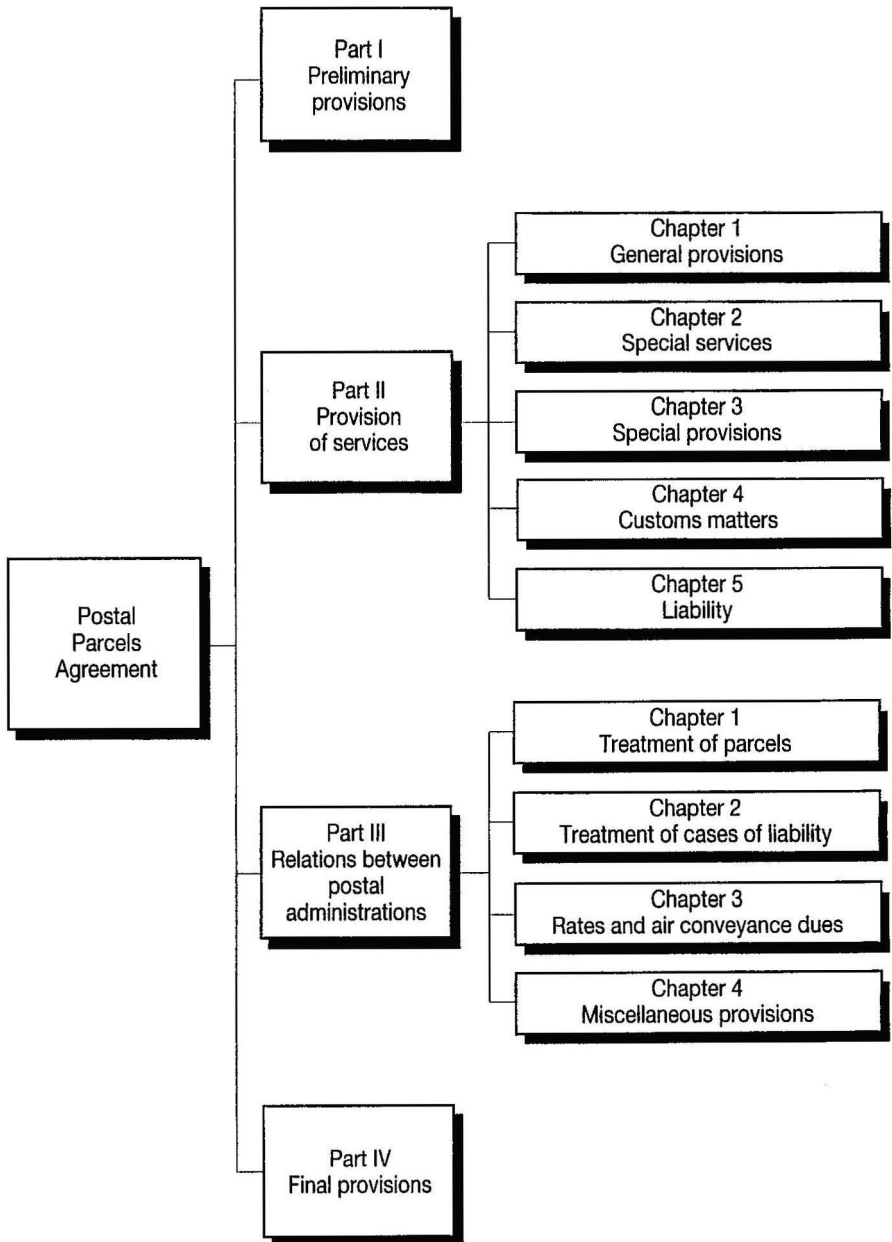
Description of charge	Amount	Observations	Article
1	2	3	4
Charge on items posted outside normal counter opening hours	Same charge as in internal service		7.1.1
Charge for collection from the sender's address	Same charge as in internal service		7.1.2
Delivery charge	Same charge as in internal service	May be collected only if delivery is offered as an option in response to the advice of arrival	7.2
Poste restante charge	Same charge as in internal service	In the event of return to sender or redirection, the amount passed on may not exceed 0.49 SDR	7.1.3
Storage charge	Same charge as in internal service	In the event of return to sender or redirection, the amount passed on may not exceed 6.53 SDR	7.1.4
Charge for cover against risks of force majeure	i maximum of 0.20 SDR per parcel in respect of uninsured parcels		7.3
	ii amount laid down in article 11.4, in respect of insured parcels		11.4
Express charge	1.63 SDR at most		10.2
		When express delivery places special demands on the administration of destination, the latter may collect a supplementary charge under the provision concerning items of the same type in the internal system	10.3
		If the addressee requests express delivery, the internal service charge may be collected	10.4
Insurance charge	At most 0.33 SDR for each 65.34 SDR or fraction of 65.34 SDR insured value or 0.5 percent of the insured value step		11.3.3

Table of charges (postal parcels)

Description of charge	Amount	Observations	Article
1	2	3	4
Charge for fragile parcel and cumbersome parcel	At most 50 percent of the main charge		13.4
Advice of delivery charge	0.98 SDR at most		15.2
Charge for delivery of a parcel free of charges and fees	i Charge of 0.98 SDR at most collected by the administration of origin		16.3
	ii Commission charge of 0.98 SDR at most collected on behalf of the administration of destination		16.4
Advice of embarkation charge	0.36 SDR at most per parcel		17.2
Charge for request for redirection	Same charge as in the internal service		19.3
Advice of non-delivery reply charge	0.65 SDR at most	If, following delivery of the advice of non-delivery, new instructions have to be transmitted by telegraph, the sender or the third party shall pay, in addition, the telegraph charge	20.3
Charge for a request for withdrawal from the post or alteration or correction of address	1.31 SDR at most	The following shall be added to this charge: the appropriate charge if the request is to be sent by telecommunication	21.3
Presentation-to-Customs charge collected by the administration of origin	0.65 SDR at most per parcel		24.1
Presentation-to-Customs charge collected by the administration of destination	3.27 SDR at most per parcel	May only be collected when customs charges or any other similar charges are payable on the parcel	24.2

See also article 6 of the Convention concerning charges, given before the preamble to the Agreement.

Synoptic table of the Postal Parcels Agreement



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List of forms

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CP 71 ¹	(CP 2)	Dispatch note	art RE 306.1
CP 72	(CP 2-C 2/CP 3)	Manifold set. Customs declaration/ Dispatch note	art RE 306.1
CP 73	(CP 8)	Parcel label with the number of the parcel and the name of the office of origin	art RE 308.1
CP 74	(CP 7)	«V» label for insured parcel	art RE 1103.1
CP 75	(CP 16)	Summarized account. CP 93 and CP 94 statements	art RE 1603.3
CP 76	(CP 9)	Advice of non-delivery	art RE 2002.1
CP 77	(CP 25)	Statement of charges	art RE 2004.9
CP 78	(CP 13)	Verification note	art RE 2702.1
CP 81	(CP 1)	Table. Surface parcels	art RE 3201.1
CP 82	(CP 21)	Table. Air parcels	art RE 3201.1
CP 83	(CP 23)	Label for surface parcel mail	art RE 3203.2
CP 84	(CP 24)	Label for air parcel mail	art RE 3203.2
CP 85	(CP 24bis)	Label for S.A.L. parcel mail	art RE 3203.2
CP 86	(CP 11)	Parcel bill. Surface and S.A.L. parcels	art RE 3204.1
CP 87	(CP 20)	Air parcel bill. Air parcels	art RE 3204.1
CP 88	(CP 12)	Special parcel bill. Payment of rates due for the transit of parcels	art RE 3204.11
CP 91	(CP 5)	Envelope for transmission of dispatch note, customs, etc, documents	art RE 3206.2
CP 92	(CP 5bis)	Envelope for transmission of dispatch note, customs, etc, documents	art RE 3206.2
CP 93	(CP 15)	Statement of amounts due. Surface parcels	art RE 3703.1.1
CP 94	(CP 15bis)	Statement of amounts due. Air parcels	art RE 3703.1.2

Forms common to letter post and parcel post

CN 07	(C 5)	Advice of delivery/of payment/of entry	art RE 1501.2
CN 08	(C 8 and C 9)	Inquiry	art RE 2201.2
CN 11	(C 3/CP 4)	Franking note	art RE 1601.2
CN 12	(C 26 and CP 19)	Detailed monthly account. Customs, etc, charges	art RE 1603.1
CN 13	(C 33/CP 10bis)	Report. Information about a seized postal item	art RE 1802.6
CN 15	(C 33/CP 10)	«Return» label	art RE 2004.4
CN 17	(C 7)	Request <ul style="list-style-type: none"> – for withdrawal from the post – for alteration or correction of address – for cancellation or alteration of the COD amount 	art RE 2101.2
CN 23	(C 2/CP 3)	Customs declaration	art RE 306.2

¹ The Parcel Post forms are numbered in accordance with resolution C 13/Seoul 1994. The first form in the list is CP 71 to avoid possible confusion with the forms adopted at Washington.

Parcels – Forms

No	Former No	Title or nature of form	References
1	2	3	4
CN 24	(VD 4 and CP 14)	Report (Irregularities concerning insured letter-post items or parcels)	art RE 2002.4
CN 37	(C 18)	Delivery bill. Surface mails	art RE 3209.1
CN 38	(AV 7)	Delivery bill. Airmails	art RE 3209.4
CN 41	(C 18bis)	Delivery bill. Surface airlifted (S.A.L.) mails	art RE 3209.5
CN 44	(C 27)	Trial note	art RE 3208.1
CN 47	(C 18 S and AV 7 S)	Delivery bill. Mails of empty bags	art RE 3217.2
CN 48	(C 31 and CP 22)	Account. Amounts due in respect of indemnity	art RE 3305.1
CN 51	(AV 5)	Detailed account. Airmail	art RE 1603.5
CN 52	(AV 11 and CP 18)	General account	art RE 3703.8

Provisions of the Universal Postal Convention containing common regulations applicable to the international postal service

Article 1

Freedom of transit

1 *The principle of the freedom of transit is set forth in article 1 of the Constitution. It shall carry with it the obligation for each postal administration to forward always by the quickest routes and the most secure means which it uses for its own items, closed mails and à découvert letter-post items which are passed to it by another administration.*

2 *Member countries which do not participate in the exchange of letters containing perishable biological substances or radioactive substances shall have the option of not admitting these items in transit à découvert through their territory. The same shall apply to letter-post items, other than letters, postcards and literature for the blind which do not satisfy the legal requirements governing the conditions of their publication or circulation in the country crossed.*

3 *Freedom of transit for postal parcels to be forwarded by land and sea routes shall be limited to the territory of the countries taking part in this service.*

4 *Freedom of transit for air parcels shall be guaranteed throughout the territory of the Union. However, member countries which are not parties to the Postal Parcels Agreement shall not be required to forward air parcels by surface.*

5 *If a member country fails to observe the provisions regarding freedom of transit, other member countries may discontinue their postal service with that country.*

■ Commentary

1.1 *The principle of freedom of transit does not mean that countries are obliged to open their frontiers to transport organized by another country of the UPU. It does not derogate from the right to a national postal monopoly, but it implies that intermediate adms are also obliged to have conveyed by their services, allocated to ordinary postal conveyance, correspondence which is passed on to them by another adm of the UPU.*

The 1964 Vienna Congress adopted the following resolution C 23:

"Congress, considering that freedom of transit is one of the essential and fundamental principles of the Universal Postal Union, appeals to the good faith and solidarity of all the member countries of the Union to ensure, in all circumstances, strict respect for the application of this principle, without which the Universal Postal Union cannot completely fulfil its mission and thus contribute as much as could be wished to the strengthening of the bonds of international friendship."

In connection with so-called "hijacking" activities, the 1974 Lausanne Congress reaffirmed the principles of freedom of transit by the adoption of resolution C 60 as follows:

"Congress,

"Having noted that so-called 'hijacking' activities perpetrated throughout the world may directly or indirectly affect the principles of freedom of transit and the inviolability of postal items,

"Wishing to affirm these principles and to retain complete effectiveness in the face of new facts or acts which may infringe them,

"Declares that mails, regardless of what they may be or to which category they may belong, affected by so-called 'hijacking' activities are inviolable, and that the subsequent forwarding of the said mails must be assured on a priority basis by the country where the aircraft landed or was freed, even if this aircraft is the subject of disputes of a non-postal nature."

The principle of freedom of transit implies the inviolability of correspondence in the country of transit.

1.3 *Countries have the right to inspect parcels in transit; here internal regulations are applicable. Adms must inform each other through the IB of service prohibitions or restrictions governing the import and transit of parcels.*

Article RE 101

Application of freedom of transit

1 *Member countries not providing the insured items service or not accepting liability for insured letters carried by their sea or air services shall nonetheless be bound to forward, by the quickest route and the most secure means, closed mails passed to them by other administrations.*

2 *Member countries which are parties to the Postal Parcels Agreement but which do not provide the insured parcels service or which do not accept liability for insured parcels carried by their sea or air services shall nonetheless be bound to forward, by the quickest route and the most secure means, closed mails passed to them by other administrations.*

Article RE 102

Failure to give freedom of transit

1 *Discontinuation of the postal service with a country that fails to observe freedom of transit shall be notified in advance to the administrations concerned by telecommunication. The International Bureau shall be informed of the fact.*

Article 2

Ownership of postal items

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

Prot Article I

Ownership of postal items

1 *Article 2 shall not apply to Antigua and Barbuda, Australia, Bahrain, Barbados, Belize, Botswana, Brunei Darussalam, Canada, Dominica, Egypt, Fiji, Gambia, Ghana, United Kingdom of Great Britain and Northern Ireland, Overseas Dependent Territories of the United Kingdom, Grenada, Guyana, Ireland, Jamaica, Kenya, Kiribati, Kuwait, Lesotho, Malawi, Malaysia, Mauritius, Nauru, New Zealand, Nigeria, Papua New Guinea, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, Solomon Islands, Swaziland, Tanzania (United Rep), Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Western Samoa, Yemen, Zambia and Zimbabwe.*

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

Article 3

Creation of new service

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

Article 4

Monetary unit

1 *The monetary unit laid down in article 7 of the Constitution and used in the Convention and the Agreements as well as in their Detailed Regulations shall be the Special Drawing Right (SDR).*

■ **Commentary**

4.1 *The value of the SDR is determined each day by the International Monetary Fund (IMF) on the basis of a basket of currencies, a coefficient being assigned to each of them for the purpose of this calculation. The IMF is a United Nations specialized agency with its headquarters in Washington (United States of America).*

Article RE 401

Choice of a monetary unit other than the SDR

1 *Union member countries may choose, by mutual agreement, a monetary unit other than the SDR or one of their national currencies for preparing and settling accounts.*

Article RE 402
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.*

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, to four places of decimals, on the basis of the data published by the IMF over a period of at least 12 months ended on the preceding 30 September.*

3 *For a currency for which daily exchange rates with the SDR are not published by the IMF, the calculation shall be made through the medium of a quoted currency.*

4 *Union member countries whose currency exchange rates in relation to the SDR are not calculated by the IMF or which are not members of that specialized agency shall be requested to declare unilaterally an equivalence between their currencies and the SDR.*

5 *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.*

6 *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 under 1.*

7 *Each administration shall notify the International Bureau direct of the equivalent it has adopted for the indemnities prescribed in the event of loss of a registered item or registered M bag.*

■ **Commentary**

402.6 *This reference is to the List of Equivalents, updating of which was suspended by decision CE 9/1993.*

402.7 *This equivalent is published by the IB in the Compendium (Conv).*

Article 5

Postage stamps

1 Only postal administrations shall issue postage stamps attesting payment of postage according to the Acts of the Union. Postal prepayment impressions, franking machine impressions and impressions made by a printing press or other printing or stamping process in accordance with the provisions of the Detailed Regulations may be used only with the authorization of the postal administration.

2 The subjects and designs of postage stamps shall be in keeping with the spirit of the Preamble to the UPU Constitution and of decisions taken by the Union's bodies.

■ Commentary

5 The sale of or trade in postage stamps is a purely internal matter. Each State shall make provision for it in the light of its own position in this matter (decision C 16/Paris 1947).

5.1 This provision sanctions the principle that postal adms only are competent to issue stamps denoting payment of postage. Postal adms mean both those of UPU member countries and those of countries which are not members, as well as the postal adm of the United Nations.

5.2 With regard to the subjects of postage stamps:

- the 1979 Rio de Janeiro Congress adopted recommendation C 85 recommending that "any postal administration wishing to reproduce in one of its issues a postage stamp already issued by another administration should obtain the consent of the latter beforehand";
- the 1984 Hamburg Congress adopted recommendation C 27 recommending that "postal administrations, in choosing themes for their issues of postage stamps, should:
 - make every attempt to avoid topics or designs of an offensive nature in respect of a person or a country;
 - choose themes calculated to contribute to the dissemination of culture, the strengthening of bonds of friendship among peoples and the establishment and maintenance of peace in the world";
- the 1989 Washington Congress, by recommendation C 80, recommended adms to observe the procedures described in the philatelic code of ethics for the use of member countries, annexed to that recommendation, when issuing and providing postage stamps and postal items for philatelic purposes.

Article RE 501

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 and shall send one set to the International Bureau.

■ **Commentary**

501.1 Notification of postage stamp issues and exchange is made in the "Postage stamps – Information and distribution" bulletin published by the IB.

Article 6
Charges

1 *The charges for the various international postal services shall be laid down in the Convention and the Agreements. The charges shall in principle be related to the costs of providing these services.*

2 *The charges collected, including those laid down for guideline purposes in the Acts, shall be at least equal to those collected on internal service items presenting the same characteristics (category, quantity, handling time, etc).*

3 *Postal administrations shall be authorized to exceed any charges appearing in the Convention and the Agreements, including those laid down for guideline purposes:*

3.1 *if the charges they collect for the same services in their internal service are higher than the ones laid down;*

3.2 *if this is necessary to cover the costs of operating their services or on any other reasonable grounds.*

4 *No postal charge of any kind may be collected from customers other than those provided for in the Convention and Agreements.*

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

Prot Article II
Charges

1 *Notwithstanding article 6.4, the administration of Canada shall be authorized to collect postal charges other than those provided for in the Convention and Agreements, when such charges are consistent with the legislation of its country.*

■ **Commentary**

6.4 *When a supplementary charge is payable in addition to their postage value, commemorative or charity postage stamps must be so designed as to leave no doubt about that value.*

6.5 *As regards the Conv, the exceptions are mentioned below:*

- *Art 22 Commission and other possible postal charges for items to be delivered free of charge*
- *Art 15 The value of reply coupons exchanged against postage stamps for other adms.*

Article 7

Exemption from postal charges

1 Principle

1.1 Cases of exemption from postal charges shall be expressly laid down by the Convention and the Agreements.

2 Postal service

2.1 Letter-post items relating to the postal service sent by postal administrations or their offices shall be exempt from all postal charges.

2.2 Letter-post items relating to the postal service shall be exempt from all postal charges, with the exception of air surcharges, if they are:
2.2.1 exchanged between bodies of the Universal Postal Union and bodies of the Restricted Unions;

2.2.2 exchanged between bodies of those Unions;

2.2.3 sent by such bodies to postal administrations or their offices.

■ Commentary

7.2.2 The IB is not exempt from payment of surcharges on priority items or airmail items sent to the adms of the Union because it would not be right to ask the Swiss adm alone, as the adm of origin of the items, to bear the air conveyance costs. In addition, it would not be wise to ask airlines to carry IB priority items and airmail items free of charge as these companies might, in turn, ask for exemption from postal charges.

3 Prisoners of war and civilian internees

3.1 Letter-post items, postal parcels and postal financial services items addressed to or sent by prisoners of war, either direct or through the offices mentioned in the Detailed Regulations, shall be exempt from all postal charges, with the exception of air surcharges. Belligerents apprehended and interned in a neutral country shall be classed with prisoners of war proper so far as the application of the foregoing provisions is concerned.

3.2 The provisions set out under 3.1 shall also apply to letter-post items, postal parcels and postal financial services items originating in other countries and addressed to or sent by civilian internees as defined by the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war, either direct or through the offices mentioned in the Detailed Regulations.

3.3 The offices mentioned in the Detailed Regulations shall also enjoy exemption from postal charges in respect of letter-post items, postal parcels and postal financial services items which concern the persons referred to under 3.1 and 3.2, which they send or receive, either direct or as intermediaries.

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

4 Literature for the blind

4.1 Literature for the blind shall be exempt from all postal charges, with the exception of air surcharges.

Prot Article III

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

1 Notwithstanding article 7.4, the postal administrations of Saint Vincent and the Grenadines, and Turkey, which do not concede exemption from postal charges to literature for the blind in their internal service, may collect the postage and charges for special services which may not, however, exceed those in their internal service.

2 Notwithstanding article 7.4, the administrations of Canada, Germany, United Kingdom of Great Britain and Northern Ireland, Japan and United States of America may collect the charges for special services which are applied to literature for the blind in their internal service.

Article RE 701

Application of exemption from postal charges to bodies concerned with prisoners of war and civilian internees

1 The following shall enjoy exemption from postal charges within the meaning of article 7.3, of the Convention:

- 1.1 the Information Bureaux provided for in article 122 of the Geneva Convention of 12 August 1949 relative to the treatment of prisoners of war;
- 1.2 the Central Prisoner-of-War Information Agency provided for in article 123 of the same Convention;
- 1.3 the Information Bureaux provided for in article 136 of the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war;
- 1.4 the Central Information Agency provided for in article 140 of the latter Convention.

Article RE 702

Marking of items sent free of postal charges

1 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:

- 1.1 “Services des postes” (Postal service) or a similar indication for the items mentioned in article 7.2 of the Convention;
- 1.2 “Service des prisonniers de guerre” (Prisoners-of-war service) or “Service des internés” (Civilian internees service) for the items mentioned in article 7.3 of the Convention and the forms relating to them;

1.3 *"Cécogrammes" (Literature for the blind) for the items mentioned in article 7.4 of the Convention.*

Article RE 4330
Use of bar codes

1 Administrations may use computer-generated bar codes and a unique identification system in the international postal services for purposes such as track/trace systems and other identification applications. The specifications shall be laid down by the Postal Operations Council.

2 Administrations which choose to use bar codes in the international services shall comply with the technical specifications laid down by the Postal Operations Council.

■ **Commentary**

4330.1 The bar codes and the unique identification system may be used in order to identify, for example:

- individual items;
- mail receptacles (mailbags, containers, letter trays, etc);
- related docs (forms, labels, etc).

Adms which choose to use bar codes in the international services should comply with the technical specifications laid down by the POC. These specifications shall be notified to all adms by the IB.

Adms which do not operate computerized bar-coding systems are not obliged to comply with the specifications laid down by the POC.

Nonetheless, adms not using a computerized bar-coding system may find it useful to adopt the system of unique identification for items, receptacles and related documents specified by the POC. This system may be used by countries operating traditional manual systems for numbering items, receptacles and docs in the international postal services.

If countries using a manual system choose to use the unique system, they should comply with the specifications laid down by the POC.

4330.2 The current status of bar-code standards in the UPU is as follows:

- a 13-character static bar code standard symbology 39 was adopted in 1989 for items, receptacles and documents (recommendation CCEP 1/1988/Rev 1990); since then, developments have created new options available to adms;
- it is now acceptable for administrations to choose code 128 symbology for the 13-character static bar code;
- the ETSG submitted to CCPS a new proposed standard for a 29-character dynamic bar code symbology 128 for receptacle identification; this proposed standard has been granted status 1 in the standard evaluation procedure. It is currently being tested.

Article 45
Temporary suspension of services

1 When exceptional circumstances oblige a postal administration temporarily to suspend its services wholly or in part, it shall immediately inform the administrations concerned.

■ **Commentary**

45.1 As regards the maintenance of postal relations in cases of disputes, conflict or war, Congress adopted resolution C 37/Lausanne 1974 given below:

"Congress,

"Considering the peaceful and humanitarian role played by the Universal Postal Union in helping to bring peoples and individuals together,

"Convinced of the need to maintain postal exchanges, as far as possible, with or between regions afflicted by disputes, disturbances, conflicts or wars, and,

"In view of the initiatives taken and the experience of certain Governments or humanitarian organizations in this field,

"Appeals urgently to the Governments of member countries, as far as possible and unless the United Nations General Assembly or Security Council has decided otherwise (in accordance with article 41 of the United Nations Charter), not to interrupt or hinder postal traffic – especially the exchange of correspondence containing messages of a personal nature in the event of dispute, conflict or war, the efforts made in this direction being applicable even to the countries directly concerned, and

"Authorizes the Director-General of the International Bureau of the UPU:

- i to take what initiatives he considers advisable to facilitate, while respecting national sovereignties, the maintenance or re-establishment of postal exchanges with or between the parties to a dispute, conflict or war;
- ii to offer his 'good offices' to find a solution to postal problems which may arise in the event of a dispute, conflict or war."

It is understood that each adm is the sole judge of what constitutes exceptional circumstances.

Article RE 4501

Steps to be taken in the event of temporary suspension and resumption of services

1 If services are temporarily suspended, the administration or administrations concerned must be notified of the fact by telecommunications, indicating, if possible, the probable duration of the suspension of services. The same procedure shall be applied when the suspended services are resumed.

2 The International Bureau must be notified of the suspension or resumption of services if a general announcement is considered necessary. If necessary, the International Bureau shall notify administrations by telecommunications.

3 The administration of origin shall have the option of refunding the postage charges, special charges and air surcharges to the sender if, owing to the suspension of services, the benefit accruing from conveyance of the item in question was obtained only in part or not at all.

Article RE 5602

International Bureau publications

1 The International Bureau shall publish, on the basis of information supplied in accordance with article RE 5601, 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 2.1, or the United Nations as regards 2.5:*

- 2.1 *a list of addresses, heads and senior officials of postal administrations and Restricted Unions;*
- 2.2 *an international list of post offices;*
- 2.3 *a compendium of transit information comprising:*
 - 2.3.1 *a list of kilometric distances relating to land sectors of mails in transit;*
 - 2.3.2 *a list of transit services provided for surface mail (including S.A.L. mail);*
- 2.4 *a list of equivalents;*
- 2.5 *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;*
- 2.6 *a compendium of postal administrations' internal charges;*
- 2.7 *statistical data relating to the postal services (internal and international);*
- 2.8 *studies, opinions, reports and other statements relating to the postal service;*
- 2.9 *the following three catalogues:*
 - 2.9.1 *International Bureau library catalogue (listing the works acquired by the library);*
 - 2.9.2 *International Bureau periodicals catalogue (listing the periodicals received at the International Bureau);*
 - 2.9.3 *International Bureau film library catalogue (listing the films available for loan by the International Bureau to postal administrations);*
- 2.10 *a catalogue of postal equipment;*
- 2.11 *a liste générale des services aëropostaux (known as "Liste CN 68") (General List of Airmail Services or CN 68 List);*
- 2.12 *a liste des distances aëropostales (List of Airmail Distances) drawn up in collaboration with the air carriers.*

3 *It shall also publish:*

- 3.1 *the Manuals of the Convention, of the Postal Parcels Agreement and of the Postal Financial Services Agreements;*
- 3.2 *the other Acts of the UPU annotated by the International Bureau;*
- 3.3 *the Multilingual Vocabulary of the International Postal Service.*

4 *Amendments to the various publications listed under 1 to 3 shall be notified by circular, bulletin, supplement or other appropriate means. However, any amendments to the publications listed under 2.11 and 2.12 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.*

■ **Commentary**

5602.1 *The compendia of information of general interest are commonly called Compendium of Information (Conv), Compendium of Information (Postal Parcels) and Compendium of Information (Postal Financial Services).*

Article RE 5603

Distribution of publications

1 *The publications published by the International Bureau shall be distributed to administrations in accordance with the following rules:*

- 1.1 *All publications, excepting those specified under 1.2, shall be distributed in three copies, one of which shall be in the official language. The other two shall be supplied either in the official language or in the language requested in accordance with article 108 of the General Regulations.*
- 1.2 *The periodical "Union Postale" and the International List of Post Offices shall be distributed in proportion to the number of contribution units assigned to each administration under article 126 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 the rules set out under 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.*

Article RE 5604

Telegraphic addresses

1 *For telegraphic communications exchanged between one another, administrations shall use the following telegraphic addresses:*

- 1.1 *"Postgen" for telegrams intended for central administrations;*
- 1.2 *"Postbur" for telegrams intended for post offices;*
- 1.3 *"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 under 1 and 3, completed as necessary by the indication of the dispatching office, shall also serve as the signature to telegraphic communications.*

■ Commentary

5604.1.1 *For special cases, see the List of Addresses, Heads and Senior Officials of Postal Administrations, of the International Bureau and of the Restricted Unions, published by the IB.*

5604.4 *The attention of postal adms is drawn to the desirability of notifying their national telegraph services of their telegraphic addresses.*

Article 58

Undertakings regarding penal measures

- 1** *The Governments of member countries shall undertake to adopt, or to propose to the legislatures of their countries, the necessary measures:*
 - 1.1** *for punishing the counterfeiting of postage stamps, even if withdrawn from circulation, and of international reply coupons;*
 - 1.2** *for punishing the use or uttering:*
 - 1.2.1** *of counterfeit postage stamps (even if withdrawn from circulation) or used postage stamps, as well as of counterfeit or used impressions of franking machines or printing presses;*
 - 1.2.2** *of counterfeit international reply coupons;*
 - 1.3** *for prohibiting and suppressing all fraudulent operations of manufacturing and uttering adhesive stamps and stamped impressions in use in the postal service, counterfeited or imitated in such a manner that they could be mistaken for the adhesive stamps and stamped impressions issued by the postal administration of a member country;*
 - 1.4** *for preventing and, if necessary, for punishing the insertion in postal items of narcotics and psychotropic substances, as well as explosive, flammable or other dangerous substances, where their insertion has not been expressly authorized by the Convention and the Agreements.*

Postal Parcels Agreement

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, paragraph 4, of the Constitution of the Universal Postal Union concluded at Vienna on 10 July 1964, have, by common consent and subject to article 25, paragraph 4, of the Constitution, drawn up the following Agreement.

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 Postal Operations Council has drawn up the following measures for ensuring the implementation of the Postal Parcels Agreement.

Part I

Preliminary provisions

Article 1

Purpose of the Agreement

1 This Agreement shall govern the postal parcels service between contracting countries.

2 In this Agreement, its Final Protocol and its Detailed Regulations, the abbreviation “parcels” shall apply to all postal parcels.

■ Commentary

1.1 In view of the need to create a universal postal parcels service in order to serve postal customers better and to combat competition, the IB was instructed to continue the activities undertaken pursuant to 1989 Washington Congress resolution C 16 by encouraging member countries which are not party to the Postal Parcels Agreement to accede to it (resolution C 10).

Article 2

Operation of the service by transport companies

1 Any country whose postal administration does not undertake the conveyance of parcels and which is a party to the Agreement may arrange for its provisions to be implemented by transport companies. It may, at the same time, limit this service to parcels originating in or addressed to places served by these companies. The postal administration shall remain responsible for the execution of the Agreement.

Article RE 201

Operation of the service by transport companies

1 The postal administration which has the service operated by transport companies shall make arrangements with them to ensure full implementation by them of all the provisions of the Agreement and its Detailed Regulations, with special reference to the arrangements for the exchange of parcels. The postal administration shall be responsible for all their relations with administrations of the other contracting countries and with the International Bureau.

■ Commentary

201.1 Information on this subject appears in the Compendium (Parcels).

Part II

Provision of services

Chapter 1

General provisions

Article 3 Principles

1 Parcels may be exchanged either direct or via one or more countries. The exchange of parcels whose individual weight exceeds 10 kilogrammes shall be optional, with a maximum individual weight of 31.5 kilogrammes.

2 Parcels conveyed by air with priority shall be called “air parcels”.

3 Details of limits of weight, limits of size and conditions of acceptance are given in the Detailed Regulations.

■ Commentary

3.1 Art 1 of the Conv concerning freedom of transit is given before the preamble to the Agr. The 1994 Seoul Congress increased the maximum weight of parcels accepted by adms from 20 kg to 31.5 kg.

3.2 The term “priority” covers not only the priority accorded to mail by airlines but also the priority handling by adms.

Information concerning acceptance of air parcels stem from the Compendium (Parcels).

Prot Article I Principles

1 Notwithstanding article 3, paragraph 1, the postal administration of Canada shall be authorized to limit to 30 kilogrammes the maximum weight of inward and outward parcels.

Article RE 301 Special conditions relating to limits of weights for parcels

1 Countries which set a weight of less than 31.5 kilogrammes shall, however, admit parcels in transit in bags or other closed receptacles up to a weight of 31.5 kilogrammes.

2 Parcels relating to the postal service as provided for in article 9.1 of the Agreement may weigh up to 31.5 kilogrammes.

■ **Commentary**

301.2 The aim of this provision is to relieve adms of the obligation to use the letter-post service for the transmission of service items exceeding the max weight permitted for parcels.

Prot Article RE I

Special conditions relating to limits of weights for parcels

1 Notwithstanding article RE 301.2, the postal administration of Canada shall be authorized to limit to 30 kilogrammes inward and outward parcels relating to the postal service, referred to in article 9.1 of the Postal Parcels Agreement.

■ **Commentary**

RE I The same limit of 30 kg mentioned in Prot art I applies to service parcels.

Article RE 302

Limits of size of parcels

1 Parcels shall not exceed 1.50 metres for any one dimension or 3 metres for the sum of the length and the greatest circumference measured in a direction other than that of the length.

2 Administrations which cannot accept, for any parcel or for air parcels only, the sizes prescribed in paragraph 1, may adopt instead the following dimensions: 1.05 metres for any one dimension, 2 metres for the sum of the length and the greatest circumference measured in a direction other than that of the length.

3 Parcels shall not be smaller than the minimum size prescribed for letters.

■ **Commentary**

302.2 Adms may fix max dimensions of air parcels between those prescribed in paras 1 and 2; these dimensions are indicated in the Compendium (Parcels).

302.3 The min dimensions of letters stem from the following provision.

Convention – Article RE 802

Limits of size of letter-post items

1 *The limits of size of letter-post items other than postcards and aerogrammes are given below:*

...

1.2 *minima: to have a surface measuring not less than 90 x 140 mm, with a tolerance of 2 mm.*

In roll form: length plus twice the diameter: 170 mm, but the greatest dimension may not be less than 100 mm.

...

Article RE 303

Conditions of acceptance of parcels

- 1 General packing conditions
 - 1.1 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 and shall also be such that it is impossible to tamper with the contents without leaving clear traces thereof.
 - 1.2 Every parcel shall be made up particularly securely if it has to be:
 - 1.2.1 conveyed over long distances;
 - 1.2.2 transhipped or handled many times;
 - 1.2.3 protected against major changes in climate, temperature or, in the case of conveyance by air, variations in atmospheric pressure.
 - 1.3 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.
 - 1.4 It shall have, on the packing or the wrapping, sufficient space for service instructions and for affixing stamps and labels.
 - 1.5 The following shall be accepted without packing:
 - 1.5.1 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;
 - 1.5.2 parcels in one piece, such as pieces of wood, metal, etc, which it is not the custom of the trade to pack.
- 2 Addresses of the sender and the addressee
 - 2.1 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 complete 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.
 - 2.2 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.
 - 2.3 The office of posting shall also advise the sender to put in the parcel a copy of his address and that of the addressee.

■ Commentary

303.1 Congress issued recommendation C 34/Washington 1989, recommending among other things that adms invite their customers to:

- make as big a contrast as possible between the colour of the packaging and the printed markings;
- use packaging materials without any text printings, should it be possible to standardize the address area.

303.1.1 Users of packaging sold by adms tend to neglect interior packing. Users employing the packs sold by postal services should be informed of the need to use appropriate interior packing as well and to make sure that the outside wrapping is properly closed.

303.1.2 Particularly secure packing was prescribed for any conveyance by maritime services, especially in the case of objects liable to deteriorate or cause deterioration of other items.

303.1.3 Closures with projecting, sharp or pointed parts are not admissible.

Article RE 304

Indication of method of forwarding

1 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.

Article RE 305

Special packing

1 The provisions of the Detailed Regulations of the Convention on special packing shall apply by analogy.

2 In addition, the following conditions shall be complied with:

- 2.1 Precious metals shall be packed either in a stout metal box or a case made of wood. The latter shall have a minimum thickness of 1 cm for parcels up to 10 kg and 1 1/2 cm for parcels over 10 kg. The packing may also consist of two seamless bags forming a double wrapping. 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.
- 2.2 The wrapping of the parcel containing live animals as well as the dispatch note shall be provided with a label bearing in bold letters the words “*Animaux vivants*” (Live animals);
- 2.3 The content and make-up of parcels containing radioactive materials shall be in conformity with the recommendations of the International Atomic Energy Agency. They 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.

■ Commentary

305.1 The provisions of the Det Regs of the Conv are given hereunder.

Convention – Article RE 806
Special packing

1 Articles of glass or other fragile objects shall be packed in a strong box filled with an appropriate protective material. Any friction or knocks during transport either between the objects themselves or between the objects and the sides of the box shall be prevented.

2 Liquids and substances which easily liquefy shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special strong box containing an 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.

3 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 stout enough to prevent the contents from leaking.

4 Dry colouring powders, such as aniline blue, etc, shall be admitted only in perfectly leak-proof metal boxes, placed in turn in strong boxes with an appropriate absorbent and protective material between the two containers.

5 Dry non-colouring powders shall be placed in strong containers (box, bag). These containers shall themselves be enclosed in a stout box.

6 Live bees, leeches and parasites shall be enclosed in boxes so constructed as to avoid any danger.

7 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

☐ MEDICINES¹

☐ CHEMICAL
REFERENCE
SUBSTANCES¹

¹ Tick the appropriate box

(Size 62 x 44 mm)

8 *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 RE 306

Formalities to be complied with by the sender

1 Each parcel shall be accompanied by a CP 71 dispatch note, either as part of a CP 72 manifold set or as a single CP 71 form.

2 A CN 23 customs declaration shall be attached to each parcel, either as a single form or as part of a CP 72 manifold set. The contents of the parcel shall be shown in detail on the customs declaration and indications of a general kind shall not be admitted. The customs declaration shall be securely attached to the dispatch note.

3 The sender may also attach to the 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.

4 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.

5 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. The parcels must be 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.

■ Commentary

306.2 Form CN 23 is valid for both letter-post items and postal parcels. Designed by the CCC–UPU Contact Comm, it meets both customs and postal requirements and is suitable for all users. Bulk senders who make out the customs declarations at the same time as the other dispatch docs (goods declaration, dispatch note, invoices, etc) using a multicopying system (details entered only once) may omit reproduction of the “Instructions” on the back of the form if this is dictated by technical factors.

Information about the number of copies required is given in the Compendium (Parcels). Adms are urged to approach their customs authorities with the aim of reducing the number of customs declarations required to a strict min and refraining from prescribing such declarations for transit parcels.


Form CP 72 was designed to simplify the posting of parcels for abroad. It includes, in the form of a manifold set, a CP 71 dispatch note, a CN 23 customs declaration, a receipt and an address label, so designed that the sender can complete them by filling in the top sheet of the set only.

306.3 Regarding customs treatment, see arts 23 and RE 2301.

(Postal administration)		DISPATCH NOTE		CP 71 (old CP 2)
From	Name and address of sender	Sender's reference (if any)		No(s) of parcel(s) (Bar code, if any)
To	Name and address of addressee, including country of destination			
Insured value – Words			figures	
Cash-on-delivery amount – Words			figures	
Giro account No and Giro centre				
Customs stamp	Office of exchange		(Please affix official labels here, when required)	
Customs duty			Number of parcels, certificates and invoices	Office of origin/Date of posting
Category of parcel			Insured value SDR	
Sender's instructions in case of non-delivery			Total gross weight	Charges
<input type="checkbox"/> Advice of non-delivery to sender <input type="checkbox"/> Return to sender after _____ Days <input type="checkbox"/> Redirect to address below Address _____			<input type="checkbox"/> Return immediately to sender <input type="checkbox"/> Treat as abandoned <input type="checkbox"/> by surface/ S.A.L. <input type="checkbox"/> by air	
			Declaration by addressee	I have received the parcel described on this note Date and addressee's signature
			I certify that this item does not contain any dangerous article prohibited by postal regulations. I also agree to pay the costs related to my adjacent instruction in case of non-delivery. Date and sender's signature	

Parcels, Seoul 1994, art RE 306.1 – Size 210 x 148 mm

Note. – To take account of the needs of their service, administrations may use this form on its own or as part of the CP 72 manifold set

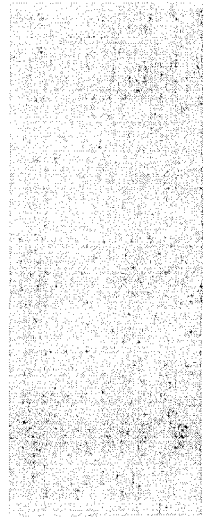
(Postal administration)		RECEIPT	
From	Name and address of sender	Sender's reference (if any)	No(s) of parcel(s) (Bar code, if any)
		CP 00 707 599 2 NO 	
To	Name and address of addressee, including country of destination		The item/parcel may be opened officially Insured value – Words _____ figures _____ Cash-on-delivery amount – Words _____ figures _____ Giro account No and Giro centre _____
Itemized list of contents (including number of items)		Country of origin of goods	Tariff No (if known) Net weight Value (Customs)
<input type="checkbox"/> Commercial sample <input type="checkbox"/> Documents <input type="checkbox"/> Gift Category of parcel		parcels certificates and invoices Num-ber of _____ Insured value SDR _____	Office of origin/Date of posting
Sender's instructions in case of non-delivery <input type="checkbox"/> Advice of non-delivery to sender <input type="checkbox"/> Return immediately to sender <input type="checkbox"/> Return to sender after _____ Days <input type="checkbox"/> Treat as abandoned <input type="checkbox"/> Redirect to address below Return/Redirect <input type="checkbox"/> by surface/ S.A.L. <input type="checkbox"/> by air Address _____		Total gross weight _____ Charges _____	
		I certify that the particulars given in the customs declaration are correct and that this item does not contain any dangerous article prohibited by postal regulations. I also agree to pay the costs related to my adjacent instruction in case of non-delivery. Date and sender's signature _____	


Parcels, Seoul 1994, art RE 306.1 – Size 210 x 148 mm (basic format A5) with a tolerance of 5 mm

Note:

- To take account of the needs of their service and/or the methods of production of this manifold set, administrations may alter slightly the sizes of the boxes, the font for the titles and indications, provide the appropriate number of copies for each part, without however deviating too much from the directives contained in the model
- It is strongly recommended that instructions helping the customer to complete this manifold set should be given on the back of the cover page or on the back (of the last page) of the manifold set itself

CP 72 (Spot carbon in front of "Address label")



(Postal administration)									
From	Name and address of sender	Sender's reference (if any)	No(s) of parcel(s) (Bar code, if any) <div style="text-align: center;"> CP 00 707 599 2 NO  </div>						
To	Name and address of addressee, including country of destination		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Insured value – Words</td> <td style="width: 20%;">figures</td> </tr> <tr> <td>Cash-on-delivery amount – Words</td> <td>figures</td> </tr> <tr> <td colspan="2">Giro account No and Giro centre</td> </tr> </table>	Insured value – Words	figures	Cash-on-delivery amount – Words	figures	Giro account No and Giro centre	
Insured value – Words	figures								
Cash-on-delivery amount – Words	figures								
Giro account No and Giro centre									

SENDER'S INSTRUCTIONS IN CASE OF NON-DELIVERY

☐ Advice of non-delivery to sender
☐ Return to sender after _____
☐ Redirect to address below
 Address

☐ Return immediately to sender

☐ Treat as abandoned

☐ by surface/ S.A.L.

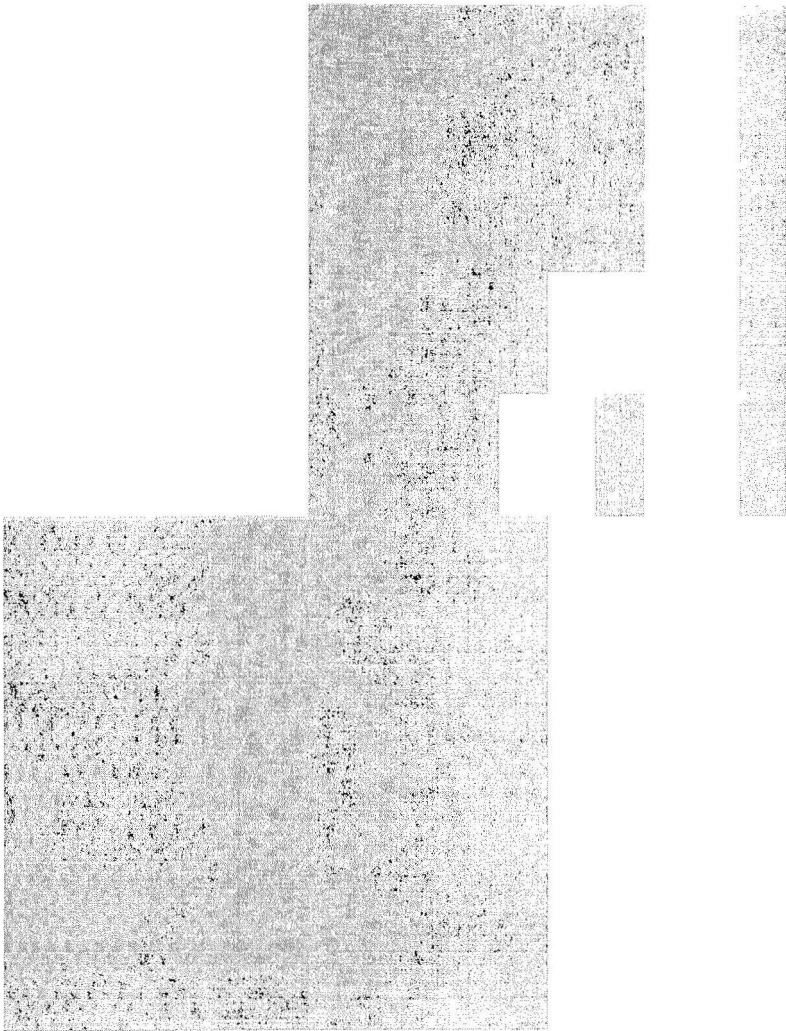
☐ by air

☐ Days

ADDRESS LABEL

Size 210 x 148 mm (basic format A5) with a tolerance of 5 mm

CP 72 (Spot carbon in front of the "Customs declaration")




(Postal administration)			
From	Name and address of sender	Sender's reference (if any)	No(s) of parcel(s) (Bar code, if any)
		CP 00 707 599 2 NO 	
To	Name and address of addressee, including country of destination		
This item/parcel may be opened officially			
Itemized list of contents (including number of items)		Country of origin of goods	Tariff No (if known)
		Net weight	Value (Customs)
<input type="checkbox"/> Commercial sample <input type="checkbox"/> Documents <input type="checkbox"/> Gift		Number of certificates and invoices	Office of origin/Date of posting
Observations		Total gross weight	
		I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by postal regulation.	
		Date and sender's signature	

CN 23 (old C 2/CP 3) CUSTOMS DECLARATION

Size 204 x 144 mm (basic format A5) with a tolerance of 2 mm

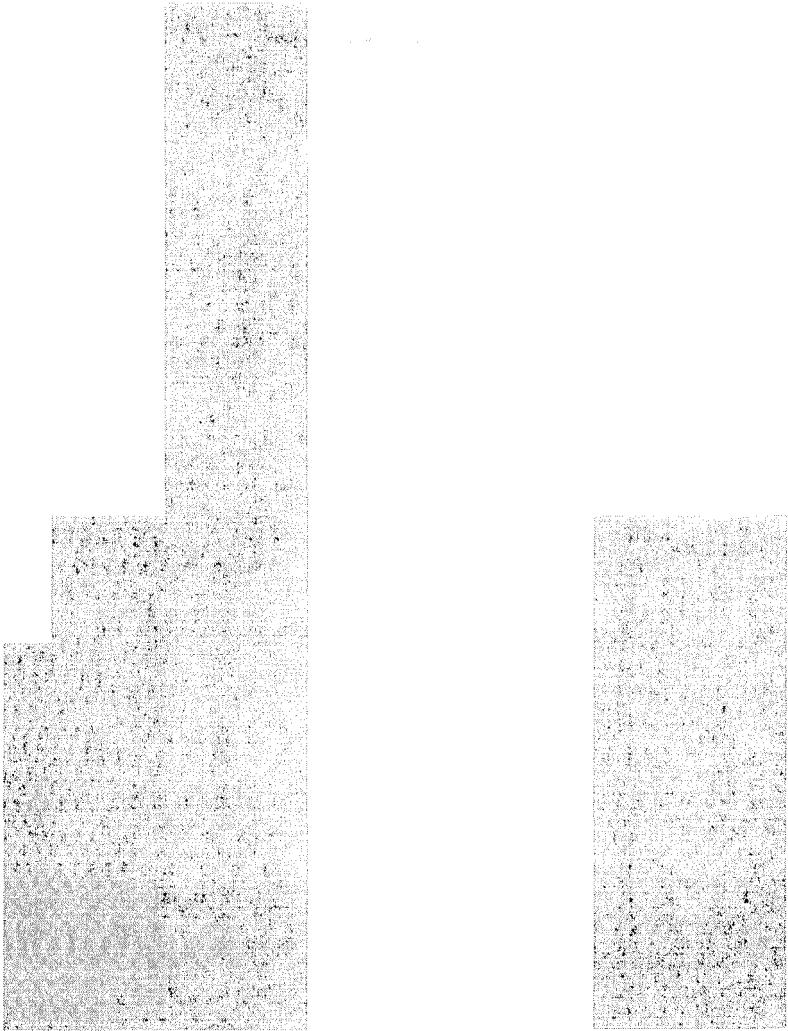
CP 72 (Spot carbon in front of "Dispatch note")


Diagram illustrating the layout of a document page, showing a large rectangular area divided into two main sections by a vertical dashed line. The left section contains a large rectangular area with a stippled pattern, and the right section contains a large rectangular area with a stippled pattern. The entire diagram is enclosed within a solid border.

(Postal administration)			
From	Name and address of sender	Sender's reference (if any)	No(s) of parcel(s) (Bar code, if any)
			CP 00 707 599 2 NO 
To	Name and address of addressee, including country of destination		Insured value - Words _____ figures _____ Cash-on-delivery amount - Words _____ figures _____ Giro account No and Giro centre _____
Customs stamp	Office of exchange	(Please affix official labels here, when required)	
Customs duty		Number of parcels, certificates and invoices _____ Insured value SDR _____	Office of origin/Date of posting _____
Category of parcel		Total gross weight	Charges
Sender's instructions in case of non-delivery <input type="checkbox"/> Advice of non-delivery to sender <input type="checkbox"/> Return to sender after _____ Days <input type="checkbox"/> Redirect to address below Address _____		<input type="checkbox"/> Return immediately to sender <input type="checkbox"/> Treat as abandoned <input type="checkbox"/> by surface/ S.A.L. <input type="checkbox"/> by air Return/Redirect _____	
		Declaration by addressee I have received the parcel described on this note Date and addressee's signature _____ I certify that this item does not contain any dangerous article prohibited by postal regulations. I also agree to pay the costs related to my adjacent instruction in case of non-delivery. Date and sender's signature _____	

CP 71 (old CP 2) DISPATCH NOTE


CP 72 (Spot carbon in front of "Copy of address label")



(Postal administration)		No(s) of parcel(s) (Bar code, if any)							
From	Name and address of sender	Sender's reference (if any)	CP 00 707 599 2 NO 						
To	Name and address of addressee, including country of destination		<table border="1"> <tr> <td>Insured value – Words</td> <td>figures</td> </tr> <tr> <td>Cash-on-delivery amount – Words</td> <td>figures</td> </tr> <tr> <td colspan="2">Giro account No and Giro centre</td> </tr> </table>	Insured value – Words	figures	Cash-on-delivery amount – Words	figures	Giro account No and Giro centre	
Insured value – Words	figures								
Cash-on-delivery amount – Words	figures								
Giro account No and Giro centre									
<div style="border: 1px solid black; padding: 5px;"> <p>SENDER'S INSTRUCTIONS IN CASE OF NON-DELIVERY</p> <table> <tr> <td><input type="checkbox"/> Advice of non-delivery to sender</td> <td><input type="checkbox"/> Return immediately to sender</td> </tr> <tr> <td><input type="checkbox"/> Return to sender after <u> </u> Days</td> <td><input type="checkbox"/> Treat as abandoned</td> </tr> <tr> <td><input type="checkbox"/> Redirect to address below</td> <td> <input type="checkbox"/> by surface/ S.A.L. <input type="checkbox"/> by air </td> </tr> </table> <p>Address</p> </div>				<input type="checkbox"/> Advice of non-delivery to sender	<input type="checkbox"/> Return immediately to sender	<input type="checkbox"/> Return to sender after <u> </u> Days	<input type="checkbox"/> Treat as abandoned	<input type="checkbox"/> Redirect to address below	<input type="checkbox"/> by surface/ S.A.L. <input type="checkbox"/> by air
<input type="checkbox"/> Advice of non-delivery to sender	<input type="checkbox"/> Return immediately to sender								
<input type="checkbox"/> Return to sender after <u> </u> Days	<input type="checkbox"/> Treat as abandoned								
<input type="checkbox"/> Redirect to address below	<input type="checkbox"/> by surface/ S.A.L. <input type="checkbox"/> by air								

COPY OF ADDRESS LABEL

Adhesive surface on back

 Self-adhesive area

BEFORE COMPLETING THIS DECLARATION, READ INSTRUCTIONS ON BACK CAREFULLY	(Postal administration)		CUSTOMS DECLARATION		CN 23 (old C 2/CP 3)	
	From	Name and address of sender	Sender's reference (if any)	No of item/parcel (bar code, if any)		
	To	Name and address of addressee, including country of destination				
	The item/parcel may be opened officially					
	List of contents (and number of articles)		Country of origin of goods	Tariff No (if known)	Net weight	Value (Customs)
<input type="checkbox"/> Commercial sample <input type="checkbox"/> Documents <input type="checkbox"/> Gift			Number of certificates and invoices		Office of origin/Date of posting	
Observations			Total gross weight			
			I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by postal regulations Date and sender's signature			

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

Box "From (Name and address of sender)"	Indicate the sender's name and address
Box "To (Name and address of addressee, including country of destination)"	Indicate the addressee's full name and address, including the country of destination
Boxes "Commercial sample", "Documents", "Gift"	<p>Make an "x" in the appropriate box. The insertion of a cross in this space does not relieve you of the obligation of completing the declaration in detail; nor does it necessarily imply that the goods will be admitted free of duty in the country of destination:</p> <ul style="list-style-type: none"> - "commercial sample" 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" 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
Box "List of contents (and number of articles)"	Indicate separately different kinds of goods and their number. General terms, such as "foodstuffs", "samples", "spare parts", etc, are not permitted
Box "Country of origin of goods"	Indicate the name of the country of origin for each kind of goods
Box "Tariff No (if known)"	If known, state customs tariff number in the country of destination
Box "Net weight"	State net weight of each kind of goods
Box "Value (Customs)"	State the value of each kind of goods separately, indicating the monetary unit used
Box "Date and sender's signature"	Your signature on the front is your pledge that the item does not contain any dangerous article prohibited by postal regulations
Box "Observations"	Insert here any other relevant information (eg "returned goods", "temporary admission")

Article RE 307

Sender's instructions at the time of posting

1 At the time of posting of a parcel, the sender shall be required to indicate the treatment to be given in case of non-delivery.

2 He may give only one of the following instructions:

2.1 dispatch of an advice of non-delivery to the sender;

2.2 return forthwith to the sender by the most economical route or by air;

2.3 return to the sender by the most economical route or by air at the end of a period of time, which may not exceed the regulation period of retention in the country of destination;

2.4 redirection of the parcel by the most economical route or by air, for delivery to the addressee;

2.5 abandonment of the parcel by the sender.

3 For this purpose he shall insert a cross in the appropriate box of the dispatch note. The sender may reproduce or have printed only one of the permitted instructions on the dispatch note. The instruction marked 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.

4 If the sender wishes to forbid any redirection under article 19.2 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.

5 Parcels shall be returned without advice if the sender has given no or contradictory instructions.

6 Administrations shall have the option of not accepting the instruction referred to in 2.1 when their legislation or regulations do not so permit.

■ Commentary

307.2.3 The question is when the parcel is regarded as undeliverable so as to define the commencement of the period of time set, bearing in mind the terms of delivery of the country of destination of the parcel. It may be assumed that, for adms that provide delivery to the addressee's address, this period runs from the day of the first attempt at delivery. Adms which do not provide delivery to the addressee's address specify the day when parcels are regarded as undeliverable in the Compendium (Parcels).

307.6 The countries applying this option are indicated in the Compendium (Parcels).

Article RE 308

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 a CP 73 label on the parcel beside the address and on the dispatch note. This label shall show 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 73 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.
- 2 The weight of the parcel in kilogrammes and hundreds of grammes shall be given on the parcel and on the dispatch note. Each fraction of a hundred grammes shall be rounded up to the next hundred.
- 3 A date-stamp impression shall be applied on the dispatch note only.
- 4 The postage stamps or any other method of showing prepayment authorized by the regulations of the administration of origin shall be affixed either on the parcel, or on the dispatch note.
- 5 Administrations may agree to dispense with the formalities mentioned under 1 to 4.
- 6 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.

CP 73
(old CP 8)

<p>GENÈVE 1</p> <p>475</p> <hr/> <p>475 GENÈVE 1</p>

Parcels, Seoul 1994, art RE 308.1 –
Size 52 x 37 mm

Article 4
Weight system

1 The weight of the parcels shall be expressed in kilogrammes.

Article RE 401
Pound avoirdupois

1 Countries which by reason of their internal regulations are unable to adopt the metric-decimal system of weight may substitute for the weights expressed in kilogrammes the equivalents in pounds avoirdupois.

■ **Commentary**

401.1 The countries applying this optional provision are indicated in the Compendium (Parcels).

Article 5

Principal charges

1 Administrations shall set the principal charges to be collected from senders.

2 The principal charges shall be linked with the rates. As a general rule, the sum thereof shall not in total exceed the rates set by administrations under articles 34 to 36.

■ Commentary

5 The term "charges" means sums collected for postal services while "fees" concerns sums collected for non-postal services (eg fiscal dues, customs duty) (see the definition of "charge" and "fee" in the Multilingual Vocabulary of the International Postal Service).

5.2 The outward rate is no longer mentioned in the title of articles 34 to 36. It is considered necessary to continue to take account of the costs incurred by adms in handling outward parcels.

Article 6
Air surcharges

1 Administrations shall set the air surcharges to be collected for air parcels.

2 The surcharges shall be related to the air conveyance dues. As a general rule, the sum thereof shall not in total exceed the costs of such conveyance.

3 Surcharges shall be uniform for the whole of the territory of a country of destination whatever the routeing used.

Article RE 601
Calculating air surcharges

1 Postal administrations shall be authorized to apply, for calculating air surcharges, smaller weight steps than one kilogramme.

Article 7 Special charges

1 Administrations shall be authorized to collect in the cases mentioned below, the same charges as in the domestic service.

1.1 Charge on items posted outside normal counter opening hours, collected from the sender.

1.2 Charge for collection at the sender's address, collected from the sender.

1.3 *Poste restante* charge, collected by the administration of destination at the time of delivery, on every parcel addressed "*poste restante*". In the event of return to sender or redirection, the amount passed on may not exceed 0.49 SDR.

1.4 Storage charge on every parcel which has not been taken possession of within the prescribed period, whether the parcel is addressed "*poste restante*" or to a place of address. This charge shall be collected by the administration which effects the delivery, on behalf of the administration in whose service the parcel has been kept beyond the prescribed periods. In the event of return to sender or redirection, the amount passed on may not exceed 6.53 SDR.

2 Where a parcel is normally delivered to the addressee's address, no delivery charge may be collected from the addressee. Where delivery to the addressee's address is not normally provided, the advice of arrival should be delivered free of charge. In this case, if delivery to the addressee's address is offered as an option in response to the advice of arrival, a delivery charge may be collected from the addressee. This should be the same charge as in the domestic service.

3 Administrations prepared to cover risks of force majeure may collect, in respect of uninsured parcels, a charge for cover against risks of force majeure of a maximum of 0.20 SDR per parcel. In respect of insured parcels, the amount is laid down in article 11.4.

■ Commentary

7 See also art 6 of the Conv concerning charges, given before the preamble to the Agr.

The 1994 Seoul Congress decided, in a wish to improve the quality of customer relations, to abolish repacking and advice of arrival charges.

7.1.4 Any storage charges required by Customs are non-postal costs payable by the addressee. Parcels returned to origin or redirected are often refused when very heavy charges are payable on them and the adm of origin has to stand the cost. Limiting the storage charge in such cases is aimed at avoiding such refusals.

7.2 The 1994 Seoul Congress decided, in a wish to improve the quality of customer relations, to abolish the delivery charge normally collected on parcels when delivery to the addressee's address is normally provided or, as applicable, on the advice of arrival.

Article 8
Prepayment

1 **Parcels shall be prepaid by means of postage stamps or by any other method authorized by the regulations of the administration of origin.**

Article 9

Free postage

1 Service parcels

1.1 Parcels relating to the postal service, and called “service parcels”, shall be exempt from all postal charges if exchanged between the following:

1.1.1 postal administrations;

1.1.2 postal administrations and the International Bureau;

1.1.3 post offices of member countries;

1.1.4 post offices and postal administrations.

1.2 Air parcels, with the exception of those originating from the International Bureau, shall be exempt from air surcharges.

2 Parcels of prisoners of war and civilian internees

2.1 Parcels intended for or sent by the prisoners and organizations mentioned in the Convention shall be called “prisoner-of-war and civilian internee parcels”. These parcels shall be exempted from all charges, except for air surcharges.

■ Commentary

9.1.2 The air conveyance dues are payable by the adm of origin.

9.2 Doubts having been expressed as to whether such parcels could be dispatched express or as cumbersome, fragile, insured parcels, etc, the IB expressed the opinion that in principle the provisions of the Agr in no way excluded such categories of parcels. The only reservation was that it seemed equitable to exempt adms from any responsibility for a service which they provide free of charge, and that prisoner-of-war parcels did not give rise to any compensation in the event of loss, theft or damage.

Nevertheless, although the admission of the different categories of postal parcels was to be taken as a general rule, a country might for practical reasons be unable to accept some categories of parcels, whether outward or inward, or might be able to accept them only up to a given max weight.

Even the loss of an insured parcel would not involve the responsibility of adms. Senders could have the items insured by private companies.

9.2.1 The provisions of the Conv and its Det Regs are given hereunder.

Convention – Article 7

Exemption from postal charges

...

3 Prisoners of war and civilian internees

3.1 *Letter-post items, postal parcels and postal financial services items addressed to or sent by prisoners of war, either direct or through the offices mentioned in the Detailed Regulations, shall be exempt from all postal charges, with the exception of air surcharges. Belligerents apprehended and interned in a neutral country shall be classed with prisoners of war proper so far as the application of the foregoing provisions is concerned.*

- 3.2** *The provisions set out under 3.1 shall also apply to letter-post items, postal parcels and postal financial services items originating in other countries and addressed to or sent by civilian internees as defined by the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war, either direct or through the offices mentioned in the Detailed Regulations.*
- 3.3** *The offices mentioned in the Detailed Regulations shall also enjoy exemption from postal charges in respect of letter-post items, postal parcels and postal financial services items which concern the persons referred to under 3.1 and 3.2, which they send or receive, either direct or as intermediaries.*
- 3.4** *Parcels shall be admitted free of postage up to a weight of 5 kilogrammes. The weight limit shall be increased to 10 kilogrammes in the case of parcels the contents of which cannot be split up and of parcels addressed to a camp or the prisoners' representatives there ("hommes de confiance") for distribution to the prisoners.*

...

Convention – Article RE 701

Application of exemption from postal charges to bodies concerned with prisoners of war and civilian internees

- 1** *The following shall enjoy exemption from postal charges within the meaning of article 7.3, of the Convention:*
- 1.1** *the Information Bureaux provided for in article 122 of the Geneva Convention of 12 August 1949 relative to the treatment of prisoners of war;*
- 1.2** *the Central Prisoner-of-War Information Agency provided for in article 123 of the same Convention;*
- 1.3** *the Information Bureaux provided for in article 136 of the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war;*
- 1.4** *the Central Information Agency provided for in article 140 of the latter Convention.*

Article RE 901

Marking of parcels sent post free

- 1** *Every service parcel and its dispatch note shall bear, the former beside the address, the indication "Service des postes" (On Postal Service) or a similar indication; this indication may be followed by a translation in another language.*

2 Every prisoner-of-war and civilian internee parcel and its dispatch note shall bear, the former beside the address, 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.

Chapter 2

Special services

Article 10

Express parcels

1 At the sender's request, parcels for countries where the administration performs the service, shall be delivered to the place of address by special messenger as soon as possible after their arrival at the delivery office. They are then called "express parcels".

2 Express parcels shall be subject to a supplementary charge of not more than 1.63 SDR. This charge must be fully paid in advance. It is payable even if the parcel cannot be delivered by special messenger but only the advice of arrival.

3 When express delivery places special demands on the administration of destination, the latter may collect a supplementary charge under the provisions concerning items of the same type in the internal system. The supplementary charge shall be paid even if the parcel is returned to sender or redirected. However, in such cases, the amount passed on may not exceed 1.63 SDR.

4 If the regulations of the administration of destination permit, addressees may ask the delivery office for express delivery immediately on arrival of parcels which are intended for them. In that case the administration of destination shall be authorized to collect, on delivery, the charge that applies in the internal service.

■ Commentary

10.1 Adms providing this service are indicated in the Compendium (Parcels).

Article RE 1001

Marking of express parcels

1 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.

Article RE 1002

Treatment of express parcels

1 In countries whose postal administration does not provide delivery to the place of address, express parcels shall give rise to the delivery, by special messenger, of an advice of arrival. The advice may also be sent by telecommunications.

2 If the address of the addressee is situated outside the local delivery area of the office of destination, delivery of an express parcel or of an advice of arrival by special messenger shall not be obligatory.

3 The delivery by special messenger of an express parcel or of the advice of delivery shall be attempted once only. If the attempt is unsuccessful the parcel shall cease to be considered as express.

4 Administrations which participate in the exchange of express parcels shall take all steps to speed up customs clearance.

■ **Commentary**

1002.3 The text allows adms of destination full latitude, in accordance with the rules governing their internal service, to collect a charge when an express parcel presented at the original address is sent express to another at the sender's request.

Article 11

Insured parcels

1 Any parcel which is insured for a declared value shall be called an “insured parcel”. The exchange shall be restricted to those postal administrations which admit insured parcels.

2 Each administration may limit the insured value, so far as it is concerned, to an amount which may not be less than 4000 SDR. However, the limit of insured value adopted in the internal service may be applied if it is less than that amount.

3 The charge on insured parcels shall be paid in advance. It shall be made up of the principal charge, an optional dispatch charge and an ordinary insurance charge.

3.1 Any air surcharges and charges for special services shall be added to the principal charge.

3.2 The dispatch charge shall not exceed the registration charge laid down in the Convention. Instead of the fixed registration charge, postal administrations may collect the corresponding charge of their internal service or, exceptionally, a charge of 3.27 SDR at most.

3.3 The ordinary insurance charge shall be at most 0.33 SDR for each 65.34 SDR or fraction of 65.34 SDR insured value, or 0.5 percent of the insured value step.

4 Administrations which undertake to cover risks of force majeure shall be authorized to collect a charge for cover against risks of force majeure. This shall be set so that the sum of this charge and the ordinary insurance charge do not exceed the maximum prescribed in 3.3.

5 In cases where exceptional security measures are required, administrations may also collect from the sender or from the addressee the special charges provided for by their internal legislation.

■ Commentary

11 Some adms have made reservations in article IV of the Prot concerning the contents of insured parcels. See art 18.

11.1 Adms accepting insured parcels are indicated in the Compendium (Parcels). The exchange is based on the information contained in the CP 81 or CP 82 table of the intermediate adm. The general measures to be taken to ensure the security of funds and negotiable instruments held or carried by the postal service are set out in brochure 113 of the Collection of Postal Studies.

11.2 Amount raised by the 1994 Seoul Congress from 3266.91 SDR to 4000 SDR.

Adms applying the derogation from the limit fixed for insured value are indicated in the Compendium (Parcels).

11.3.2 The provision of the Conv is given hereunder.

11.5 The former CCPS was of the view that this option to apply special charges should be restricted to cases where special security arrangements are made at the request of certain regular senders or recipients of very high-value consignments. It should not be used in respect of the great majority of insured items for which only normal precautions are taken.

Convention – Article 16
Registered items

...

2 The charge on registered items shall be paid in advance. It shall be made up of the postage charge, according to the classification system and category of item, and of a fixed registration charge of 1.31 SDR at most. For each M bag, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the charge per item.

...

Prot Article II
Insured parcels

1 The postal administration of Sweden reserves the right to provide its customers with the insured parcels service outlined in article 11 in accordance with specifications other than those defined in article 11 and in the relevant articles of the Detailed Regulations.

Article RE 1101
Admission of insured parcels

1 Every insured parcel shall be subject to the following special rules regarding make-up.

- 1.1 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.
- 1.2 Parcels secured by string may be sealed by a single lead or wax seal. This shall be applied in such a way that the string cannot be unknotted or removed without leaving obvious traces of tampering.
- 1.3 The wax, seals, 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.
- 1.4 The labels and postage stamps shall not be folded over two sides of the packing so as to cover an edge.
- 1.5 An address-label may be gummed to the packing itself.

2 Every administration shall have the option of setting a maximum amount for the insured value up to which it will forgo application of the provisions of 1.1 and 1.2. The lower of the amounts concerned shall be applied in relations between countries whose administrations have set different maximum values.

3 A receipt shall be handed over free of charge to every sender of an insured parcel at the time of posting.

Article RE 1102

Insured parcels. Insured value

1 In the service between countries which have adopted different maximum values, all parties shall observe the lowest limit.

2 The insured value may not exceed the actual value of the contents of the parcel but it is permitted to insure part only of that value.

3 Any fraudulent insurance for a value greater than the actual value of the contents of a parcel shall be liable to the legal proceedings prescribed by the legislation of the country of origin.

4 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. These entries shall be made in 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.

5 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 conversion shall not be carried out in direct services between countries which have a common currency.

6 When circumstances of any kind 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 RE 1103

Marking and treatment of insured parcels

1 Any insured parcel and its dispatch note shall be provided with a CP 74 pink label. This label shall bear in roman letters the letter V, the name of the office of origin and the serial number of the parcel. It shall be gummed on the parcel, on the same side as, and near to, the address.

2 Administrations may, however, use at the same time the CP 73 label prescribed in article RE 308.1 and a small pink label, bearing in bold letters the words “*Valeur déclarée*” (Insured).

3 The weight in kilogrammes and tens of grammes shall be given both on the parcel beside the address and on the dispatch note in the space provided. Any fraction of ten grammes shall be rounded up to the next ten.

4 No serial number shall be placed on the front of insured parcels by the intermediate administrations.

CP 74
(old CP 7)



Parcels, Seoul 1994, art RE 1103.1 –
Size 52 x 37 mm, colour pink

Note. – Administrations using bar codes in their service may use CP 73 and CP 74 labels bearing such codes in addition to the indications already provided for

Article 12

Cash-on-delivery parcels

1 Any parcel subject to a COD charge and covered by the Cash-on-Delivery Agreement shall be called a “cash-on-delivery parcel”. The exchange of cash-on-delivery parcels shall require prior agreement between administrations of origin and destination.

■ Commentary

12.1 Adms accepting cash-on-delivery parcels are indicated in the Compendium (Parcels).

Article 13

Fragile parcels. Cumbersome parcels

1 Any parcel containing articles which are liable to break easily and which are to be handled with special care shall be called a “fragile parcel”.

2 Any parcel whose dimensions exceed the limits laid down in the Regulations or those which administrations may set between themselves shall be called a “cumbersome parcel”.

3 Any parcel which, by reason of its shape or structure, does not readily lend itself to loading with other parcels or which requires special precautions shall also be called a “cumbersome parcel”.

4 Fragile parcels and cumbersome parcels shall be subject to a supplementary charge equal to not more than 50 percent of the principal charge. If the parcel is both fragile and cumbersome the supplementary charge shall be collected once only. However, the air surcharges in respect of these parcels shall not be increased.

5 The exchange of fragile parcels and cumbersome parcels shall be restricted to those administrations which admit such items.

■ Commentary

13.2 As regards the max dimensions of cumbersome parcels, it is particularly difficult, from a practical standpoint, to introduce sufficiently broad provisions in the Acts. It is advisable therefore for the adms concerned to reach agreement on the matter if they deem it worthwhile.

13.3 The words “shape” and “structure” should be interpreted to the effect that a parcel is regarded as cumbersome mainly because of its external appearance.

13.5 Adms accepting “fragile parcels” and “cumbersome parcels” are indicated in the Compendium (Parcels).

Article RE 1301

Marking of fragile parcels

1 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.

2 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.

3 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 label prescribed in 1. The corresponding supplementary charge shall be 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.

Article RE 1302

Marking of cumbersome parcels

1 Every cumbersome parcel and the front of its dispatch note shall bear a label showing in bold letters the word ***"Encombrant"*** (Cumbersome).

2 Administrations which admit the limits of sizes set out in article RE 302.1 may charge as cumbersome any parcel whose dimensions exceed the limits set out in article RE 302.2 but which weighs less than 10 kilogrammes. In such a case, the word ***"Encombrant"*** shall be supplemented on the dispatch note only by the words ***"en vertu de l'article RE 1302.2"*** (pursuant to article RE 1302.2).

Article 14

Consignment service

1 Administrations may agree among themselves to take part in an optional “Consignment” service for collective items from one consignor sent abroad.

2 Wherever possible, this service shall be identified by a logo consisting of the following components:

- the word “CONSIGNMENT” in blue;
- three horizontal bands (one red, one blue and one green).



3 The details of this service shall be laid down bilaterally between the administration of origin and the administration of destination on the basis of provisions defined by the Postal Operations Council.

■ Commentary

14 The Seoul Congress instructed the Postal Operations Council to prepare the provisions for this new service and to study the possibility of extending this service to letter-post items (resolution C 72/1994).

Article 15

Advice of delivery

1 The sender of a parcel may request an advice of delivery under the conditions laid down in the Convention. However, administrations may restrict this service to insured parcels if such restriction is provided for in their internal service.

2 The advice of delivery charge shall be 0.98 SDR at most.

■ Commentary

14.1 In formal opinion C 10/Rio de Janeiro 1979, Congress requests adms to make a general practice of using the advice of delivery for ordinary parcels.
The provision of the Conv is given hereunder.

Convention – Article 20

Advice of delivery

1 *The sender of a registered item, a recorded delivery item or an insured item may apply for an advice of delivery at the time of posting by paying a charge of 0.98 SDR at most. This advice of delivery shall be returned to him by the quickest route (air or surface).*

2 *When the sender inquires about an advice of delivery which he has not received within a normal period, a second charge shall not be collected.*

Prot Article III

Advice of delivery

1 The postal administration of Canada shall be authorized not to apply article 15, given that it does not offer the advice of delivery service for parcels in its internal service.

Article RE 1501

Marking of parcels with advices of delivery

1 Every parcel for which the sender requests an advice of delivery shall bear very conspicuously either the indication “*Avis de réception*” (Advice of delivery) or the stamp impression A.R. The same indication shall also be made on the dispatch note.

2 The parcels mentioned in 1 shall be accompanied by a copy of the CN 07 form referred to in the Detailed Regulations of the Convention duly completed. This form shall be attached to the dispatch note. If the CN 07 form does not reach the office of destination, that office shall automatically make out a new copy of it.

■ **Commentary**

1501.2 The provision of the Det Regs of the Conv is given hereunder.

Convention – Article RE 2001

Marking of items with advices of delivery

. . .

2 *The items mentioned under 1 shall be accompanied by a light red CN 07 form, of the consistency of a postcard. The sender shall complete, in roman letters and using means other than ordinary pencil, the various sections 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.*

. . .

Postal administration of origin

ADVICE of receipt/of delivery/of payment/of entry

CN 07
(old C 5)

Office of posting	Date
Addressee of the item	

On postal service

Stamp of the office returning the advice

Priority/
By airmail

Nature of the item

<input type="checkbox"/> Priority/ Letter	<input type="checkbox"/> Non-priority/ Printed paper	<input type="checkbox"/> Parcel	<input type="checkbox"/>
<input type="checkbox"/> Registered No of item	<input type="checkbox"/> Recorded delivery	<input type="checkbox"/> Insured Amount	
<input type="checkbox"/> Ordinary money order	<input type="checkbox"/> Outpayment cheque	<input type="checkbox"/> Amount	
<input type="checkbox"/> Inpayment money ord			

To be completed at the point of destination

The item mentioned above has been duly		
<input type="checkbox"/> delivered	<input type="checkbox"/> paid	<input type="checkbox"/> credited to giro account
Date and signature*		

* This advice may be signed by the addressee or, if the regulations of the country of destination so provide, by another authorized person or by the official of the office of destination

To be filled in by the sender

Return to

Name
Street and No
Locality and country

Parcels, Seoul 1994, art RE 1501.2 – Size 210 x 105 mm, with a tolerance of 2 mm, colour light red

Article RE 1502

Treatment of advices of delivery

1 Immediately the parcel has been delivered, the office of destination shall return the CN 07 form, duly completed, to the address shown by the sender. This form shall be sent à découvert and post free by the quickest route.

2 When the sender inquires about an advice of delivery which he has not received within a reasonable time, the procedure shall be in accordance with the Detailed Regulations of the Convention.

■ **Commentary**

1502.2 The provision of the Det Regs of the Conv is given hereunder.

Convention – Article RE 2002

Treatment of advices of delivery

...

3 *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 CN 08. A duplicate of the advice of delivery, bearing on the front in bold letters the word "Duplicata" (Duplicate), shall be attached to the CN 08 inquiry form. The latter shall be dealt with in accordance with article RE 3001. The CN 07 form shall remain attached to the CN 08 inquiry form for subsequent delivery to the claimant.*

■ **Commentary**

The provision of the Conv on the treatment of inquiries (art RE 3001) is given after Parcels art RE 2201.

Article 16

Parcels for delivery free of charges and fees

1 In relations between postal administrations which have notified their agreement to that effect senders may, by means of a previous declaration at the office of origin, undertake to pay the whole of the charges and fees to which a parcel is subject on delivery. This is a “parcel for delivery free of charges and fees”.

2 Senders shall undertake to pay the amounts which may be claimed by the office of destination. If necessary, they shall make a provisional payment.

3 The administration of origin shall collect from the sender a charge not exceeding 0.98 SDR per parcel which it shall retain as payment for services rendered in the country of origin.

4 The administration of destination shall be authorized to collect a commission charge not exceeding 0.98 SDR per parcel. This charge shall be independent of the presentation-to-Customs charge. It shall be collected from the sender on behalf of the administration of destination.

■ Commentary

16.1 The 1994 Seoul Congress abolished the option of requesting after posting that a parcel be delivered free of charges and fees.

Adms accepting parcels for delivery free of charges and fees are indicated in the Compendium (Parcels).

16.2 The sender of a parcel for delivery “free of charges” is responsible for the payment of all postal and non-postal charges levied on the item at destination; consequently, senders are not free to pay customs duty alone, to the exclusion of other charges.

A provisional payment is understood to mean payment of an amount covering the probable costs.

Article RE 1601

Marking and treatment of parcels for delivery free of charges and fees

1 Every parcel for delivery to the addressee free of charges and fees and its dispatch note shall bear, in very bold characters, the heading “*Franc de taxes et de droits*” (Free of charges and fees) or any other equivalent expression in the language of the country of origin. The parcel and the dispatch note shall be provided with a yellow label bearing, also very boldly, the indication “*Franc de taxes et de droits*”.

2 Every parcel sent for delivery free of charges and fees shall be accompanied by a CN 11 franking note on yellow paper. The sender of the parcel shall complete the text of the right-hand side of the front of parts A and B of the franking note. The dispatching office shall enter on it the postal service indications. The entries of the sender may be made with the use of carbon paper. The text shall include the undertaking prescribed in article 16.2 of the Agreement. The dispatch note, the customs declarations and the franking note shall be securely fastened together.

CN 11 <small>(old G 3/CP 4)</small>		
Coupon to be handed to the sender		
Part A <i>To be filled in by the administration of destination</i>		
DETAILS OF CHARGES DUE (in the currency of the country of destination of the item)		TOTAL OF CHARGES ADVANCED
Charge for delivery free of charges ¹		Amount (in figures, in the currency of the country of destination of the item)
Customs duty		
Presentation-to-Customs charge		
Other charges		
		Stamp of the office advancing the charges
		Office which has made the advance
		No of register Date Signature
Total		
Total (after conversion)		<i>To be filled in by the administration of origin (on return)</i>
Stamp of the office which has recovered the charges		Amount (in figures after conversion)
		Stamp of the office which has recovered the charges
		In-register No
¹ Also called "Commission charge"		

Part A
(Back)

CN 11 <small>(old G 3/CP 4)</small>	
FRANKING NOTE	
Part B <i>To be filled in by the dispatching administration</i>	
Postal administration	
Nature of the item	Weight
No	Insured value
Office of posting	
Sender (name and full address)	
Addressee (name and full address)	
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

Part B
(Front)

Parcels, Seoul 1994, art RE 1601.2 – Size 148 x 210 mm
 (148 x 105 mm when parts A and B are folded one upon the other), colour yellow

CN 11 (old C 3/CP 4)			
DETAILS OF CHARGES DUE (in the currency of the country of destination of the item)		Part B <i>To be filled in by the administration of destination</i> TOTAL OF CHARGES ADVANCED	
Charge for delivery free of charges ¹			Amount (in figures, in the currency of the country of destination of the item) <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px;"></div> Stamp of the office advancing the charges
Customs duty			
Presentation-to-Customs charge			
Other charges			
		Office which has made the advance	
Total			No of register Date Signature

¹ Also called "Commission charge"

CN 11 (old C 3/CP 4)	
FRANKING NOTE	
Receipt	Part A <i>To be filled in by the dispatching administration</i>
Nature of the item Weight	Nature of the item Weight
No Insured value	No Insured value
Office of posting	Office of posting
Addressee (name and full address)	Sender (name and full address)
	Addressee (name and full address)
The sender has paid the charges and fees indicated on the back	
Stamp of the office of origin	The item is to be delivered free of charges and fees, which I undertake to pay Signature of sender
	To be returned to the office of
	Stamp of the office of origin

Part B
(Back)

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

Part A
(Front)

Article RE 1602

Return of franking notes (Part A). Recovery of charges and fees

1 The provisions of the Detailed Regulations of the Convention shall apply.

2 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, it shall approach its national customs services. After making any necessary corrections, it shall 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. It shall send part A to the administration of origin to put the matter in order.

■ **Commentary**

1602.1 The provision of the Det Regs of the Conv is given hereunder.

Convention – Article RE 2202

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. The rate used 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 RE 1603

Accounting with the administration of posting of parcels for delivery free of charges and fees

1 Accounting in respect of charges, customs duty and other fees paid out by each administration on behalf of another shall be effected by means of CN 12 detailed accounts, drawn up on a quarterly basis by the creditor administration. The data of parts B of the franking notes which it has retained shall be entered in the alphabetical order of the offices which have advanced the charges and in the numerical order given to them. "Nil" accounts shall not be prepared.

2 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 second month after the quarter to which it relates.

3 Accounting shall be effected by means of the CP 75 account mentioned in article RE 3703.

4 Unless the administrations concerned have agreed otherwise, the amount on the last line of the CN 12 account shall be included by the creditor administration in the next CP 75 sent by that administration, with justification given in the "Observations" column.

5 In cases where the administration does not use the CP 75 in its relations with the debtor administration, the CN 51 account can, exceptionally, be used in similar fashion.

Creditor administration

DETAILED MONTHLY ACCOUNT
Customs, etc, charges
Date

CN 12
(old C 26/CP 19)

Debtor administration	Month
	Year

Notes
To be filled in by typewriter or computer printer

Serial No	Date of the advance	No of the franking note	Office which made the advance	Amount of each franking note (in national currency)		Observations
	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
Signature

Article 17

Advice of embarkation

1 In relations between administrations which agree to provide this service, the sender may request that an advice of embarkation be sent to him.

2 The advice of embarkation charge shall be 0.36 SDR at most per parcel.

■ **Commentary**

17.1 Adms accepting to provide this service are indicated in the Compendium (Parcels).

The CP 6 (advice of embarkation) form was abolished by the 1994 Seoul Congress.

Chapter 3

Special provisions

Article 18 Prohibitions

1 The insertion of the following articles shall be prohibited in all categories of parcels:

- 1.1** articles which, by their nature or their packing, may expose officials to danger, or soil or damage other parcels or postal equipment;
- 1.2** narcotics and psychotropic substances;
- 1.3** documents having the character of current and personal correspondence as well as correspondence of any kind exchanged between persons other than the sender and the addressee or persons living with them;
- 1.4** live animals, unless their conveyance by post is authorized by the postal regulations of the countries concerned;
- 1.5** explosive, flammable or other dangerous substances;
- 1.6** radioactive materials;
- 1.7** obscene or immoral articles;
- 1.8** articles of which the importation or uttering is prohibited in the country of destination.

2 It shall be prohibited to insert in uninsured parcels exchanged between two countries which admit insured parcels: coins, bank notes, currency notes, securities of any kind payable to bearer, platinum, gold or silver, whether manufactured or not, precious stones, jewels and other valuable articles. In addition, any administration may prohibit the enclosure of gold bullion in insured or uninsured items originating from or addressed to its territory or sent in transit à découvert across its territory. It may limit the actual value of these items.

3 The exceptions to the prohibitions and the treatment of parcels wrongly admitted are set out in the Detailed Regulations. However, parcels containing articles listed under 1.2, 1.5, 1.6 and 1.7 shall in no circumstances be forwarded to their destination, delivered to the addressees or returned to origin.

■ Commentary

18 Countries have a right to inspect parcels in transit; the internal regulations are applicable in such a case. Adms must notify one another, through the intermediary of the IB, of any prohibitions or restrictions applying to the entry and transit of parcels in their service.

The Seoul Congress (resolution C 12/1994) invited adms to send their own list to the IB so that a new edition could be prepared on the basis of the model approved in Washington.

18.1.2 The list of narcotics and psychotropic substances under international control (abbreviated list) is given in part III of the List of Prohibited Articles.

In an inquiry conducted by the IB among adms on smuggling narcotics and psychotropic substances by post, a number of difficulties came to light, particularly as regards the attitude to be adopted by the intermediate country with regard to freedom of transit when closed mails are suspected of containing such substances. In this connection, Congress adopted formal opinion C 54/Washington 1989, the purview of which is given below:

"Congress invites postal administrations:

- i – to cooperate in combating the traffic in narcotics and psychotropic substances whenever they are legally required to do so by their national authorities responsible for this matter;
 - to ensure respect for the fundamental principles of the international Post, in particular, the freedom of transit (article 1 of the Constitution and of the Convention);
- ii to make all appropriate arrangements with the relevant authorities of their countries to ensure that bags of mail in transit suspected of enclosing items containing narcotics are not opened, but to advise:
 - a by the quickest means, at the request of their customs authorities, the administration of destination so that the suspected bags can easily be identified on arrival;
 - b by verification note, the administration of origin of the mail;
- iii to approach the legislative authorities, in consultation with the customs services, to ensure that laws and regulations do not prevent the use of the technique known as "controlled delivery"; the Customs of the transit country, if necessary with the agreement of the competent authorities, must take appropriate measures to inform the customs authorities of the country of destination and possibly of the country of origin of the suspect mails."

18.1.5 Not only explosive or flammable substances, but also compressed gases, corrosive liquids, oxidizing and toxic substances and any other substances which could endanger human life or cause damage are to be considered dangerous.

The "List of definitions of dangerous goods prohibited from conveyance by post", drawn up by the International Civil Aviation Organization (ICAO) is given in part IV of the List of Prohibited Articles (pink sheets).

Concerning the safety of staff involved in handling items presumed to be dangerous (mail bombs), Congress issued recommendation C 76/Rio de Janeiro 1979, recommending to adms that they:

"a as preventive measures:

- i establish permanent liaison with the competent authorities of their countries (police, Customs, national security committees, etc) in order:
 - to be informed of any threats or of signs indicating the dispatch of dangerous items;
 - to settle questions concerning the examination of items and the destruction of dangerous articles;
 - ii issue directives for their services based in particular on the information contained in the CCPS study on the measures to be taken to detect mail bombs and to protect staff against the risk of explosion when such items are discovered in the mail;
 - iii ensure that the examination of items presumed to be dangerous is carried out by the most appropriate methods;
 - iv have their national legislation adapted or supplemented, if necessary, with a view to authorizing operations enabling mail bombs to be detected;
 - v in conjunction with the competent authorities, alert the public with as much information as possible, subject to any security restrictions, so that they can take all necessary precautions for their personal safety;
- b as soon as dangerous items are reported or their presence presumed:
- i give the staff concerned full particulars regarding the external appearance of these items and the need to handle them with particular caution;
 - ii immediately inform the IB of the UPU and the foreign postal adms directly threatened as fully as possible by telecommunication."

It also instructed the IB to inform immediately the adms of all member countries of the Union and to send them any information that could be of interest to them.

18.1.7 It is at the discretion of each adm to decide what is meant by the term "obscene".

18.1.8 Information about current prohibitions in Union member countries is communicated to the IB which updates the List of Prohibited Articles on that basis. Each adm must ensure that, wherever possible, the information about current prohibitions in its country and sent to the IB is set out in clear, precise and detailed terms and that it is kept up to date.

18.2 Cheques, securities payable to bearer and generally speaking any negotiable instruments that can easily be cashed at a bank are considered “securities payable to bearer”.

Prot Article IV Prohibitions

1 The postal administrations of Canada, Myanmar and Zambia shall be authorized not to accept insured parcels containing the valuable articles covered in article 18.2, since this is contrary to their internal regulations.

2 Exceptionally, the postal administration of Lebanon shall not accept parcels containing coins, currency notes or securities of any kind payable to bearer, travelers' cheques, platinum, gold or silver whether manufactured or not, precious stones or other valuable articles, or containing liquids or easily liquefiable elements or articles made of glass or similar or fragile articles. It shall not be bound by the provisions of article 26, including with respect to the cases set forth in articles 27 and 33.

3 The postal administration of Brazil shall be authorized not to accept insured parcels containing coins and currency notes in circulation, as well as any securities payable to bearer, since this is contrary to its internal regulations.

4 The postal administration of Ghana shall be authorized not to accept insured parcels containing coins and currency notes in circulation, since this is contrary to its internal regulations.

5 In addition to the articles listed in article 18, the postal administration of Saudi Arabia shall be authorized not to accept parcels containing:

- 5.1 medicines of any kind unless they are accompanied by a medical prescription issued by a competent official authority;
- 5.2 products designed for extinguishing fires, and chemical liquids;
- 5.3 articles contrary to the principles of the Islamic religion.

Article RE 1801 Exceptions to prohibitions

1 The prohibition relating to narcotics and psychotropic substances shall not apply to consignments sent for a medical or scientific purpose to countries which admit them on this condition.

2 If the internal regulations of the administrations concerned so permit, parcels may also contain any document exchanged between the sender and the addressee of the parcel or persons residing with them.

3 Parcels containing radioactive materials shall be admitted for conveyance by post subject to prior consent from the competent authorities of the country of origin. They may only be accepted for posting if those substances are admitted by all the administrations called upon to participate in the conveyance. In addition, their contents and make-up shall comply with the regulations of the International Atomic Energy Agency providing special exemptions for certain categories of item. Administrations may agree to accept parcels containing these materials either reciprocally or in one direction only. In this case, the radioactive materials shall be forwarded by the quickest route, normally by air, subject to payment of the corresponding air surcharges. They may be posted only by duly authorized senders. Administrations may designate special post offices for the posting of parcels containing radioactive materials.

4 Article 18.2 of the Agreement shall not apply when the exchange of parcels between two administrations admitting insured parcels can only be made in transit through the intermediary of an administration which does not admit them.

■ **Commentary**

1801.2 Docs admitted include:

- one of the following docs, unclosed, reduced to its essential elements and relating solely to the goods being conveyed: invoice, dispatch note or advice, delivery bill;
- records and tapes whether bearing a sound or video recording or not, ADP cards, magnetic tape or other similar media and QSL cards, when the adm of origin considers that they do not have the character of current and personal correspondence and when they are exchanged between the sender and the addressee of the parcel or persons residing with them;
- correspondence and docs of any kind having the character of current and personal correspondence, other than the foregoing, exchanged between the sender and the addressee of the parcel or persons residing with them, if the internal regulations of the adm concerned so permit.

(NB. QSL cards are preprinted cards used by radio amateurs to communicate the result of their observations by completing them with coded manuscript information.)

The Compendium (Parcels) indicates whether or not adms admit the insertion in parcels of docs having the character of current and personal correspondence.

1801.3 As understood here, the conveyance by post of radioactive materials is restricted to consignments exempted from special conveyance prescriptions, within the meaning of the International Atomic Energy Agency (IAEA) Regulations for the safe transport of radioactive materials, because of the very low activity of their contents.

The relevant extracts of the said Regulations are reproduced in the Compendium (Conv).

Before such consent is granted, the adm of origin, or the responsible body appointed to this end, as the case may be, ensures that these dispatches conform to IAEA prescriptions, eg by requesting that a prototype packing for each category of item be submitted to it for approval.

Adms participating in the exchange of radioactive materials are indicated in the Compendium (Parcels).

Article RE 1802

Treatment of parcels wrongly accepted

1 Parcels containing articles mentioned in article 18.1 of the Agreement, and wrongly admitted to the post shall be dealt with according to the legislation of the country of the administration establishing their presence.

2 In the case of the insertion of a single item of correspondence prohibited within the meaning of article 18.1.3 of the Agreement, this shall be treated as an unpaid letter-post item. The parcel shall not be returned to sender on this account.

3 The administration of destination shall be authorized to deliver to the addressee, under the conditions prescribed by its regulations, an uninsured parcel originating in a country which admits insurance and containing articles listed in article 18.2 of the Agreement. If delivery is not permitted, the parcel shall be returned to sender.

4 The provisions in 3 shall be applicable to parcels the weight or the dimensions of which appreciably exceed the permitted limits. However, these parcels may, where appropriate, be delivered to the addressee if he first pays any charges which may be due.

5 If a wrongly admitted parcel or part of its contents is neither delivered to the addressee nor returned to sender, the administration of origin shall be notified without delay how the parcel has been dealt with. This notification shall clearly indicate the prohibition under which the parcel falls or the articles which gave rise to its seizure.

6 In the event of the seizure of a wrongly admitted parcel, the administration shall so inform the administration of origin through the dispatch of a CN 13 form.

■ Commentary

1802.4 There must be serious reasons for the return to origin of a parcel whose weight or dimensions exceed the limits allowed.

Prot Article RE II

Treatment of parcels wrongly accepted

1 Dem People's Rep of Korea, Tajikistan, Ukraine, Uzbekistan and Viet Nam reserve the right to provide information about the seizure of a postal parcel or part of its contents only within the limits of the information provided by the customs authorities and in accordance with their internal legislation.

Postal administration of

Office preparing the report

REPORT Information about a seized postal item

Date

Reference

CN 13
(old C 33/CP 10bis)

To the administration of

Notes

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"/> Priority <input type="checkbox"/> Non-priority <input type="checkbox"/> Parcel <input type="checkbox"/> Ordinary <input type="checkbox"/> Registered	
	<input type="checkbox"/> Letter <input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet <input type="checkbox"/> Insured <input type="checkbox"/> Recorded delivery	
	No of item Weight of item	
Posting of item	Information concerning forwarding	
	<input type="checkbox"/> Airmail <input type="checkbox"/> S.A.L. <input type="checkbox"/> Surface	
	Office of origin Date of posting	
	Dispatching office of exchange Date	
Sender	Destination office of exchange Mail No	
Addressee	Name and full address	

Information about the seizure	Reason for seizure	
	<input type="checkbox"/> Hazardous materials <input type="checkbox"/> Violates import regulations	
	<input type="checkbox"/> Narcotics <input type="checkbox"/> Violates public/moral/religious precepts	
	<input type="checkbox"/> Obscene articles <input type="checkbox"/>	
	Applicable regulation Article	
	<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 the Convention	Customs official Place and signature	Head of office at which seizure took place Place and signature

Reserved for the office of origin of the item	Comments, if any	
	Signature of the sender or of his attorney (if applicable)	Office of origin of the item Date and signature

Article 19

Redirection

1 If an addressee changes his address, a parcel may be redirected either within the country of destination or out of that country. The same applies if an address is altered or corrected in application of article 21.

2 The sender may forbid any redirection.

3 Administrations which collect a charge for requests for redirection in their internal service shall be authorized to collect the same charge in the international service.

4 The conditions for redirection are set out in the Detailed Regulations.

■ Commentary

19 This art implies the obligation of official redirection, to the correct country of destination, of parcels obviously wrongly addressed to another country. In this case, the redirecting country is entitled to the transit rate only.

Article RE 1901

Conditions of redirecting a parcel

1 A parcel may be redirected within the country of destination at the request of the sender, at the request of the addressee, or automatically if the regulations of that country permit.

2 A parcel may be redirected out of the country of destination only at the request of the sender or of the addressee. In this case the parcel shall comply with the conditions required for the onward transmission.

3 A parcel may also be redirected by air at the request of the sender or the addressee. Payment of the air surcharge in respect of the onward transmission shall be guaranteed.

4 For the first and any subsequent redirection of each parcel, the following may be collected:

- 4.1** the charges authorized by the internal regulations of the administration concerned for such redirection, in the case of redirection within the country of destination;
- 4.2** the rates and air surcharges entailed in the onward transmission, in the case of redirection out of the country of destination;
- 4.3** the charges and fees which the former administrations of destination do not agree to cancel.

5 The charges, rates and fees mentioned in 4 shall be collected from the addressee.

6 If the charges, rates and fees mentioned in 4 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.

7 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 20

Delivery. Undeliverable parcels

1 As a general rule, parcels shall be delivered to the addressees as soon as possible and according to the provisions in force in the country of destination. The periods of retention are laid down in the Detailed Regulations. When parcels are not delivered to the addressee's address, the addressee shall, unless this is impossible, be advised of their arrival without delay.

2 If a parcel cannot be delivered or if it is held officially, it shall be dealt with in accordance with the instructions given by the sender within the limits set by the Detailed Regulations.

3 If an advice of non-delivery is made out, the reply to such an advice may give rise to collection of a charge of 0.65 SDR at most. When the advice relates to several parcels posted at the same time at the same office by the same sender and addressed to the same addressee the charge shall be collected once only. In case of transmission by telecommunications, the corresponding charge shall also be collected.

4 Any undeliverable parcel shall be returned to the sender's country of residence. The conditions for return are given in the Detailed Regulations.

5 If the sender has abandoned a parcel which it has not been possible to deliver to the addressee, that parcel shall be treated by the administration of destination according to its own legislation.

6 Articles contained in a parcel whose early deterioration or decay is to be feared, and those articles only, may be sold immediately, without prior notice or legal formality. The sale shall be on behalf of the rightful owner even in course of transmission on either the outward or the return journey. If sale is impossible, the spoilt or decayed articles shall be destroyed.

■ Commentary

20.1 The words "unless this is impossible" apply in principle to parcels sent *poste restante* and to parcels for an addressee living in an area where there is no mail delivery service.

20.4 Parcels to be returned for which the country shown in the sender's address is not the country of posting should be returned direct to the sender's country of address, thus avoiding the charges for successive reforwardings.

20.5 Such parcels may not, however, be returned to the sender.

Article RE 2001

Periods of retention

1 When an addressee has been notified of the arrival of a parcel, it shall be held at his disposal for a fortnight or, at most, for a month from the day after that on which the advice is sent. Exceptionally, this period may be increased to two months if the regulations of the administration of destination permit. The retention period shall be renewed if the sender has, in accordance with article RE 2003.1.1, requested that the addressee be advised again.

2 When it has not been possible to notify an addressee of the arrival of a parcel, the period of retention prescribed by the regulations of the country of destination shall apply. The same shall also apply to parcels addressed *poste restante*. This period shall start to run from the day after the day from which the parcel is held at the addressee's disposal. It shall not, as a general rule, exceed two months. The parcel shall be returned within a shorter period if the sender has so requested in a language known in the country of destination.

3 The periods of retention prescribed in 1 and 2 shall be applicable, in the case of redirection, to parcels to be delivered by the new office of destination.

■ Commentary

2001.1 Particulars concerning periods of retention are given in the Compendium (Parcels).

2001.2 The time required for customs control on importation is not included in the period of retention.

Article RE 2002

Advice of non-delivery

1 The advice of non-delivery mentioned in article 20.3 of the Agreement shall be prepared on a form CP 76. It shall include all the particulars shown on the CP 74 and CP 73 labels and the date of posting of the parcel. This advice shall be sent under registered cover and by the quickest route to the administration of the sender's country of residence.

2 The advice of non-delivery shall be prepared by the administration of destination:

- 2.1 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 RE 2004.2.2, last sentence;
- 2.2 for every parcel automatically retained or pending 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.

3 The advice of non-delivery shall be prepared 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. The reservation made under 2.2 shall also apply in such cases.

4 The advice of non-delivery shall be accompanied by the dispatch note. In the cases referred to in 2.2 and 3, 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 CN 24 report shall be prepared. A copy of the report giving information on the extent of the damage shall accompany the advice of non-delivery.

5 Several parcels posted at the same time by the same sender and addressed to the same addressee may be subject of 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.

6 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.

■ Commentary

2002 Congress adopted resolution C 48/Hamburg 1984, inviting adms to accept the advices of non-delivery.

2002.1 Particulars are necessary to spare offices of origin, particularly those with heavy traffic, time-consuming investigations.

2002.3 It is important for the sender to know immediately the nature and extent of the damage since this could influence his reply to the advice of non-delivery.

2002.6 The addresses to which advices of non-delivery are to be sent are indicated in the Compendium (Parcels).

Postal administration of origin

ADVICE OF NON-DELIVERY
Date of advice

CP 76
(old CP 9)

Office of origin of CP 76 advice

This form should be returned to

Office or service of destination of CP 76 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

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 New address ¹	<input type="checkbox"/> The addressee has left without leaving an address
<input type="checkbox"/> The addressee has left	
<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	
<p>Please ask the sender 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 him, subject to subsequent payment of charges. Until the instructions arrive, the office is authorized either to deliver the parcel to the addressee, or to reforward it to him at a new address</p>	

¹ Depending on the legislation of the first country of destination, give the full address or the name of the new country of destination

Place, date and signature

Office furnishing the reply

REPLY
Date of reply

CP 76 (Back)

Office or service of destination

The parcel should be

☐ presented again to the addressee

☐ delivered to the addressee

☐ redirected to the addressee by

☐ surface/S.A.L. ☐ air
Name and full address of the addressee

☐ returned to the sender by

☐ surface/S.A.L. ☐ air Number of days
☐ forthwith ☐ after

The sender undertakes to pay the transport and other charges

☐ 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 on expiry of the prescribed period

Place, date and signature

Postal administration

REPORT

CN 24
(old VD 4/CP 14)

Office preparing the report

Date

Reference

	<input type="checkbox"/> Letter-post item		<input type="checkbox"/> Postal parcel	
Reason for report	<input type="checkbox"/> Loss <input type="checkbox"/> Theft <input type="checkbox"/> Damage <input type="checkbox"/> Decrease in weight <input type="checkbox"/> Irregularities <input type="checkbox"/>			
Sender	Name and full address			
Addressee	Name and full address			
Posting of item	Office of posting	Date	Serial number	
Special particulars	Insured value	COD amount and currency	Weight shown	Weight observed
	Other particulars			
Contents	<input type="checkbox"/> From the invoice <input type="checkbox"/> From the customs declaration <input type="checkbox"/> According to the addressee or the sender			
	Detailed description			
	The contents have been examined in the presence of <input type="checkbox"/> the addressee <input type="checkbox"/> the sender			
	Contents established on examination			
	Contents damaged			
	Contents missing			
Packing	External packing			
	Internal packing			
	The item is sealed by <input type="checkbox"/> wax seals <input type="checkbox"/> security tapes <input type="checkbox"/>			
	Number of seals		Private mark on seals	
	<input type="checkbox"/> The item is unsealed			
	The packing should be regarded as regulation <input type="checkbox"/> Yes <input type="checkbox"/> No			

Parcels, Seoul 1994, art RE 2002.4 – Size 210 x 297 mm

CN 24 (Back)

Damage/Theft	Description	
	The loss is due to	
Estimate of loss	Amount and currency	
	<input type="checkbox"/> According to the addressee <input type="checkbox"/> According to the sender	
Mail in which the item was sent	Date of dispatch	Dispatching office <input type="checkbox"/> No
	Date of arrival	Office of destination
	The item was contained in an The fastening (lead seal) of the bag was <input type="checkbox"/> inner bag <input type="checkbox"/> outer bag <input type="checkbox"/> intact <input type="checkbox"/> not intact	
Method of conveyance	<input type="checkbox"/> By airmail <input type="checkbox"/> By train <input type="checkbox"/> By ship <input type="checkbox"/>	
	Flight No/Train No/Name of ship	
Subsequent treatment of the item	<input type="checkbox"/> In a bag <input type="checkbox"/> Loose <input type="checkbox"/> New weight	
	<input type="checkbox"/> After repacking and weighing, the item has been forwarded to its destination	
	<input type="checkbox"/> The contents have been destroyed by the undersigned office <input type="checkbox"/> The packing is held here	
	<input type="checkbox"/> The addressee refuses the item <input type="checkbox"/> The sender refuses the item	
	<input type="checkbox"/> The addressee has accepted the item <input type="checkbox"/> The sender has accepted the item Amount of indemnity claimed	
Signature of addressee or sender		

Attestation	In witness whereof, we have drawn up this report, a duplicate of which has been sent (with a CP 78 verification note in the case of a postal parcel) to the authority shown below
	Authority to which the report should be sent

Office preparing the report
Signature of the postal officials

Signature of the customs officer (as applicable)

Article RE 2003

Non-delivery. New instructions by the person concerned

1 After receipt of the advice of non-delivery, the sender shall give his instructions. These may only be the instructions presented below:

- 1.1 notify the addressee once more;
- 1.2 return forthwith to the sender by the most economical route or by air;
- 1.3 abandonment of the parcel by the sender;
- 1.4 correct or complete the address;
- 1.5 deliver a cash-on-delivery parcel to a person other than the addressee against payment of the amount indicated;
- 1.6 deliver a cash-on-delivery parcel to the original addressee or to another addressee without collecting the COD charge or against payment of an amount less than the original amount; in the latter case, a new R 3bis, R 4, R 6bis, R 7 or R 9 form shall be prepared in accordance with the Detailed Regulations of the Cash-on-Delivery Agreement;
- 1.7 deliver the parcel free of charges and fees either to the original addressee or to another addressee.

2 The advice of non-delivery shall be returned under registered cover and by the quickest route to the office which prepared it. It shall be completed with new instructions from the sender and accompanied, if appropriate, by the dispatch note. The new instructions shall be sent by telecommunications when the corresponding charge is paid.

3 Provided that no instructions have been received from the sender, the administration of destination shall be authorized to deliver the parcel to the addressee. It may also redirect the parcel to a new address.

4 In such cases, the sender shall be so informed through the office of his place of residence. If a cash-on-delivery parcel is concerned and if the R 3bis, R 4, R 6bis, R 7 or R 9 money order form referred to in the Detailed Regulations of the Cash-on-Delivery Agreement has already been sent to the sender, the latter need not be advised.

5 After receipt of new instructions these alone shall be valid and binding.

Article RE 2004

Return to sender of undelivered parcels

1 A parcel which it has not been possible to deliver shall be returned immediately if:

- 1.1 the sender has requested its immediate return;
- 1.2 the sender has made an unauthorized request;
- 1.3 the sender refuses to pay the charge authorized in article 20.3 of the Agreement;

1.4 the sender's instructions have not achieved the desired result, whether these instructions were given at the time of posting or after receipt of the advice of non-delivery.

2 A parcel which has not been possible to deliver shall be returned immediately after the expiry:

2.1 of the period, if any, fixed by the sender;

2.2 of the periods of retention laid down in article RE 2001, if the sender has not complied with article RE 307. In this case, however, the sender may be asked for instructions;

2.3 of a period of two months from the dispatch of an advice of non-delivery, if the office which prepared that advice has not received adequate instructions from the sender or the third party.

3 Every parcel shall be returned by the route normally used for dispatching mails. It shall not be returned by air unless the sender has guaranteed the payment of the air surcharges.

4 An office which returns a parcel shall give the reason for non-delivery on the parcel and on the dispatch note. It shall use for this purpose a stamped impression or a CN 15 label. 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 has the option of adding a translation in its own language and any other appropriate particulars.

5 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 this indication.

6 Parcels shall be returned to sender in their original packing. They shall be accompanied by the dispatch note prepared by the sender. If a parcel has to be repacked or the original dispatch note replaced, the name of the office of origin of the parcel, the original serial number and, if possible, the date of posting shall appear on the new packing and on the dispatch note.

7 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.

8 Every parcel returned to sender shall be subject to the rates entailed in the further transmission. It shall also be subject to the uncanceled charges and fees which are due to the administration of destination at the time of return to sender.

9 The allocation and recovery of rates, charges and fees paid on the parcel shall be made as mentioned in article RE 3702. They shall be indicated in detail on a CP 77 statement of charges. This statement shall be affixed at one edge to the dispatch note.

10 These rates, charges and fees shall be collected from the sender.

11 Parcels returned to the sender and undeliverable to him shall be dealt with by the administration concerned in accordance with its own legislation.

■ **Commentary**

2004.2.2 In this case, it seems more sensible and more in conformity with users' interests to ask the sender for instructions than to return the parcel to origin. It should be noted that the adm of origin may collect the advice of non-delivery charge if such advice has not been requested by the sender.

RETURN	CN 15 (old C 33/CP 10)
<hr/>	
<input type="checkbox"/> Unknown	<input type="checkbox"/> Refused
<input type="checkbox"/> Gone away	<input type="checkbox"/> Unclaimed
<input type="checkbox"/> Insufficient address	
<input type="checkbox"/>	

Parcels, Seoul 1994, art RE 2004.4 –
Maximum size 52 x 52 mm, colour pink

STATEMENT OF CHARGES

CP 77
(old CP 25)

Administration of

Date

Office of exchange of

Parcel No		
Reason for return		
<input type="checkbox"/> Unknown	<input type="checkbox"/> Refused	<input type="checkbox"/> Importation prohibited
<input type="checkbox"/> Gone away	<input type="checkbox"/> Unclaimed	<input type="checkbox"/>
Presentation-to-Customs charge	SDR	
Storage charge		
Return charge		
Redirection charge		
Non-postal fees		
Miscellaneous		
Total		

Article RE 2005

Return to sender of wrongly accepted parcels

1 Any parcel wrongly accepted and returned to sender shall be subject to the rates, charges and fees prescribed in article RE 2004.8.

2 These rates, charges and fees shall be payable by the sender, if the parcel has been wrongly admitted in consequence of an error of the sender or if it falls within one of the prohibitions laid down in article 18 of the Agreement.

3 They shall be payable by the administration responsible for the error, if the parcel has been wrongly admitted in consequence of an error attributable to the postal service. In this case the sender shall be entitled to a refund of the charges paid.

4 If the rates which have been allocated to the administration returning the parcel are insufficient to cover the rates, charges and fees mentioned in 1, the outstanding charges shall be recovered from the administration of the sender's country of residence.

5 If there is a surplus, the administration which sends back the parcel shall return the balance of the rates to the administration of the sender's country of residence for refund to the sender.

Article RE 2006

Return to sender due to suspension of a service

1 The return of a parcel to the sender due to the suspension of a service shall be free of charge. The unallocated rates collected for the outward journey shall be credited to the administration of the sender's country of residence for refund to the sender.

Article RE 2007

Non-compliance by an administration with given instructions

1 When the administration of destination or an intermediate administration has not complied with the instructions given at the time of posting or subsequently, it shall bear the conveyance charges (outward and return) and any other uncanceled charges or fees. Nevertheless, the charges paid for the outward journey shall remain the responsibility of the sender if he declared, at the time of posting or subsequently, that in the event of non-delivery he would abandon the parcel.

2 The administration of the sender's country of residence shall be authorized automatically to bill the charges referred to in 1 to the administration which has not complied with the instructions given and which, although duly informed, has allowed three months without finally settling the matter. The period shall run from the date in which that administration was informed of the case.

3 The provision in 2 shall also apply if the administration of the sender's country of residence has not been informed that the non-compliance appeared to be due to force majeure or that the parcel had been detained, seized or confiscated in accordance with the internal regulations of the country of destination.

Article RE 2008

Parcels containing items whose early deterioration or decay is to be feared

1 When a parcel has been sold or destroyed in accordance with article 20.6 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.

Article 21

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

1 The sender of a parcel may, under the terms set out in the Convention, ask for it to be returned or for its address to be altered. He must guarantee payment of the amounts due for any onward transmission.

2 However, administrations shall have the option of not accepting the requests referred to in 1 when they do not accept them in their internal service.

3 The sender shall pay, for each request, a charge for a request for withdrawal from the post or alteration or correction of address of 1.31 SDR at most. If the request is to be sent by telecommunications, the appropriate charge shall be added to this charge.

■ Commentary

21.1 The provision of the Conv is given hereunder.

21.2 Adms applying this optional provision are indicated in the Compendium (Parcels).

Convention – Article 29

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

1 *The sender of a letter-post item may have it withdrawn from the post, or have its address altered or corrected, so long as the item:*

- 1.1** *has not been delivered to the addressee;*
- 1.2** *has not been confiscated or destroyed by the competent authorities because of infringement of article 26;*
- 1.3** *has not been seized by virtue of the legislation of the country of destination.*

2 *If its legislation permits, each administration shall be bound to accept requests for withdrawal from the post or alteration or correction of the address in respect of any letter-post item posted in the service of other administrations.*

3 *The sender shall pay, for each request, a special charge of 1.31 SDR at most.*

4 *The request shall be forwarded by post or by telecommunication at the sender's expense. The forwarding conditions and the provisions relating to the use of telecommunications are set out in the Detailed Regulations.*

5 *The charges prescribed under 3 and 4 shall be levied only once for each request for withdrawal from the post or alteration or correction of address involving several items posted at the same time, at the same office, by the same sender to the same addressee.*

Prot Article V

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

1 Notwithstanding article 21, El Salvador, Panama (Rep) and Venezuela shall be authorized not to return postal parcels after the addressee has requested their clearance by Customs, since this is incompatible with those countries' customs legislation.

Article RE 2101

Treatment of requests for withdrawal of parcels from the post or for alteration or correction of address

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

2 Any request for alteration or correction of address concerning an insured parcel made by telecommunications shall be confirmed by post by the first mail. The confirmatory request prepared on a CN 17 form used for the letter post shall bear, in bold letters and underlined, the note "*Confirmation de la demande transmise par voie des télécommunications du ...*" (Confirmation of request made by telecommunications dated ...). It shall be accompanied by the facsimile prescribed in the Detailed Regulations of the Convention.

3 On receipt of the request for withdrawal from the post or for alteration or correction of address, the office of destination shall search for the parcel in question and act on the request.

4 ~~When~~ it receives the request made by telecommunications, 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.

■ **Commentary**

2101.1 The provisions of the Det Regs of the Conv are given hereunder.

Convention – Article RE 2901

Treatment of requests for withdrawal of items from the post or for alteration or correction of address

1 General

- 1.1 *Every request for withdrawal of items from the post or for alteration or correction of address shall entail completion by the sender of a CN 17 form. 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.*
- 1.2 *In handing in the request at the post office the sender shall prove his identity and produce the certificate of posting, if any. The administration of the country of origin shall assume responsibility for the proof of identity.*
- 1.3 *A request for simple correction of address (without alteration of the name or status of the addressee) may be made direct to the office of destination by the sender. The charge prescribed in article 29.3 of the Convention shall not be collected in such a case.*
- 1.4 *Through notification of the International Bureau, any administration may make provision for CN 17 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.*
- 1.5 *Administrations which exercise the option provided for under 1.4 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 telecommunication 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.*
- 1.6 *If the item is still in the country of origin, the request shall be dealt with according to the legislation of that country.*

■ **Commentary**

2901.1.4 *Information supplied on this subject is published in the Compendium (Conv).*

2 Transmission by post

- 2.1 *If the request is to be sent by post, the CN 17 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).*
- 2.2 *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. The items concerned shall be withheld from delivery until the arrival of the request from the central administration.*
- 2.3 *On receipt of the CN 17 form, the office of destination shall search for the item in question and take the necessary action.*

- 2.4 *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 a copy of the CN 17 form with the "Reply of the office of destination" part duly completed. The office of origin shall inform the applicant. The same shall apply in the following circumstances:*
- 2.4.1 *fruitless searches;*
- 2.4.2 *items already delivered to the addressee;*
- 2.4.3 *item confiscated, destroyed or seized.*
- 2.5 *A non-priority or surface item shall be returned to origin by priority or by air following a request for withdrawal from the post when the sender undertakes to pay the corresponding difference in postage. When an item is redirected by priority or by air following a request for alteration or correction of address, the difference in postage corresponding to the new route shall be collected from the addressee and retained by the delivering administration.*
- 3 *Transmission by telecommunications*
- 3.1 *If the request is to be made by telecommunications, the CN 17 form shall be handed over to the corresponding service for transmission of the details to the post office of destination. The sender shall pay the corresponding charge for that service.*
- 3.2 *On receipt of the message received by telecommunications, the office of destination shall search for the item in question and take the necessary action.*
- 3.3 *Any request for alteration or correction of address concerning an insured item made by telecommunications shall be confirmed by post, by the first mail, as prescribed under 2.1. The CN 17 form shall then bear at the head, in bold letters, the note "Confirmation de la demande transmise par voie des télécommunications du ..." (Confirmation of request made by telecommunications 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 telecommunications without waiting for confirmation by post.*
- 3.4 *In relations between two countries which admit this procedure, the sender may ask to be informed by telecommunications of the action taken by the office of destination on his request. He shall pay the relevant charge. If telegrams are used, he must pay the charge for a telegram, calculated on a fifteen-word basis. When telex is used, the charge to the sender shall normally be the same amount as that charged for forwarding the request by telex.*
- 3.5 *If the sender of a request sent by telecommunications has asked to be notified by similar means, the reply shall be sent by this means to the office of origin. It shall inform the applicant as quickly as possible. The same shall apply if a request by telecommunications is not sufficiently explicit to identify the item with certainty.*

Convention – Article RE 2902

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 of items from the post or alteration or correction of address made in accordance with article 29.2 of the Convention shall verify the identity of the sender 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 CN 17 form. It shall then send the CN 17 form to the office of origin or destination of the item.

2 If the request concerns a registered or insured item, the certificate of posting must be presented by the sender and the CN 17 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. The CN 17 form shall then be sent to the office of destination via the office of origin of the item.

3 Any request made by telecommunications under the conditions laid down under 1 shall be sent direct to the office of destination of the item. If, however, it refers to a registered or insured item, a CN 17 form bearing the notations “Vu l’original du récépissé de dépôt” (Seen, original of certificate of posting) and “Demande transmise par voie des télécommunications déposée le ... au bureau de ...” (Request made by telecommunications 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 CN 17 form, in very bold characters, the note “Confirmation de la demande transmise par voie des télécommunications du ...” (Confirmation of request made by telecommunications dated ...) and shall send it to the office of destination. The office of destination shall hold the registered or insured item 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 or insured item is concerned, this information shall pass through the office of origin of the item. In the case of withdrawal, the withdrawn item shall be attached to this information.

5 Article RE 2901 shall apply, by analogy, to the office which receives the request and to its administration.

■ Commentary

2902.1 In the case of a registered or insured item, it is essential that the request be transmitted through the office of origin of the item.

2902.2 *Since the certificate of posting is the only document proving that the item really has been posted, it must be kept by the sender.*

2902.3 *The office of origin of a registered or insured item must be advised of a request by telecommunications made in a third country in order to be able to confirm this request in writing to the office of destination.*

Country of origin

REQUEST

CN 17
(old C 7)

Date

Notes

To be sent by registered post

<input type="checkbox"/>	For withdrawal from the post	<input type="checkbox"/>	For alteration or correction of address	<input type="checkbox"/>	For cancellation or alteration of the COD amount
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Office of origin

Office of destination

Our telefax No

Telefax No

Description of item	Nature of item	No of item	Date of dispatch
	Office of origin	<input type="checkbox"/> Facsimile attached	
	Description (form, colour of the item, etc)		
	Sender (name and full address)		
	Addressee (name and full address)		
	Original COD amount in figures (where applicable)		
Withdrawal from the post	Please return the item <input type="checkbox"/> priority/air <input type="checkbox"/> S.A.L. <input type="checkbox"/> non-priority/surface		
Alteration or correction of address	Please redirect the item <input type="checkbox"/> priority/air <input type="checkbox"/> S.A.L. <input type="checkbox"/> non-priority/surface		
	New address or requested alteration		
Cancellation/Alteration of the COD amount	<input type="checkbox"/> Please cancel the COD amount New COD amount (in words and figures) <input type="checkbox"/> Please alter the COD amount		

Signature

Reply of the office of destination

<input type="checkbox"/>	The item in question has already been delivered to the addressee	<input type="checkbox"/>	The request was not explicit enough; please send additional details
<input type="checkbox"/>	The item in question has been seized under the country's internal legislation	<input type="checkbox"/>	The search was unsuccessful
Additional information			

Place, date and signature

To be returned, duly completed, to the office of origin

Article 22

Inquiries

1 Inquiries shall be entertained within a period of a year from the day after that on which the parcel was posted. Within this period, inquiries shall be accepted as soon as the problem is reported by the sender or the addressee. However, where a sender's inquiry concerns an undelivered parcel and the published anticipated transmission time has not expired, the sender should be informed of this transmission time.

2 The processing of inquiries shall be free of charge. However, if, at the request of the customer, inquiries are transmitted by telecommunication or by EMS, they may be subject to a charge equivalent to the price of the service requested.

3 Each administration shall be bound to accept inquiries relating to any parcel posted in the service of another administration.

4 Separate inquiries shall be made for uninsured and insured parcels.

■ Commentary

22.1 (Second and third sentences.) Provisions adopted by the 1994 Seoul Congress.

22.2 The 1994 Seoul Congress decided that inquiries must be free of charge subject to payment by the customer of telecommunications or EMS charges when he requests transmission of his inquiry by one of these means. However, fourteen adms considered they could not comply with this condition and made a reservation to that effect in the Fin Prot.

Prot Article VI

Inquiries

1 The postal administrations of Afghanistan, Cape Verde, Congo (Rep), Gabon, Iran (Islamic Rep), Mongolia, Myanmar, Saudi Arabia, Suriname, Syrian Arab Rep and Zambia reserve the right to collect an inquiry charge from customers.

2 The postal administrations of Argentina, Czech Rep and Slovakia reserve the right to collect a special charge when, on completion of the investigation conducted in response to the inquiry, it emerges that the latter was unjustified.

Article RE 2201

Treatment of inquiries

1 Every inquiry about a parcel shall be dealt with according to the Detailed Regulations of the Convention. However, the R 3, R 6 or R 8 form used for the letter post shall be replaced by the R 4, R 7 or R 9 form.

2 If the inquiry concerns a parcel posted in another country, the CN 08 form shall be forwarded to the administration of origin. It shall reach it within the period prescribed for the retention of documents. If the certificate of posting can be produced by the sender, the CN 08 form shall bear the indication “*Vu réceptionné de dépôt*” (Certificate of posting seen).

■ **Commentary**

2201.1 The provisions of the Det Regs of the Conv are given hereunder.

Where applicable, particulars concerning the address to which inquiries should be sent are published in the Compendium (Parcels).

Convention – Article RE 3001

Treatment of inquiries

1 General

- 1.1 *Every inquiry shall involve the preparation of a CN 08 form.*
- 1.2 *The CN 08 form shall be accompanied, whenever possible, by a facsimile of the address of the item. The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures, or even better, by typewriter.*
- 1.3 *If the inquiry concerns a cash-on-delivery item, it shall also be accompanied by a duplicate R 3, R 3bis, R 6, R 6bis or R 8 money order form of the Cash-on-Delivery Agreement or by a deposit note, as the case may be.*
- 1.4 *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.*
- 1.5 *Any administration may, by notifying the International Bureau, ask for CN 08 inquiries concerning its service to be forwarded to the central administration or to one or more specially appointed offices.*
- 1.6 *The CN 08 form and the documents which are attached to them shall invariably be returned to the administration of origin of the item under inquiry as soon as possible and at the latest within two months from the date of the original inquiry. They shall be accompanied by the addressee's declaration made out on a CN 18 form and certifying the non-receipt of the item under inquiry. After this period has elapsed, some form of reply shall be sent to the administration of origin, at the expense of the administration of destination, by telegram, telex or any other means of telecommunication.*
- 1.7 *If the sender asserts that, despite the administration of destination's attestation of delivery, the addressee claims not to have received the item under inquiry, the following procedure shall be followed. At the express request of the administration of origin, the administration of destination shall be obliged to provide confirmation of the delivery by letter, CN 07 advice of delivery or some other means, signed in conformity with articles RE 2002.1 or RE 2101.2, as appropriate.*

■ **Commentary**

3001.1.1 Form CN 08 must be used only for irregularities concerning postal items. It is not to be used for other customer complaints such as the quality of the reception, etc.

3001.1.5 Any information about the address to which inquiries must be sent are published in the Compendium (Conv).

...

3 *Inquiries about registered items and insured items*

- 3.1** *Where an inquiry concerns registered items exchanged under the system of bulk advice, the number and date of dispatch of the mail need not be entered on the CN 08 inquiry. Administrations may agree bilaterally to provide these details, on the CN 08 form or in some other way. The inquiry shall be sent automatically without a covering letter by registered post and always by the quickest route (air or surface).*
- 3.2** *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.*
- 3.3** *If, upon receipt of the inquiry, the central administration of the country of destination or the specially appointed office concerned is able to say what finally happened to the item, it shall complete the "Particulars to be supplied by the service of destination" part of the CN 08 form. In cases of delayed delivery, retention or return to origin the reason shall be shown briefly on the CN 08 form.*
- 3.4** *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 the "Final reply" part of the CN 08 form its decision on liability.*
- 3.5** *The CN 08 form, duly completed as prescribed under 3.3 and 3.4, shall be returned by the quickest route (air or surface) and by registered post to the address of the office which prepared it.*
- 3.6** *Any intermediate administration which forwards a CN 08 inquiry to the next administration shall be responsible for informing the administration of origin of the fact by means of a CN 21 form. If within a period of one month the administration of origin has not received the CN 21 advice, it shall send the administration concerned a reminder supported by a copy of the CN 08 form.*
- 3.7** *If an inquiry has not been returned within a period of one month, a duplicate of the CN 08 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.*

■ **Commentary**

3001.3.3 Considering that the lack of information gives rise to further delay, Congress, in resolution C 64/ Washington 1989, recommended that adms should instruct their offices about the need to complete all parts of the CN 08 form and, in particular, to give the reason for the delayed delivery, retention or return to origin, in order to provide the inquirer with precise information.

4 *Requests to be sent by telecommunications or by EMS*

4.1 *If a request is made for transmission of an inquiry by telegraph, a telegram shall be sent, instead of the CN 08 form either to the central administration of the country of destination or to the specially appointed office concerned. The telegraph charge shall be collected from the inquirer.*

4.2 *If a request is made for transmission by other means of telecommunication or by EMS, the charges normally collected for these services may be collected from the inquirer.*

4.3 *In relations between two countries admitting this procedure, the sender may ask to be advised by telegram of the action taken on his inquiry. In this case, he must pay the charge for a telegram, calculated on a fifteen-word basis. When telex is used, the charge collected from the sender shall normally be the same amount as that charged for forwarding the inquiry by telex. The cost of a reply sent by other means of telecommunication or by EMS shall be waived on the basis of reciprocity.*

4.4 *If the inquiry by telecommunications does not establish what happened to a registered or insured item, the inquiry shall be made again by post before indemnity is considered. A CN 08 form shall then be prepared for treatment according to 3.1 to 3.7.*

■ **Commentary**

3001.4.4 *For determining liability, an inquiry by telecommunication is inadequate and should be supplemented by the normal CN 08 inquiry procedure.*

Postal administration

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

CN 18
(old C 32)

Nature of item	<input type="checkbox"/> Priority	<input type="checkbox"/> Non-priority	<input type="checkbox"/> Parcel	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Registered
	<input type="checkbox"/> Letter	<input type="checkbox"/> Printed paper	<input type="checkbox"/> Small packet	<input type="checkbox"/> Insured	<input type="checkbox"/> Recorded delivery
Special particulars	Insured value				
	<input type="checkbox"/> Airmail	<input type="checkbox"/> S.A.L.	<input type="checkbox"/> Express	<input type="checkbox"/> Advice of receipt	<input type="checkbox"/>
	COD amount and currency				
	Other information				
Posting	No of item				
	Date of posting		Office of posting		
	Weight of item				
Sender	Name and full address				
Addressee	Name and full address				
Contents	Precise description of contents				

Declaration	<input type="checkbox"/> This item was delivered to me on	Date
	<input type="checkbox"/> I have not received this item by post or by any other means	
	Place and date	
	Signature	

Convention, Seoul 1994, art RE 3001.1.6 – Size 210 x 297 mm

Postal administration of origin

ADVICE
Redirection of a CN 08 form

CN 21
(old C 0101)

Date

Our reference

Your date

Your reference

Office or service sending the advice	Administration of origin of the inquiry
--------------------------------------	---

Item concerned

Nature of item	<input type="checkbox"/> Priority	<input type="checkbox"/> Non-priority	<input type="checkbox"/> Parcel	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Registered
	<input type="checkbox"/> Letter	<input type="checkbox"/> Printed paper	<input type="checkbox"/> Small packet	<input type="checkbox"/> Insured value	<input type="checkbox"/> Recorded delivery
	No of item		Weight of item		
	Amount of insured value		COD amount and currency		
Special particulars	<input type="checkbox"/> By air	<input type="checkbox"/> S.A.L.	<input type="checkbox"/> Express	<input type="checkbox"/> Advice of receipt	<input type="checkbox"/> COD
Posting	Date		Office		
Sender					
Addressee					
CN 08 form redirected today to	Name of office				

Information on the redirection of the item concerned

Notes	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 information below. The matter may be regarded as closed as far as our service is concerned	
Mail	From	To
	No of the mail	Date
Entry	<input type="checkbox"/> Bulk advice	No of entry
	<input type="checkbox"/> Letter bill (CN 31 or CN 32)	No
	<input type="checkbox"/> Special list (CN 33)	No of entry
	<input type="checkbox"/> Dispatch list (CN 16)	No
	<input type="checkbox"/> Parcel bill (CP 87 ou CP 88)	No of entry
Other information		

Signature

Convention – Article RE 3002

Inquiries concerning items posted in another country

1 *If the inquiry concerns an item posted in another country, the CN 08 form shall be forwarded to the central administration or the specially appointed office of the administration of origin of the item. The certificate of posting must be produced but shall not be attached to the CN 08 form. The latter shall be endorsed “Vu récépissé de dépôt No ... 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 for the retention of documents.*

■ **Commentary**

3002.1 *Any information about the address to which inquiries must be sent is published in the Compendium (Conv).*

Since the certificate of posting is the only document proving that the item really has been posted, it must be kept by the sender.

Postal administration of origin		INQUIRY		CN 08 <small>(old C 8/C 9)</small>
Office of origin (to which the form is to be returned)		<input type="checkbox"/> Ordinary <input type="checkbox"/> Registered <input type="checkbox"/> Insured <input type="checkbox"/> Recorded delivery Date of inquiry Stamp of the office of origin <input type="checkbox"/> Date of duplicate <input type="checkbox"/> References		
Particulars to be supplied by the service of origin				
Reason for inquiry	<input type="checkbox"/> Item not arrived <input type="checkbox"/> Contents missing <input type="checkbox"/> Damage <input type="checkbox"/> Delay <input type="checkbox"/> Date of arrival <input type="checkbox"/> Advice of receipt not completed <input type="checkbox"/> Priority <input type="checkbox"/> Non-priority <input type="checkbox"/> Parcel <input type="checkbox"/> No of item <input type="checkbox"/> Letter <input type="checkbox"/> Printed paper <input type="checkbox"/> Small packet <input type="checkbox"/> Weight Amount of insured value COD amount and currency			
Special indications	<input type="checkbox"/> By airmail <input type="checkbox"/> S.A.L. <input type="checkbox"/> Express <input type="checkbox"/> Advice of receipt <input type="checkbox"/> COD <input type="checkbox"/>			
Posted	Date Office			
<input type="checkbox"/> Receipt seen, signature		Name and full address		
Sender		 Telephone No		
Addressee		Name and full address Telephone No		
Contents (precise description)		 		
Description of external wrapping		Facsimile of the item <input type="checkbox"/> attached <input type="checkbox"/> not attached		
Item found		To be sent <input type="checkbox"/> to the sender <input type="checkbox"/> to the addressee		
Particulars to be supplied by the office of origin and the office of exchange				
Mail in which the item was sent in the internal service of the country		<input type="checkbox"/> Priority/Air <input type="checkbox"/> Non-priority/Surface Date From To		
Mail in which the item was sent abroad (to be completed by the office of exchange)		<input type="checkbox"/> Priority/Air <input type="checkbox"/> S.A.L. <input type="checkbox"/> Non-priority/Surface No Date Dispatching office of exchange Office of exchange of destination		
Office stamp		No of the bill/list Letter bill Serial No (CN 31 or CN 32) <input type="checkbox"/> Special list (CN 33) <input type="checkbox"/> Dispatch list (CN 16) Parcel bill (CP 86 or CP 87) Signature <input type="checkbox"/> Bulk advice		

To be supplied for parcels and registered and insured items only

Parcels, Seoul 1994, art RE 2201.2 – Size 210 x 297 mm

CN 08 (Back)

Particulars to be supplied for parcels and registered and insured items only

Particulars to be supplied by the intermediate services or by the service of destination			
Mail in which the item was sent	<input type="checkbox"/> Priority/Air No	<input type="checkbox"/> S.A.L. Date	<input type="checkbox"/> Non-priority/Surface
			Dispatching office of exchange
			Office of exchange of destination
	No of the bill/list	<input type="checkbox"/> Letter bill (CN 31 or CN 32)	<input type="checkbox"/> Special list (CN 33)
	Serial No	<input type="checkbox"/> Dispatch list (CN 16)	<input type="checkbox"/> Parcel bill (CP 86 or CP 87)
	Signature		
	<input type="checkbox"/> Bulk advice		
Mail in which the item was sent	<input type="checkbox"/> Priority/Air No	<input type="checkbox"/> S.A.L. Date	<input type="checkbox"/> Non-priority/Surface
			Dispatching office of exchange
			Office of exchange of destination
	No of the bill/list	<input type="checkbox"/> Letter bill (CN 31 or CN 32)	<input type="checkbox"/> Special list (CN 33)
	Serial No	<input type="checkbox"/> Dispatch list (CN 16)	<input type="checkbox"/> Parcel bill (CP 86 or CP 87)
	Signature		
	<input type="checkbox"/> Bulk advice		

Particulars to be supplied by the service of destination			
In case of delivery (In case of damage or delay, give the reason in the "Final reply" part under "Any other comments")	<input type="checkbox"/> 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		
	<input type="checkbox"/> The amount was credited to the giro account	No	
	The item	Name of office	Reason
	<input type="checkbox"/> is being held at	Date	Reason
	<input type="checkbox"/> was returned to the office of origin		
	In case of non-delivery	New address in full	
<input type="checkbox"/> was redirected		Date	
<input type="checkbox"/> The item has not been received at the office of destination. The addressee's CN 18 declaration is attached			
Stamp of the delivery office	Signature		

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

Final reply	
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 75 or CN 48 account, as appropriate
	References
	<input type="checkbox"/> The full amount paid
	<input type="checkbox"/> Half of the amount paid (bulk advice)
	<input type="checkbox"/> According to the agreement between our two countries, you have to compensate the inquirer
Office stamp	Any other comments
	Signature

Chapter 4

Customs matters

Article 23

Customs control

1 The postal administrations of the countries of origin and destination shall be authorized to submit parcels to customs control, according to the legislation of those countries.

■ **Commentary**

23.1 Congress adopted formal opinion C 40/Hamburg 1984 urging adms to approach the authorities in charge of customs questions in their countries to have their governments ratify the above-mentioned Annex F.4 to the Kyoto Convention.

In resolution C 11/Washington 1989, Congress urged member countries to do everything possible to establish national postal–customs contact comms the better to solve any local problems.

Conditions of submission of items to Customs depend on any national law which Customs is required to apply.

Article RE 2301

Customs declarations

1 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.

■ **Commentary**

2301.1 The difficulties encountered by Customs as the result of inaccurate or inadequate declarations are largely the result of customers' ignorance of customs requirements. It is recommended that the Post try to improve this situation. To facilitate cooperation between the Customs and the Post in the country of destination, it is essential that the sender make out a customs declaration in accordance with the provisions of the Acts and that his attention be drawn to the necessity of strictly observing the instructions on the back of form CN 23. To this end, it is recommended that adms:

- a check that all letter-post items on which customs duty is payable and all postal parcels are accompanied by a customs declaration CN 23 form in the requisite number of copies;
- b ensure that the customs declarations are fully completed in accordance with the instructions given on the back of the forms;
- c when a declaration is obviously inadequate, draw the sender's attention to the customs regulations and accept only items accompanied by a complete declaration;
- d advise exporters of commercial items of the need, where appropriate, to attach a certificate of origin to each item.

Article RE 2302

Customs clearance of air parcels

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

Article 24

Presentation-to-Customs charge

1 Parcels submitted to customs control in the country of origin may be subjected to a presentation-to-Customs charge of 0.65 SDR at most per parcel. As a general rule, the charge shall be collected at the time of posting of the parcel.

2 Parcels submitted to customs control in the country of destination may be subjected to a charge of 3.27 SDR at most per parcel. This charge shall only be collected for the submission to Customs and customs clearance of items which have attracted customs charges or any other similar charges. In the absence of special agreement, the charge shall be collected at the time of delivery of the parcel to the addressee. However, in the case of parcels for delivery free of charges and fees, the presentation-to-Customs charge shall be collected by the administration of origin on behalf of the administration of destination.

■ Commentary

24.2 The 1994 Seoul Congress decided that this charge would only be collected in respect of parcels which have already attracted customs charges or any other similar charges.

Prot Article VII

Presentation-to-Customs charge

1 The postal administrations of Congo (Rep), Gabon and Zambia reserve the right to collect a presentation-to-Customs charge from customers.

Article 25

Customs duty and other fees

1 Administrations of destination shall be authorized to collect from addressees all fees, especially customs duty, payable on the items in the country of destination.

■ Commentary

25.1 To ensure the most favourable customs clearance conditions for parcels containing gifts or souvenirs, adms are recommended to approach their national customs authority with a view to extending to such parcels the procedures applied to travellers' baggage, if they are more liberal than the existing procedures (recommendation C 11).

Article RE 2501

Cancellation of customs duty and other fees

1 Administrations shall undertake to seek from the competent authorities in their countries cancellation of the fees (including customs duty) in the case of a parcel:

- 1.1** returned to sender;
- 1.2** redirected to a third country;
- 1.3** abandoned by the sender;
- 1.4** lost in their service or destroyed because of total damage of the contents;
- 1.5** rifled or damaged in their service.

2 In cases of rifled or damaged parcels, cancellation of fees shall be requested only to the value of the missing contents or the depreciation suffered by the contents.

■ Commentary

2501.1 Particulars on this subject are given in the Compendium (Parcels).

Chapter 5

Liability

Article 26

Liability of postal administrations. Indemnities

1 Postal administrations shall be liable for the loss of, theft from or damage to parcels, except as provided for in article 27.

2 Administrations may undertake to cover risks arising from a case of force majeure.

3 The sender shall be entitled to an indemnity corresponding, in principle, to the actual amount of the loss, theft or damage. Consequential losses or loss of profits shall not be taken into consideration. However, this indemnity may in no case exceed:

3.1 for insured parcels, the amount of the insured value in SDRs;

3.2 for other parcels, amounts calculated by combining the rate of 40 SDR per parcel and the rate of 4.50 SDR per kilogramme.

4 Administrations may agree to apply, in their reciprocal relations, the amount of 130 SDR per parcel regardless of the weight.

5 The indemnity shall be calculated according to the current price, converted into SDRs, of goods of the same kind at the place and time at which the parcel was accepted for conveyance. Failing a current price, the indemnity shall be calculated according to the ordinary value of goods whose value is assessed on the same basis.

6 When an indemnity is due for the loss, total theft or total damage of a parcel, the sender or the addressee, as the case may be, shall also be entitled to repayment of the charges paid with the exception of the insurance charge. The same shall apply to items refused by the addressees because of their bad condition if that is attributable to the postal service and involves its liability.

7 When the loss, total theft or total damage is due to a case of force majeure for which indemnity is not payable, the sender shall be entitled to repayment of the charges paid, with the exception of the insurance charge.

8 Notwithstanding the provisions set out in 3, the addressee shall be entitled to the indemnity after taking delivery of a rifled or damaged parcel.

9 The administration of origin shall have the option of paying senders in its country the indemnities prescribed by its internal legislation for uninsured parcels, provided that they are not lower than those laid down in 3.2. The same

shall apply to the administration of destination when the indemnity is paid to the addressee. However, the amounts laid down in 3.2 shall remain applicable:

- 9.1 in the event of recourse against the administration liable; or**
- 9.2 if the sender waives his rights in favour of the addressee or vice versa.**

■ **Commentary**

26 In its recommendation C 77/Washington 1989, Congress urged adms to refrain from submitting reservations concerning provisions dealing with liability. Adms are also asked to do their utmost to get their appropriate national leaders to have such reservations reviewed and withdrawn from the Prots to the UPU Acts. In its decision C 20/Rio de Janeiro 1979, Congress considered that adms that maintain such reservations are not entitled to receive compensation for their uninsured parcels lost, stolen or damaged in the services of other member countries which accept liability under art 26.

26.1 It is an established principle that the postal service is not answerable for a delay. Every country can apply the provisions of its internal regulations in the event of damage due to delay attributable to a postal service error. Adms accept no liability as regards execution of subsequent instructions of claimants unless received by the offices concerned within the prescribed time. In other words, adms accept liability as regards execution of instructions concerning withdrawal, amendment or correction of an address, cancellation or amendment of a reimbursement, if the instructions are received in good time by the offices concerned.

26.3.1 That is to say, the equivalent in the currency of the country of origin corresponding as closely as possible to the insured value in SDR.

26.3.2 The max indemnities are presented in the form of a rate per parcel and a rate per kilogramme, as the 1994 Seoul Congress dropped the weight steps used to set the rates.

The max indemnities fixed by the Agr, which as a ratified State Conv has legal force, should not be confused with similar limits laid down in any private legal contracts. The latter would, it is true, yield in the event of any serious error on the part of the conveyor, whereas, in accordance with legal doctrine, the limits established by a special law could in no event be exceeded, unless the law itself contained a reservation. This principle is applied even to the insured value, since compensation must in no case exceed the insured value. For example, in the event of an insured value lower than the actual value, should any damage caused by a postal error exceed the insured value, the sender may not claim an indemnity higher than the insured value. If he wishes to be covered against the entire risk, he should declare the total value and, as appropriate, take out insurance with private companies in respect of the surplus.

26.4 Amount raised by the 1994 Seoul Congress from 111.07 SDR to 130 SDR.

26.6 The adm which collects the inquiry charge refunds it, where appropriate, to the party concerned.

Prot Article VIII

Compensation

1 Notwithstanding article 26, the following administrations shall have the right not to pay compensation for uninsured parcels lost, rifled or damaged in their service: Angola, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bolivia, Botswana, Brunei Darussalam, Canada, Dominica, Dominican Republic, El Salvador, Fiji, Gambia, those of the Overseas Dependent Territories of the United Kingdom of Great Britain and Northern Ireland whose internal regulations do not permit them to comply, Grenada, Guatemala, Guyana, Kiribati, Lesotho, Malawi, Malta, Mauritius, Nauru, Nigeria, Papua New Guinea, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Solomon Islands, Swaziland, Trinidad and Tobago, Uganda, United States of America, Zambia and Zimbabwe.

2 Notwithstanding article 26, the administrations of Argentina and Greece shall have the right not to pay compensation for uninsured parcels lost, rifled or damaged in their service to countries which do not pay such compensation in accordance with paragraph 1 of this article.

3 Notwithstanding article 26.8, the United States of America shall be authorized to maintain the sender's right to indemnity for insured parcels after the addressee has taken delivery thereof, unless the sender waives this right in favour of the addressee.

4 The United States of America, when acting as an intermediate administration, shall be authorized not to indemnify other administrations in the event of loss of, theft from or damage to transit insured parcels conveyed à découvert or forwarded in closed mails.

Prot Article IX

Exceptions to the principle of liability

1 Notwithstanding article 26, Bolivia, Iraq, Saudi Arabia, Sudan, Yemen and Zaire shall be authorized to pay no indemnity for damage to parcels coming from any country and addressed to them, containing liquids or substances which easily liquefy, glass articles or articles of a similar fragile or perishable nature.

2 Notwithstanding article 26, Saudi Arabia shall have the right not to pay compensation for parcels containing articles prohibited under article 18 of the Postal Parcels Agreement.

Article RE 2601

Application of the liability of postal administrations

1 Postal administrations' liability shall be as binding for parcels conveyed à découvert as for those forwarded in closed mails.

2 Postal administrations which undertake to cover risks arising from a case of force majeure shall be liable towards senders of parcels posted in their country for any loss, theft or damage due to a case of force majeure occurring at any time during transmission of the parcels. This undertaking shall also cover any redirection or return to sender.

3 The administration in whose service the loss, theft or damage occurred shall decide, according to the laws of its country, whether the loss, theft or damage was due to circumstances amounting to force majeure. These circumstances shall be communicated to the administration of the country of origin if the latter administration so requests.

Article 27

Non-liability of postal administrations

1 Postal administrations shall cease to be liable for parcels which they have delivered, according to the conditions laid down in their internal regulations for items of the same kind. Liability shall however be maintained:

- 1.1** when theft or damage is discovered either prior to or at the time of delivery of the parcel;
- 1.2** when, internal regulations permitting, the addressee or, the sender if it is returned to origin, makes reservations on taking delivery of a rifled or damaged item;
- 1.3** when the addressee or, in the case of return to origin, the sender, although having given a proper discharge, notifies the delivery administration without delay that he has found theft or damage; he shall furnish proof that such theft or damage did not occur after delivery.

2 In the cases listed below, postal administrations shall not be liable:

- 2.1** in cases of force majeure, subject to article 26.2;
- 2.2** when they cannot account for parcels owing to the destruction of official records by force majeure, provided that proof of their liability has not been otherwise produced;
- 2.3** when such loss, theft or damage has been caused by the fault or negligence of the sender or arises from the nature of the contents;
- 2.4** in the case of parcels whose contents fall within the prohibitions specified in article 18, in so far as these parcels have been confiscated or destroyed by the competent authority because of their contents;
- 2.5** when the parcels have been seized under the legislation of the country of destination, as notified by the administration of that country;
- 2.6** in the case of insured parcels which have been fraudulently insured for a sum greater than the actual value of the contents;
- 2.7** when the sender has made no inquiry within one year from the day after that on which the parcel was posted;
- 2.8** in the case of prisoner-of-war or civilian internee parcels.

3 Postal administrations shall accept no liability for customs declarations in whatever form these are made or for decisions taken by the Customs on examination of parcels submitted to customs control.

■ Commentary

27.1.3 This provision allows the addressee, immediately after delivery of an item, to have any damage not visible on the outside recognized.

27.2.1 There are notable differences between the legislation of various countries in regard to the concept of "force majeure". Every country is free to decide, in accordance with its internal legislation, on disputes that may arise.

By "force majeure" is generally meant in the legal sense any event not resulting from the dangers inherent in actual handling and not attributable to human error; an event, moreover, in which all foresight and all precautions are of no avail and which it is impossible to withstand when it occurs. However, the legal interpretation may be more or less restrictive.

Generally speaking loss or damage to mails due to acts of war, including confiscation of mails resulting from military censorship, are considered cases of force majeure.

27.2.3 When an adm desires to attribute the damage to the nature of the contents, where the supplementary charge for special care has been paid, as laid down in art 13 (fragile), it must take reasonable account of this fact.

27.3 Customs authorities are independent from postal adms and perform their functions in accordance with the legislation of their country.

Prot Article X

Non-liability of the postal administration

1 The postal administration of Nepal shall be authorized not to apply article 27.1.3.

Article RE 2701

Delivery of a rifled or damaged parcel

1 The office making delivery of a rifled or damaged parcel shall prepare a CN 24 report on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy shall be handed to the addressee or, if the parcel is refused or redirected, attached to it. One copy shall be retained by the administration which prepared the report.

2 When internal regulations so require, a parcel treated in accordance with 1 shall be returned to the sender if the addressee refuses to countersign the CN 24 report.

3 If the parcel is delivered, the copy of the CN 24 report prepared by the office of exchange in accordance with article RE 3213.2 shall be dealt with in accordance with the regulations of the country of destination. If the parcel is refused, the said copy shall remain attached to the parcel.

Article RE 2702

Settlement of cases of delivery of rifled or damaged parcels

1 If the liability assumed according to article 27.1 of the Agreement 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 CN 24 report. Where appropriate, a copy of the CP 78 verification note mentioned in article RE 3210.4 shall be attached to the letter.

Article 28

Sender's liability

1 The sender of a parcel shall be liable for any damage caused to other postal items as a result of the dispatch of articles not acceptable for conveyance or the non-observance of the conditions of acceptance.

2 The sender shall be liable within the same limits as postal administrations.

3 The sender shall remain liable even if the office of posting accepts such a parcel.

4 On the other hand, the sender shall not be liable if there has been fault or negligence on the part of administrations or carriers.

■ Commentary

28.1 The sender is liable not only for the damage caused by his item to other parcels, but also for damage caused to other postal items.

28.3 Since the postal service is unable to verify acceptability in every case, it is inevitable, owing to the fact that the existing defects are not realized, that items inadequately packed or containing prohibited articles should be accepted in error and without objection. This fact should not relieve the sender of his liability.

Article RE 2801

Establishment of sender's liability

1 An administration which finds damage that is due to the fault of the sender shall inform the administration of origin, whose responsibility it is to take action against the sender where appropriate.

■ Commentary

2801.1 It is important that the adm of origin should be notified promptly of the extent of the damage so that it can, if necessary, take action against the sender.

Article 29

Payment of indemnity

1 Subject to the right of recourse against the administration which is liable, the obligation to pay the indemnity and to refund the charges and fees shall rest either with the administration of origin or with the administration of destination.

2 The sender may waive his rights to the indemnity in favour of the addressee. Conversely, the addressee may waive his rights in favour of the sender. The sender or the addressee may authorize a third party to receive the indemnity if internal legislation allows this.

3 The administration of origin or destination, as the case may be, shall be authorized to indemnify the rightful claimant on behalf of the administration which, having participated in the conveyance and having been duly informed, has allowed two months to pass without finally settling the matter, or without having reported:

3.1 that the damage appeared to be due to a case of force majeure;

3.2 that the item had been detained, confiscated or destroyed by the competent authority because of its contents or seized under the legislation of the country of destination.

4 The administration of origin or destination, as the case may be, shall be authorized to indemnify the rightful claimant in cases where the inquiry form is not properly completed and has to be returned for additional information, thereby causing the time limit set in paragraph 3 to be exceeded.

■ Commentary

29.3 Period reduced from three to two months by the 1994 Seoul Congress.

29.4 Provision adopted by the 1994 Seoul Congress.

Prot Article XI

Payment of the indemnity

1 The postal administrations of Angola, Guinea and Lebanon shall not be obliged to comply with article 29.3 as regards finally settling a claim within two months. Nor do they agree to the rightful claimant's being indemnified, on their behalf, by another administration upon expiry of the above-mentioned period.

Article RE 2901

Period for payment of indemnity

1 The payment of the indemnity shall be made as soon as possible and, at the latest, within a period of three months from the day following the day of inquiry.

Article RE 2902

Automatic payment of indemnity

1 The return of a CN 08 form in which the “Particulars to be supplied by the intermediate services or by the service of destination”, “Particulars to be supplied by the service of destination” and “Final reply” sections have not been completed shall not be considered as a final reply within the meaning of article 29.3 of the Agreement.

2 Postal administrations which have made reservations in the Final Protocol of the Agreement regarding the application of its article 29.3 shall notify a period within which they will finally settle the matter.

Article 30

Possible recovery of the indemnity from the sender or from the addressee

1 If, after payment of the indemnity, a parcel or part of a parcel previously considered lost, is found, the sender or the addressee, as the case may be, shall be informed that he may take delivery of it within a period of three months on repayment of the amount of the indemnity received. If the sender or the addressee, as the case may be, does not claim the parcel within this period, the same approach shall be made to the other party.

2 If the sender and the addressee refuse to take delivery of the parcel, it shall become the property of the administration or, where appropriate, administrations which bore the loss.

3 In the case of subsequent discovery of an insured parcel the contents of which are found to be of less value than the amount of indemnity paid, the sender or the addressee, as the case may be, shall repay the amount of this indemnity. The insured parcel shall be returned to him, without prejudice to the consequences of fraudulent insurance.

■ Commentary

30.1 The addressee has priority in claiming the parcel if the indemnity was paid to him by virtue of art 26.8.

Part III

Relations between postal administrations

Chapter 1

Treatment of postal parcels

Article 31

Quality-of-service targets

- 1** Administrations of destination shall set a service target for the handling of air parcels addressed to their countries. The target, increased by the time normally required for customs clearance, shall be no less favourable than the target for comparable items in their domestic service.
- 2** Administrations of destination shall also, as far as possible, set a service target for the handling of surface parcels addressed to their countries.
- 3** Administrations of origin shall set service targets for air and surface parcels for abroad by reference to the targets set by the administrations of destination.
- 4** Administrations shall monitor actual performance against the service targets fixed by them.

Article 32

Exchange of parcels

1 The exchange of parcels shall take place on the basis of the provisions of the Detailed Regulations.

Article RE 3201

General principles of the exchange of parcels

1 Each administration shall state on what conditions it accepts parcels in transit for countries for which it can act as intermediary. For that purpose, it shall use the CP 81 and CP 82 tables. These shall show, in particular, the rates to be assigned to it.

2 The official Compendium of Information of general interest relating to the implementation of the Postal Parcels Agreement provides the details on the exchange of parcels.

3 On the basis of that information and of the CP 81 and CP 82 tables of intermediate administrations, each administration shall decide on the routes to be used for forwarding its parcels. These data also enable it to set the charges to be collected from senders.

4 Administrations shall send the CP 81 and CP 82 tables direct to each other at least one month before their application. They shall send copies of them to the International Bureau. Subsequent amendments to these tables shall be announced in the same way. The time limit for notification shall not apply to the cases mentioned in article RE 3402.1.

5 Each administration shall forward by the routes and means that it uses for its own parcels those parcels transferred to it by another administration for transit across its territory.

6 In the event of the interruption of a prescribed route, parcels in transit shall be forwarded by the best route available.

7 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 RE 3402.1.

8 Transit shall be effected under the conditions laid down by the Agreement and its Detailed Regulations, even when the administration of origin or destination of the parcels has not acceded to the Agreement.

9 In the relations between countries separated by one or more intermediate territories parcels shall follow the routes which the administrations concerned have agreed upon.

10 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 the forwarding of air parcels by another route offers advantages over the existing air routes, the air parcels shall be forwarded by that route.

11 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.

12 The exchange of postal parcel mails shall be carried out by offices called "offices of exchange".

■ **Commentary**

3201.1 Changes in land and sea rates may come into force only on 1 January (art RE 3401.1).

Parcels - Art 32; RE 3201, Forms

CP 81
(old CP 1)

Serial No

Country of destination	Routes	Rates to be allocated to the administration of		Breakdown of the amounts in columns 3 and 4		Countries and sea services to which they are due	Limit of insured value	Number of customs declarations	Observations
		Rate per parcel	Rate per kg	Rate per parcel	Rate per kg				
1	2	3	4	5	6	7	8	9	10
		SDR	SDR	SDR	SDR		SDR		

Note

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

1 Conditions for the internal service

<p>A. 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?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, to which places? (in alphabetical order)</p>	<p>Inward rates payable to the administration of destination</p>	<p>per parcel, SDR</p>	<p>per gross kg, SDR</p>
<p>B. Can air parcels addressed elsewhere be sent to these places at the request of the sender?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

2 Services to other countries

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12	Col 13	Col 14	Col 15	Col 16	Col 17	Col 18	Col 19	Col 20	Col 21	Col 22	Col 23	Col 24	Col 25	Col 26	Col 27	Col 28	Col 29	Col 30	Col 31	Col 32	Col 33	Col 34	Col 35	Col 36	Col 37	Col 38	Col 39	Col 40	Col 41	Col 42	Col 43	Col 44	Col 45	Col 46	Col 47	Col 48	Col 49	Col 50	Col 51	Col 52	Col 53	Col 54	Col 55	Col 56	Col 57	Col 58	Col 59	Col 60	Col 61	Col 62	Col 63	Col 64	Col 65	Col 66	Col 67	Col 68	Col 69	Col 70	Col 71	Col 72	Col 73	Col 74	Col 75	Col 76	Col 77	Col 78	Col 79	Col 80	Col 81	Col 82	Col 83	Col 84	Col 85	Col 86	Col 87	Col 88	Col 89	Col 90	Col 91	Col 92	Col 93	Col 94	Col 95	Col 96	Col 97	Col 98	Col 99	Col 100
Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11	Col 12	Col 13	Col 14	Col 15	Col 16	Col 17	Col 18	Col 19	Col 20	Col 21	Col 22	Col 23	Col 24	Col 25	Col 26	Col 27	Col 28	Col 29	Col 30	Col 31	Col 32	Col 33	Col 34	Col 35	Col 36	Col 37	Col 38	Col 39	Col 40	Col 41	Col 42	Col 43	Col 44	Col 45	Col 46	Col 47	Col 48	Col 49	Col 50	Col 51	Col 52	Col 53	Col 54	Col 55	Col 56	Col 57	Col 58	Col 59	Col 60	Col 61	Col 62	Col 63	Col 64	Col 65	Col 66	Col 67	Col 68	Col 69	Col 70	Col 71	Col 72	Col 73	Col 74	Col 75	Col 76	Col 77	Col 78	Col 79	Col 80	Col 81	Col 82	Col 83	Col 84	Col 85	Col 86	Col 87	Col 88	Col 89	Col 90	Col 91	Col 92	Col 93	Col 94	Col 95	Col 96	Col 97	Col 98	Col 99	Col 100

Col 5 The total inward and transit rates to be allocated to the intermediate administration for receipt and transit shall be shown in this column.

Col 4 The single rate per parcel payable to the intermediate administration for air parcels in transit à découvert must be entered in column 4a. When transit land rates, and/or sea rates are to be allocated, if land or sea transit is used, the total must be shown with an appropriate note, in columns 4a and 4b, the rate per parcel (column 4a) being increased

Col 7 To be used only in relations with countries of destination linked in article XVI of the Final Protocol to the Postal Parcels Agreement (Seoul 1994).

[illegible]

Country of destination	Routes Air sectors used	Rates payable to the administration of						Air conveyance dues by weight payable to the administration of		Observations (including limit of insured value in SDR)
		Inward rates		Transit rates		Total columns 5a = 3a + 4a		as far as the country of destination	in the interior of the country of destination	
		per parcel	per gross kg	per parcel	per gross kg	per parcel	per gross kg			
		3		4		5		6	7	
1	2	a	b	a	b	a	b	8		
		SDR	SDR	SDR	SDR	SDR	SDR	SDR		

Article RE 3202

Different methods of transmission

1 The exchange of parcel mails shall be effected, as a general rule, by means of receptacles. Adjacent administrations may agree to the handing over of certain categories of parcels unenclosed.

2 In the service between non-adjacent countries, the exchange shall, as a general rule, be effected in closed mails.

3 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.

4 Surface airlifted parcels (S.A.L.) shall be exchanged on the conditions provided for in the Convention and its Detailed Regulations.

■ Commentary

3202.1 Bags intended for making up airmails should have a reinforced neck-hem at least 8 mm thick, so that the string-knot cannot be slipped off and replaced without traces appearing.

3202.4 The provisions of the Conv and its Det Regs are given hereunder.

Convention – Article 43

Exchange of items

...

3 *Administrations may send surface mails by air, with reduced priority, subject to the agreement of the administrations which receive such mails at the airports of their country.*

...

Convention – Article RE 4317

Transhipment of airmails and of surface airlifted (S.A.L.) mails

...

7 *When surface mails from an administration are reforwarded by air by another administration, the conditions of such reforwarding shall be covered by a special agreement between the administrations concerned.*

...

Article RE 3203

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 the Detailed Regulations of the Convention.

2 However, yellow ochre coloured CP 83, CP 84 and CP 85 labels shall be used.

3 In addition, a special closing may be adopted for receptacles other than bags, provided that the contents are sufficiently protected.

4 The labels or addresses of closed receptacles containing air parcels shall bear the indication or label "*Par avion*" (By airmail).

5 Insured parcels shall be sent in separate receptacles. In case of dispatch in the same bag as uninsured parcels, insured parcels shall be placed in an inner receptacle sealed with wax or lead. The outer bag containing insured parcels shall be in good condition. It shall be provided, if possible, at the edge of its mouth with piping making it impossible to open the bag illicitly without leaving visible traces. Receptacles containing insured parcels, whether alone or together with uninsured parcels, shall be marked with the letter V.

6 Fragile parcels shall also be sent in separate receptacles. They shall be provided with the label referred to in article RE 1301.1.

7 Express parcels shall be sent in separate receptacles, if their number justifies it. Receptacles containing only or some such parcels shall bear the label or indication "*Express*" (Express).

8 The label of the receptacle containing the parcel bill shall always be marked with a very clearly drawn F. By special agreement between the administrations concerned, it may be marked with the number of bags making up the mail and, if applicable, the number of parcels sent à découvert.

9 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 83 or CP 84 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.

10 As a general rule, bags and other receptacles containing parcels shall not weigh more than 32 kilogrammes.

11 For conveyance purposes, bags of parcels and unenclosed parcels may be placed in containers. The methods of using containers shall be subject to special agreement between the administrations concerned.

■ **Commentary**

3203.1 The provisions of the Det Regs of the Conv are given hereunder.

Convention – Article RE 4305

Make-up of mails

...

2 *Making up of bags*

2.1 *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. Each bag shall be labelled.*

2.2 *The bags shall be closed, sealed preferably with lead. The seals may also be made of light metal or plastic. The sealing shall be so done that it cannot be handled or tampered with without showing signs thereof. 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.*

2.3 *For the make-up of airmails, bags either entirely blue or with wide blue bands shall be used. In the absence of special agreement between the administrations concerned, the airmail bags shall also be used for priority mails. For making up surface airlifted mails, surface bags or bags of the same colour shall be used.*

2.4 *Administrations may agree on a bilateral basis to use special airmail bags or receptacles such as trays, etc, with markings that distinguish them as containing express items only.*

2.5 *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.*

...

■ **Commentary**

4305.2 *Bags must be closed as near as possible to the contents in order to ensure maximum stability of the latter (resolution C 69/Hamburg 1984).*

4305.2.1 *Advantage is to be gained from making up special dispatches of empty bags since they are usually handled in special sections.*

4305.2.2 *Tin or plastic seals should be used only where adms are sure that the sealing leaves no scope for rifling. When adms are in agreement on this subject, bags containing unregistered non-priority items and unregistered AO items only and empty bags need not be sealed with lead; the same applies to bags containing unregistered 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.*

4305.2.3 *Bags intended for making up airmails should have a reinforced neck-hem at least 8 mm thick, so that the string cannot be slipped off and replaced without traces appearing. The words "or bags of the same colour" refer to the possibility of using lightweight bags with the appearance of surface bags.*

Convention – Article RE 4315

Labelling of mails

1 The labels of the bags shall be made of sufficiently rigid canvas, of plastic, of strong cardboard, of parchment, or of paper glued to wood. They shall be provided with an eyelet. Their layout and text shall conform to the specimens annexed hereto and mentioned below:

1.1 CN 34 in the case of surface bags;

1.2 CN 35 in the case of airmail bags;

1.3 CN 36 in the case of surface airlifted (S.A.L.) bags.

2 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.

. . .

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


Prot Article RE III

Transmission in closed mails

1 Notwithstanding article RE 3203.10, the postal administrations of Bahamas, Barbados and Canada shall be authorized to limit to 30 kilogrammes the maximum weight of inward and of outward bags and other receptacles containing parcels.

<div>○</div> <div>Posts</div>	POSTAL PARCELS from Le Havre	CP 83 (old CP 23)
	Mail No	to
	Date of dispatch	MONTREAL (Canada)
	Receptacle No	
	Number of parcels	
		Via
	Ship	
	Port of disembarkation	

Parcels, Seoul 1994, art RE 3203.2 – Size 148 x 74 mm, colour yellow ochre

<div>○</div> <div>Posts</div>	POSTAL PARCELS from Le Havre	CP 83 (old CP 23)
	Mail No	to
	Date of dispatch	MONTREAL (Canada)
	Receptacle No	
	Number of parcels	
		Via
	Ship	
	Port of disembarkation	
	 FRLEHA CAYMQA ACNS 0003 00510 0250	


Parcels, Seoul 1994, art RE 3203.2 – Size 148 x 90 mm, colour yellow ochre

Note:

- To take account of the needs of their service, administrations may alter the text and the sizes of this form slightly, without however deviating too much from the directives contained in the model
- Administrations using bar codes in their service may use CP 83 labels similar to the above model bearing such codes in addition to the indications already provided for. This model is given only by way of example. Administrations may use 13-character or 29-character bar codes

<div>○</div> <div>Posts</div>	POSTAL PARCELS from Stockholm Utrikes	By airmail		CP 84 (old CP 24)
	Mail No	to		RIO DE JANEIRO (Brazil)
	Date of dispatch			
	Receptacle No			
	Number of parcels	Flight No		
	kg	Airport of transhipment		Offloading airport
		GIG		

Parcels, Seoul 1994, art RE 3203.2 – Size 148 x 74 mm, colour yellow ochre

<div>○</div> <div>Posts</div>	POSTAL PARCELS from Stockholm Utrikes	By airmail		CP 84 (old CP 24)
	Mail No	to		RIO DE JANEIRO (Brazil)
	Date of dispatch			
	Receptacle No			
	Number of parcels	Flight No		
	kg	Airport of transhipment		Offloading airport
		GIG		
				 SESTOA BRRIOA ACV5 0010 00301 0173

Parcels, Seoul 1994, art RE 3203.2 – Size 148 x 90 mm, colour yellow ochre

Note:

- To take account of the needs of their service, administrations may alter the text and the sizes of this form slightly, without however deviating too much from the directives contained in the model
- Administrations using bar codes in their service may use CP 84 labels similar to the above model bearing such codes in addition to the indications already provided for. This model is given only by way of example. Administrations may use 13-character or 29-character bar codes

<div>○</div> <div>Posts</div>	POSTAL PARCELS	S.A.L.		CP 85
	from	surface airlifted		(old CP 24bis)
	Lisboa			
	Mail No	to		
	Date of dispatch	RIO DE JANEIRO		
	Receptacle No	(Brazil)		
	Number of parcels	Flight No		
	Airport of transhipment		Offloading airport	
kg			GIG	

Parcels, Seoul 1994, art RE 3203.2 – Size 148 x 74 mm, colour yellow ochre

<div>○</div> <div>Posts</div>	POSTAL PARCELS	S.A.L.		CP 85
	from	surface airlifted		(old CP 24bis)
	Lisboa			
	Mail No	to		
	Date of dispatch	RIO DE JANEIRO		
	Receptacle No	(Brazil)		
	Number of parcels	Flight No		
	Airport of transhipment		Offloading airport	
kg			GIG	
 PTLISA BRRIOA BCN5 0018 00210 0237				

Parcels, Seoul 1994, art RE 3203.2 – Size 148 x 90 mm, colour yellow ochre

Note:

- To take account of the needs of their service, administrations may alter the text and the sizes of this form slightly, without however deviating too much from the directives contained in the model
- Administrations using bar codes in their service may use CP 85 labels similar to the above specimen bearing such codes in addition to the indications already provided for. This specimen is given only by way of example. Administrations may use 13-character or 29-character bar codes

Article RE 3204

Parcel bills

1 All the parcels to be forwarded by surface or S.A.L. shall be entered by the dispatching office of exchange on a CP 86 parcel bill. For air parcels, a CP 87 special parcel bill shall be used.

2 The parcel bill shall be inserted in one of the receptacles comprising the mail. Where appropriate, it shall be inserted in one of the bags containing insured parcels or express parcels.

3 The parcel bills relating to mails containing insured parcels shall be inserted in a pink envelope. If the insured parcels are placed in a wax-sealed inner receptacle, the pink envelope containing the parcel bill shall be attached to the outside of this receptacle.

4 The parcel bill shall be completed with all the details called for.

5 As regards service parcels and prisoner-of-war and civilian internee parcels sent by air, the air conveyance dues shall be credited to the administrations concerned.

6 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. The numbering shall be different 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.

7 If air parcels are sent from one country to another by surface routes along with other parcels, their presence shall be shown by an appropriate note on the CP 86 parcel bill.

8 Every insured parcel shall be entered on the parcel bill with the letter “V” in the “Observations” column.

9 Every parcel redirected or returned to sender shall be entered on the parcel bill with the note “*Réexpédié*” (Redirected) or “*Retour*” (Return) in the “Observations” column.

10 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 83 and CP 84 label.

11 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 CP 88 special parcel bill. 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 88 parcel bill shall be numbered in an annual series for each dispatching office of exchange and for each intermediate administration. In addition, it shall 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 88 parcel bill, whenever this is possible.

12 When air parcels are forwarded by surface mail, the dispatching office of exchange shall prepare a CP 88 special parcel bill for the transit administrations concerned.

13 The special CP 88 parcel bill 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.

■ **Commentary**

3204.6 The CP 86 parcel bill must be used for S.A.L. dispatches.

3204.10 The number of receptacles making up the mail is the number of outer receptacles, which may contain inner receptacles. In order to make checking easier, the number of "receptacles to be returned" must be entered on the parcel bills, that term having been chosen to exclude synthetic material receptacles which can be used only once.

3204.11 As the 1994 Seoul Congress adopted the "universal rate", replace the second sentence by the following sentence: "That office shall insert thereon the total number of parcels and the gross weight of the mail."

Dispatching administration

Dispatching office of exchange

PARCEL BILL
Surface and S.A.L. parcels
 Date of departure Mail No

CP 86
 (old CP 11)

☐ by S.A.L.
☐ by surface

Office of exchange of destination		Number of receptacles in mail		Number of parcels comprising the mail	
		Number of receptacles to be returned		Number of unenclosed parcels	
Ship	Flight No (for S.A.L.)	A CN 44 note is attached to the mail <input type="checkbox"/>		Number of empty receptacles	
				No of the parcel bill (if several)	

Detailed entry

Serial No	No of parcel	Office of origin	Country of destination	Weight		Insured value	Rates payable		Observations
	1	2	3	4	5	6	by dispatching administration to receiving administration	by receiving administration to dispatching administration	8
				kg	g	SDR	SDR	SDR	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Total on front									
Carried over from back									
Totals									

Bulk entry (parcels for the country of destination)

Total number of parcels	Gross weight	Rates payable	Observations
	kg	SDR	

Dispatching office of exchange
 Date and signature

Office of exchange of destination
 Date and signature

Detailed entry

CP 86 (Back)

Serial No	No of parcel	Office of origin	Country of destination	Weight		Insured value	Rates payable		Observations
	1	2	3	4		5	by dispatching administration to receiving administration	by receiving administration to dispatching administration	
				kg	g	SDR	SDR	SDR	
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
To be carried over to front									

Dispatching administration

AIR PARCEL BILL

CP 87

Air parcels

(old CP 20)

Dispatching office of exchange

Date of departure

Mail No

Office of exchange of destination	Number of receptacles in mail	Number of parcels comprising the mail
	Number of receptacles to be returned	Number of unenclosed parcels
Flight <input type="checkbox"/> A CN 44 note is attached to the mail	Number of empty receptacles	No of the bill (if several)

Detailed entry

Serial No	No of parcel	Office of origin	Country of destination	Weight		Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
	1	2	3	4	5	6	7	8	9		
				kg	g	SDR	SDR	SDR	SDR		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
Total on front											
Carried over from back											
Totals											

Bulk entry (parcels for the country of destination)

Total number of parcels	Gross weight	Rates payable	Observations
	kg	SDR	

Dispatching office of exchange
Date and signature

Office of exchange of destination
Date and signature

Detailed entry

CP 87 (Back)

Serial No.	No of parcel	Office of origin	Country of destination	Weight		Insured value	Land and sea rates payable		Air conveyance dues payable		Observations
	1	2	3	4	g	5	by dispatching administration to receiving administration	by receiving administration to dispatching administration	by dispatching administration to receiving administration	by receiving administration to dispatching administration	10
16				kg		SDR	SDR	SDR	SDR		
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
To be carried over to front											

Dispatching administration

Dispatching office of exchange

SPECIAL PARCEL BILL
Payment of rates due
for the transit of parcels

Date

CP 88
 (old CP 12)

No

Intermediate office of exchange		Date of departure		Mail No
		Train No/Name of ship		
Transit administration		Route followed by the mail		
<input type="checkbox"/> Land transit <input type="checkbox"/> Sea transit		Office of destination of the mail		
Total number of parcels	Gross weight	Observations		
	kg			
Nature of parcels	Number of receptacles	Number of parcels in receptacles	Number of unenclosed parcels	
Uninsured parcels				
Insured parcels				
Totals				

Dispatching office of exchange
 Signature of the official

Intermediate office of exchange
 Signature of the official

Article RE 3205

Drawing up of CP 86 and CP 87 parcel bills

1 Where there is 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. Opposite each parcel shall be mentioned the amount of the dues payable or of the corresponding rate. The number and weight of these parcels shall not be included in the number and total weight of the parcels indicated in the Bulk entry section of the parcel bill.

2 Insured parcels shall also be entered individually but without mention of the corresponding rate. Their number and weight shall be included in the number and total weight of the parcels indicated in the Bulk entry section of the parcel bill.

3 Service parcels and prisoner-of-war and civilian internee parcels for which, under article 37.2 of the Agreement, no rates are allocated shall not be included in the number and total weight of the parcels indicated on the parcel bill. Article RE 3204.5 shall be applicable for the dispatch of parcels by air.

Article RE 3206

Dispatch of documents accompanying parcels

1 The accompanying documents referred to in article RE 306.1 and 2 shall be affixed, in principle, to the relevant parcel.

2 The accompanying documents shall be placed in a CP 91 or CP 92 transparent adhesive envelope. This shall be affixed to the parcel.

3 Where applicable, the COD money order forms, franking notes and advices of delivery shall be dispatched in the same way.

4 The administrations of origin and destination may agree to attach the accompanying documents to the parcel bill.

5 In the case provided for in 4, the administrations concerned may agree to send the parcel bill and the documents accompanying the parcels by air to the office of exchange of destination.

6 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 parcels.

7 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.

8 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.

	<div>DISPATCH NOTE, CUSTOMS, ETC, DOCUMENTS ENCLOSED</div> <div>CP 91 (old CP 5)</div>

Parcels, Seoul 1994, art RE 3206.2 – Size 245 x 170 mm (external), 230 x 155 mm (internal), 50 mm flap

<p>DISPATCH NOTE, CUSTOMS, ETC, DOCUMENTS ENCLOSED</p> <p>CP 92 (old CP 5bis)</p>		
--	--	--

Parcels, Seoul 1994, art RE 3206.2 – Size 170 x 130 mm (external), 155 x 115 mm (internal), 50 mm flap

Article RE 3207

Routeing and transhipment of mails. Steps to be taken in the event of an accident, interrupted flight or diversion of mails

1 The relevant articles of the Detailed Regulations of the Convention shall apply by analogy to parcel mails.

■ **Commentary**

3207.1 The provisions of the Det Regs of the Conv are given hereunder.

Convention – Article RE 4316

Routeing of mails

1 *Closed mails shall be forwarded by the most direct route possible.*

2 *When a mail consists of several bags, these shall as far as possible remain together and be forwarded by the same post.*

3 *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 CN 37, CN 38 or CN 41 bills and on the CN 34, CN 35 or CN 36 labels.*

4 *Closed airmails shall be forwarded by the flight requested by the administration of the country of origin, provided that it is used by the administration of the country of transit for the transmission of its own mails. If that is not the case or if there is insufficient time for the transhipment, the administration of the country of origin shall be so informed.*

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. The old route shall be reported, for information, to the administrations which will provide the transit in the future.*

Convention – Article RE 4317

Transhipment of airmails and of surface airlifted (S.A.L.) mails

1 *In principle, the transhipment at the same airport of mails in course of transmission shall be performed by the administration of the country in which the transhipment takes place.*

2 *This shall not apply when the transshipment takes place between aircraft of the same airline performing successive stages of the journey.*

3 *In the case referred to under 2 and where the administrations of origin and of destination and the airline concerned agree in advance, the airline making the transshipment may prepare, if necessary, a special delivery bill to replace the original CN 38 or CN 41 bill. The parties concerned shall mutually agree on the relevant procedures and form.*

4 *If the administration of the country of origin so wishes, its mails shall be transhipped directly at the transit airport, between two different airlines. The airlines concerned must however agree to make the transshipment and the administration of the transit country must be informed of it beforehand.*

5 *In the case referred to under 4 and where the administrations of origin and of destination and the airlines concerned agree in advance, the airlines making the transshipment may prepare, if necessary, a special delivery bill to replace the original CN 38 or CN 41 bill. The parties concerned shall mutually agree on the relevant procedures and form.*

6 *In the cases referred to under 2 and 4, the bags of mails may be provided with a CN 42 label, in addition to the labels provided for the conveyance of airmail.*

7 *When surface mails from an administration are reforwarded by air by another administration, the conditions of such reforwarding shall be covered by a special agreement between the administrations concerned.*

■ **Commentary**

4317.2 and 4317.4 *Practical application formula for the direct transshipment of airmails by the airlines*

A. Direct transshipment of airmails between aircraft of the same airline performing successive stages of the journey

- i A postal adm desiring direct transshipment of its mails, at an airport in another adm's country, between aircraft of the same airline performing successive stages of the journey shall reach agreement with the local representative of that airline on the transshipment procedure.*
- ii The dispatching adm may arrange with the airline concerned for the mails to be reforwarded by a subsequent flight of the same airline if, for any reason, the originally scheduled transshipment cannot take place.*
- iii If the dispatching adm has not given the instructions referred to in paragraph ii above, the airline shall immediately hand the mails over to the postal services at the transshipment airport, unless it can arrange for them to be reforwarded within 24 hours of their arrival at that airport. (The mails must be handed over to the postal services as soon as the airline has established that it is impossible to have them reforwarded within that time limit.)*

B. Direct transshipment of airmails between aircraft of two different airlines

- i A postal adm desiring direct transshipment of its airmails between two different airlines at an airport in another adm's country shall provide the representative of the first airline with all relevant information.*
- ii If the first airline agrees to convey the mails over the first part of the route and considers that there is sufficient time for the transshipment at the transit airport, it shall contact the representative of the second airline concerned.*

- iii Before agreeing to convey the mails over the second part of the route, the second airline shall make sure that, under normal conditions, there is nothing to prevent them from being reforwarded by the flight requested (available capacity, commercial rights, etc).*
- iv Having obtained the agreement of the second airline, the first airline shall inform the dispatching adm, which shall advise the intermediate adm of the agreed transshipment before dispatching the mails in question.*
- v The dispatching adm may arrange with the first airline for the mails to be reforwarded by a specified later flight if, for any reason, the originally scheduled transshipment cannot take place.*
- vi If the dispatching adm has not given the instructions referred to in paragraph v above, the first airline shall immediately hand the mails over to the postal services at the transshipment airport, unless it can arrange for them to be reforwarded within 24 hours of their arrival at that airport. (The mails must be handed over to the postal services as soon as the airline has established that it is impossible to have them reforwarded within that time limit.)*
- vii The dispatching adm shall reach agreement with the first airline on the number of copies of the CN 38 delivery bill to be supplied to it if the number required for the transshipment exceeds that provided for by the Det Regs of the UPU Conv, and also on the provision of an additional copy of the CN 45 envelope.*
- viii Following an alteration in the airline timetables, the dispatching adm shall review, in consultation with the first airline, the arrangements made for the transshipment and, where appropriate, advise the intermediate adm of any changes made.*

CN 42
(old AV 8ter)

Posts

Transbordement direct Direct Transfer

Convention, Seoul 1994, art RE 4317.6 – Size 148 x 90 mm, colour orange

Convention – Article RE 4318

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

1 *If mails 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 *This shall not apply when:*

2.1 *the administration dispatching the mails has provided for reforwarding on a later flight;*

2.2 *in the absence of the arrangements referred to under 2.1, 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 under 1, the office which did the reforwarding shall inform the office of origin of each mail by CN 43 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.*

■ **Commentary**

4318.3 *For the model of the CN 43 form, see article RE 4324.*

Convention – Article RE 4326

Steps to be taken in the event of an accident

1 *When, as a result of an accident in course of conveyance, a ship, train, aircraft 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 items 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 telecommunications, of the fate of the mail. These administrations in turn shall advise by the same means all other administrations concerned.*

3 *Administrations which had mail on the transport facility involved in the accident shall send a copy of the CN 37, CN 38 or CN 41 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 CN 43 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).*

Convention – Article RE 4327

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

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 CN 38 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. The latter 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 CN 43 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.*

Convention – Article RE 4328

Steps to be taken in the event of an interrupted flight, or of diversion or missending of surface airlifted (S.A.L.) mails

1 *When mails included in a surface dispatch sent by air (S.A.L.) are on a flight that is interrupted or are unloaded at an airport other than the one indicated on the CN 41 delivery bill, the procedure shall be as follows.*

1.1 *Officials of the administration of the country where the mails are in transit shall take charge of them and reforward them by surface if conditions are such that the mails can be sent promptly to the country of destination. The administration of origin shall be informed by telecommunications.*

1.2 *If rapid delivery by surface to the country of destination cannot be ensured, the administration of the transit country shall get in touch, by telecommunications, 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.*

1.3 *The administration of the country of transit shall make out a new delivery bill (CN 37, CN 38 or CN 41, as required) and redirect the mails as instructed by the administration of origin.*

Article RE 3208**Preparation of trial notes**

1 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 CN 44 referred to in the Detailed Regulations of the Convention. This note shall be attached to the parcel bill on which its presence shall be indicated. If the CN 44 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 to the address indicated or, in the absence of such an indication, to the office which prepared it.

■ Commentary

3208.1 The CN 44 trial note mentioned in art RE 4319 of the Det Regs of the Conv is reproduced hereunder.

Dispatching administration

TRIAL NOTE

CN 44
(old C 27)

Date

Determination of the most favourable route

- ☐ for a letter-post or parcel mail
☐ for items sent à découvert

Administration of destination	To be returned to
-------------------------------	-------------------

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"/> Letter post – Priority/Air	<input type="checkbox"/> Letter post – S.A.L.	<input type="checkbox"/> Letter post – Non-priority/Surface
	<input type="checkbox"/> Air parcels	<input type="checkbox"/> S.A.L. parcels	<input type="checkbox"/> Surface parcels
	No _____ Dispatching office _____		
	Date of dispatch _____ Office of destination _____		
Method of conveyance	<input type="checkbox"/> By air	Flight No _____	
	<input type="checkbox"/> By train	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 air	Flight No _____
	<input type="checkbox"/> By train	No _____
	<input type="checkbox"/> By ship	Name of ship _____
	<input type="checkbox"/> By _____	_____
Other information	_____	

Signature

Article RE 3209
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 CN 37 delivery bill referred to in the Detailed Regulations of the Convention.

2 The receiving administrations shall ensure that the carriers 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.

4 Air parcel mails to be handed over at the airport shall be accompanied by CN 38 forms on the conditions laid down in the Detailed Regulations of the Convention.

5 Surface parcel mails to be handed over at the airport shall be accompanied by CN 41 delivery bills on the conditions laid down in the Detailed Regulations of the Convention.

6 The weight of bags or other receptacles containing insured air parcels shall be shown separately on the CN 38 delivery bill. The letter V shall also be written in the "Observations" column opposite this entry.

■ **Commentary**

3209.1, 3209.4 and 3209.5 The provisions of the Det Regs of the Conv as well as forms CN 37, CN 38, CN 41 and CN 45 are reproduced hereunder.

Convention – Article RE 4320
Transfer of mails

1 *Priority mails and surface mails*

1.1 *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 CN 37 delivery bill. 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 and return it immediately by the quickest route (air or surface).*

1.2 *The CN 37 delivery bill may be prepared in triplicate 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.*

- 1.3 *The CN 37 delivery bill may also be prepared in triplicate 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.*
- 1.4 *Because of their internal organization, certain administrations may request that separate CN 37 bills be made out for letter-post mails on the one hand, and for parcels on the other.*
- 1.5 *When the transfer of mails between two corresponding offices involves a sea service, the dispatching office of exchange may prepare a fourth copy of the CN 37 delivery bill, 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 CN 37 bill must be sent by air or by electronic mail or any other appropriate means of telecommunication, either to the receiving office of exchange of the port of offloading or to its central administration.*
- 2 *Airmails and surface airlifted (S.A.L.) mails*
- 2.1 *Mails to be handed over at the airport shall be accompanied by five copies of a CN 38 delivery bill, for each stop in the case of airmails or a CN 41, in the case of surface airlifted (S.A.L.) mails.*
- 2.2 *One copy of the CN 38 or CN 41 bill, 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.*
- 2.3 *Two copies of the CN 38 or CN 41 bill shall be retained at the airport of loading by the airline carrying the mails.*
- 2.4 *Two copies of the CN 38 or CN 41 bill shall be inserted in a CN 45 envelope. These shall be conveyed 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, the first copy, duly signed as a receipt for the mails, shall be kept by the airline which has carried the mails. The second copy shall accompany the mails to the post office to which the CN 38 or CN 41 bill is addressed.*
- 2.5 *CN 38 or CN 41 bills which have been transmitted electronically by the air carrier may be accepted at the receiving exchange office if the two copies identified under 2.4 are not immediately available. In this case, two copies of the CN 38 or CN 41 bill must be signed by the air carrier representative at the destination airport prior to submission to the receiving administration. One copy shall be signed by the receiving administration as a receipt for the mails and shall be kept by the air carrier. The second copy shall accompany the mails to the post office to which the CN 38 or CN 41 bill is addressed.*
- 2.6 *Administrations may agree among themselves to make systematic use of electronic mail or any other appropriate means of telecommunication for transmitting CN 38 or CN 41 bills between the office preparing the document and the office receiving it.*

- 2.7 *When mails are sent by surface to an intermediate administration for reforwarding by air, they shall be accompanied by a CN 38 or CN 41 bill for the intermediate office. A CN 38 or CN 41 bill shall also be prepared for the country of destination in respect of airmails reforwarded by surface.*

■ **Commentary**

4320.2.1 *"Each stop" is to be read as meaning each stop where mail is unloaded and not each "stop of the route".*

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

- 4 *The provisions under 1 to 3 shall also apply to bulk mails.*

CN 45
(old AV 5)
Date stamp

**TRANSMISSION ENVELOPE FOR
CN 38, CN 41 AND CN 47 BILLS**

Airport of offloading

MONROVIA (MLW)

Airline

Flight No

Date of departure

Time

Convention – Article RE 4321

Preparation and checking of CN 37, CN 38 or CN 41 delivery bills

1 The delivery bills shall be completed, in accordance with their layout, on the basis of the particulars appearing on the bag labels or with the address. The total number and total weight of the bags and items in each mail shall be entered in bulk by category. 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; they shall be indicated by an "R" in the "Observations" column of the delivery bill. If the weights entered include those of mail exempted from transit charges and terminal dues, the "Observations" column shall also be used to enter, by category, the weight to be deducted.

■ **Example:**

Entry

Mail No	Office of origin	Office of destination	Number of			Gross weight of bags, etc			Observations
			letter-post bags ¹	CP bags and loose parcels ¹	sacks of empty bags	Letter post	CP	Empty bags	
1	2	3	4	5	6	7	8	9	10
1	LONDON FS	ROTTERDAM	6			kg ² 88.3	kg ²	kg ²	RM bags = 1
1	"	"	44			351.7			M bags = 10

2 The presence of priority surface mails shall be indicated by the entry "PRIOR" in the "Observations" column of the CN 37 bill.

3 The following shall also be entered on the CN 38 delivery bill:

- 3.1 mails included in a sac collecteur entered individually with an indication that they are so included;
- 3.2 mails in CN 28 envelopes.

4 Any intermediate office or office of destination which notices errors in the entries on the CN 38 or CN 41 delivery bill shall immediately correct them. It shall report them by CN 43 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 column of the CN 37, CN 38 or CN 41 bill reserved for that purpose.

■ **Commentary**

4321.1 If the receiving adm finds that more than 10 percent of the mails from a particular origin do not reflect the information recorded on the CN 38 delivery bills, or are not accompanied by CN 38 bills, it may require the dispatching adm to list each bag and corresponding weight individually on all future CN 38 bills.

Convention – Article RE 4322

Missing CN 37, CN 38 or CN 41 delivery bill

1 *In the absence of the CN 37 bill, the receiving office shall prepare one in triplicate in accordance with the load received. Two copies accompanied by a CN 43 verification note shall be sent to the dispatching office, which shall return one copy after examination and signature.*

2 *When a mail reaches the airport of destination – or an intermediary airport responsible for forwarding it with another carrier – without a CN 38 or CN 41 bill, the administration under whose jurisdiction the airport comes shall automatically prepare one. The latter shall be duly countersigned by the carrier from whom the mail is received. This fact shall be reported by CN 43 verification note, together with two copies of the CN 38 thus prepared, to the office responsible for loading the mail. The latter office shall be requested to return one copy duly authenticated.*

3 *If the original CN 38 or CN 41 bill is missing, the administration receiving the mail shall accept the CN 46 substitute bill prepared by the airline. This fact shall be reported to the office of origin by means of a CN 43 verification note, accompanied by two copies of the CN 46 substitute bill.*

4 *Administrations may agree to make systematic use of electronic mail or any other appropriate means of telecommunication for settling cases where the CN 38 or CN 41 bill is missing.*

5 *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 CN 43 verification note, a CN 38 or CN 41 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.*

6 *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.*

Office of destination of the bill

Date

Serial No

(old AV 7)

<input type="checkbox"/> Priority Date of departure		<input type="checkbox"/> By airmail Time
Airport of direct transshipment LONDON-HEATHROW (LHR)		Airport of offloading MONROVIA (MLW)
<input type="checkbox"/> No of container		<input type="checkbox"/> No of seal
If container is used		

[illegible]

Office of exchange of destination
Date and signature

Article RE 3210

Check of mails

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 CP 78 verification note. When the office of exchange of destination has not sent off a CP 78 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 78 verification note, a copy of which shall be handed to the undertaking, or, as the case may be, on the CN 37, CN 41 or CN 38 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 RE 1802.3 and 4.

■ **Commentary**

3210.2 This check makes it possible to ascertain without delay whether any mails are missing.

Postal administration of origin

VERIFICATION NOTE

Date

No

Mail No

CP 78

(old CP 13)

Office of origin of note	Date of dispatch
	Ship
Office of destination of note	Flight No
	Dispatching office of exchange
	Office of exchange of destination

☐ Missing document
(Please send a copy)

☐ CN 38 Delivery bill

☐ CP 87 Air parcel bill

☐ Irregular document

☐ CP 86 Parcel bill

☐ CP 88 Special parcel bill

Parcels entered	Total number of parcels	Gross weight	Insured value	Number of bags	Rates due
		kg	SDR		SDR
Parcels received					

Irregularities

☐ Missent parcels

☐ Missing parcels

☐ Excess parcels

☐ Damaged parcels

Parcel No	Office of origin	Addressee's full address or office of destination	Weight		Observations
			kg	g	

Other observations

Carrier or carrier's representative

Name and capacity	Signature
-------------------	-----------

Office preparing the note
Signature of officials

Seen and accepted
Office of destination of the note
Place, date and signature of the official in charge

Article RE 3211

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 78 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:

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

2 In the event of the absence of a mail or one or more of the bags comprising it, or of any other irregularity the fact shall be notified as described in 1. 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. It shall take 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 shall be notified without delay to the dispatching office of exchange by a CP 78 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:

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

4 The absence of a mail or of one or more of the bags comprising it, or of the parcel bill, shall be notified as described in 3. If the parcel bill is missing, the office of exchange of destination shall prepare a replacement parcel bill.

5 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.

6 The office of exchange of destination shall have the right not to make corrections and not to make out a CP 78 verification note if the errors or omissions in respect of the rates due do not exceed 10 SDR per parcel bill.

7 Verification notes shall be sent by the quickest route in a special envelope as specified in the Detailed Regulations of the Convention. Irregularities concerning insured parcels which involve the liability of administrations shall, in addition, be notified immediately by telecommunications.

8 The offices to which the CP 78 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.

■ **Commentary**

3211.3 Contrary to what is expressly admitted for other forms, adms of destination do not have the option of asking for CP 78 verification notes to be sent to an office of their choice.

3211.3.2 This office must be informed immediately, considering the liability it has to assume.

3211.5 This provision is to expedite dispatch of the CP 78 verification note in the case of air parcel mails.

3211.6 This optional provision does not prevent an adm from rectifying, in special cases, systematic errors arising, eg from the incorrect application of the principles underlying the calculation of the amounts to be credited.

3211.7 The provision of the Det Regs of the Conv is given hereunder.

Convention – Article RE 4324
Verification notes

...

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

...

Article RE 3212
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 established entail a change in rates, the new weight shall be valid.

2 Discrepancies in weight, within the same weight step, relating to ordinary parcels 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 involves an alteration of the rates.

3 Discrepancies in weight of insured parcels 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.

■ **Commentary**

3212.2 As the 1994 Seoul Congress adopted the "universal rate", replace the first sentence by the following sentence: "Discrepancies in weight of less than 1 kilogramme relating to ordinary parcels may not be made the subject of verification notes or the cause of the parcels being returned."

Parcels cannot be stopped in the course of transmission – and still less returned to the service which forwarded them – on the grounds that their weight differs from that stated on the dispatch notes and on the parcels themselves.

Article RE 3213

Receipt by the office of exchange of a damaged or insufficiently packed parcel

1 Any office of exchange which receives a damaged or insufficiently packed parcel shall send it on, after having repacked it if necessary. The original packing, the address and the labels shall be preserved as far as possible. 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, this fact shall be reported to the dispatching office of exchange by means of a sufficiently explicit note on the CP 78 verification note. The parcel shall also be automatically opened and its contents checked. The results of this check shall be given in a CN 24 report. This shall be prepared in duplicate, one copy shall be retained by the office of exchange which prepared it and the other attached to the parcel.

3 The procedure described in 2 shall also apply if the parcel shows a discrepancy in weight such as to suggest the removal of the whole or part of the contents.

Article RE 3214

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.

- 1.1 It shall indicate in as much detail as possible on the CP 78 verification note or in the CN 24 report 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. They shall be sent to the administration of origin if it so requests.
 - 1.2 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 telecommunications.
- 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.

■ **Commentary**

3214.3 Offices of exchange in direct contact are those operating on the same premises.

Article RE 3215

Check of mails of parcels forwarded in bulk

- 1 Articles RE 3210 to RE 3214 shall be applicable only to rifled and damaged parcels as well as to parcels entered individually on the parcel bills. The other parcels shall be simply checked in bulk.
- 2 The administration of origin may agree with the administration of destination to limit to certain categories of parcels the detailed check and the preparation of the CP 78 verification notes and CN 24 reports. The same may be agreed with the intermediate administrations.
- 3 If the number of parcels found in the mail differs from the number given on the parcel bill, the verification note shall correct only the number of parcels per weight step and the total number of parcels.
- 4 If the gross weight of the mail given on the parcel bill does not correspond to the gross weight found, the verification note shall correct only the gross weight of the mail.

■ **Commentary**

3215.3 As the 1994 Seoul Congress adopted the "universal rate", replace this art by the following sentence: "If the number of parcels found in the mail differs from the number given in the parcel bill, the verification note shall correct only the total number of parcels."

Article RE 3216

Reforwarding of a parcel arriving out of course

1 Any parcel arriving out of course shall be reforwarded to its proper destination by the quickest route (air or surface).

2 Any parcel reforwarded in application of this article shall be subject to the rates for forwarding to its proper destination and the charges and fees mentioned in article RE 1901.4.3.

3 The reforwarding administration shall report the matter in a CP 78 verification note to the administration from which the parcel has been received.

4 It 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, it shall credit the true administration of destination and, where appropriate, the intermediate administrations with the relative conveyance rates. It shall then credit itself, through a claim on the administration responsible for the office of exchange which misssent the parcel, for the amount of the expense which it has incurred. This administration shall collect them from the sender if the error is ascribable to him. The claim and its cause shall be notified by means of a verification note.

■ Commentary

3216.4 The addressee of a parcel forwarded out of course should not bear any charges arising from the reforwarding of the parcel to its proper destination.

Article RE 3217

Return of empty receptacles

1 In the absence of special agreement between the administrations concerned, bags shall be returned empty by the next post in a 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 on the CP 86 or CP 87 parcel bill.

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. For airmail bags, the make-up of special mails shall be compulsory as soon as the number of airmail bags to be returned reaches 10. The special mails shall be described on CN 47 bills. If special mails are not made up, the number and the weight of sacks of empty bags shall be entered in the appropriate column of the CN 37, CN 38 or CN 41 bill.

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.

5 If there are not too many of them, the empty bags to be returned may be placed in the bags containing postal parcels. Otherwise, they shall be placed in separate bags labelled with the name of the offices of exchange. These bags may be sealed by agreement between the administrations concerned. The labels shall be endorsed "Sacs vides" (Empty bags).

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

7 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.

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

■ Commentary

3217 In resolution C 71/Washington 1989, Congress urged all adms to return empty mail bags, both efficiently and promptly, to the countries to which they belong.

It also recommended:

- a those administrations which have problems caused by the non-return of mailbags to consider setting up simple but cost-effective recording systems in order to ascertain:
 - the proportion of bags which are not returned;
 - whether that proportion can be considered as an acceptable loss;
 - which administrations may be principally responsible for the failure to return bags;
- b those administrations which have such problems to make direct contact with the administrations concerned to seek the return of their bags or, failing that, applying the relevant provisions in order to obtain reimbursement;
- c all administrations to consider the use of schemes for bag-sharing, or the reciprocal use of mailbags, as well as the use of one-trip mailbags, in order to increase the availability of mailbags;
- d all administrations to consider the more extensive use of containers for conveying loose-loaded parcels, letters in letter trays or boxes and similar types of mail which do not require the use of mailbags.

3217.2 The practical method of application recognized by the IATA-UPU Contact Comm is given hereunder:

General principles

- i Empty bags shall be returned free of charge, provided carrying capacity is available.
- ii The carrier shall not be legally responsible for the return of these bags.
- iii The airline which conveyed the outward mail shall normally be entrusted with the return of empty bags.

- iv Empty bags shall be returned in small consignments.
- v Empty airmail bags will not be sent by air between neighbouring countries or when return by surface route does not normally take more than 10 days.

This agreement notwithstanding, postal adms of member countries are recommended to extend as far as possible the reciprocal use of airmail bags by the conclusion of bilateral agreements.

Implementation

- i The adms shall establish in advance, and in agreement with the airlines concerned, a plan showing as far as possible the services normally to be used for the return of empty airmail bags. The airlines shall be consulted in advance regarding any change involving a noticeable increase in the weight of empty airmail bags to be conveyed.
- ii In exchanges between countries, the adms shall specify a single office of exchange to which empty bags are to be returned.
- iii Adms shall make up dispatches of empty bags in accordance with points 3 and 4 of the General principles.
- iv Dispatches of empty airmail bags shall be provided with label CN 35 on which the indication "EMPTY AIRMAIL BAGS – BY AIR" shall be very clearly marked.
- v The weight of the bags shall be indicated on the back of the label.
- vi Dispatches of empty airmail bags shall be entered on a separate CN 47 delivery bill bearing in bold characters the words "EMPTY AIRMAIL BAGS".
- vii Dispatches of empty airmail bags thus formed shall be handed over to the airline concerned. In the absence of carrying capacity, the latter has the right to defer or refuse the consignment. If the dispatch is deferred, the airline shall amend the date of dispatch indicated on form CN 47 accordingly. In case of refusal, it shall return the relevant CN 47 bill with an indication to that effect and shall advise the postal adm concerned as to when it will be able to take the consignment.
- viii An intermediate adm reforwarding empty bags to the adm of origin may send them by any other airline with available capacity.

Art RE 3209 and art RE 4320 of the Det Regs of the Conv apply, mutatis mutandis, to the C 47 bill.

Postal administration of origin

Office of origin of the bill

Office of destination

DELIVERY BILL
Mails of empty bags

Date

Serial No

CN 47
(old C 18 S/AV 7 S)

<input type="checkbox"/> Priority	<input type="checkbox"/> By airmail
<input type="checkbox"/> Non-priority	<input type="checkbox"/> By S.A.L.
	<input type="checkbox"/> By surface

		Non-priority	By surface	Date of departure	Time
Type of bags returned	Flight No	Airport of direct transhipment	Airport of offloading		
<input type="checkbox"/> Priority/By air	Train No	Route			
<input type="checkbox"/> Non-priority/Surface	Name of ship	Port of disembarkation	Company		
<input type="checkbox"/> Parcels	If container is used	No of container	No of seal		
<input type="checkbox"/> EMS					

Entry

[illegible]

¹ To be completed if the carrier requires this information
 : Kg to one decimal

Dispatching office of exchange
Signature

The official of the carrier or airport
Signature

Office of exchange of destination
Date and signature

Chapter 2

Treatment of cases of liability

Article 33

Determination of liability between postal administrations

1 Until the contrary is proved, liability shall rest with the postal administration which, having received the parcel without comment and being furnished with all the prescribed means of inquiry, cannot prove either delivery to the addressee or, where appropriate, correct transfer to another administration.

2 If the loss, theft or damage occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally. However, in the case of an uninsured parcel, when the amount of indemnity does not exceed the amount calculated in article 26.3.2, for a parcel of 1 kilogramme, this sum shall be borne equally by the administration of origin and the administration of destination, intermediate administrations being excluded.

3 As regards insured parcels, the liability of an administration towards other administrations shall in no case exceed the maximum insured value that it has adopted.

4 If the loss, theft or damage of an insured parcel occurs in the territory or service of an intermediate administration which does not accept insured parcels or which has adopted a maximum insured value lower than the amount of the loss, the administration of origin shall bear the loss not covered by the intermediate administration. The same rule shall apply if the amount of the loss is higher than the maximum insured value adopted by the intermediate administration.

5 The rule laid down in 4 shall also apply in case of sea or air conveyance if the loss, theft or damage occurs in the service of an administration belonging to a contracting country which does not accept the liability laid down for insured parcels. This administration shall nevertheless assume, in respect of the transit of insured parcels in closed mails, the liability laid down for uninsured parcels.

6 Customs duty and other fees of which it has not been possible to secure cancellation shall be borne by the administrations liable for the loss, theft or damage.

7 An administration which has paid the indemnity shall take over the rights, up to the amount of the indemnity, of the person who has received it in any action which may be taken against the addressee, the sender or third parties.

Article RE 3301

Procedures for determining the liability of postal administrations

1 Until the contrary is proved and subject to article 33.2 of the Agreement, an intermediate administration or administration of destination shall be relieved of all liability:

- 1.1 when it has observed the provisions for inspection of mails and parcels and establishment of irregularities;
- 1.2 when it can prove that it was informed of the inquiry after the destruction of the official records relating to the parcel in question, the period of retention having expired. This reservation shall not prejudice the rights of the claimant.

2 If the theft or damage has been established in the country of destination or, in the case of return to sender, in the country of residence, it shall be for the administration of that country to prove:

- 2.1 that neither the wrapping nor the fastening of the parcel bore any apparent trace of theft or damage;
- 2.2 that in the case of an insured parcel, the weight established at the time of posting has not varied;
- 2.3 that, in the case of parcels forwarded in closed receptacles, both the receptacles and their fastening were intact.

3 When the proof mentioned in 2 has been furnished, none of the other administrations concerned may repudiate its share of liability on grounds that it handed over the parcel without the next administration having made any objection.

4 In the case of parcels sent in bulk, none of the administrations concerned may repudiate its share of liability by showing that the number of parcels found in the mail differs from that advised on the parcel bill.

5 In the case of bulk transmission, the administrations concerned may agree that liability be shared in the event of loss of, theft from or damage to certain categories of parcels, determined by mutual agreement.

6 When a parcel has been lost, rifled or damaged as the result of force majeure, the administration in whose territorial jurisdiction or services the damage occurred shall not be liable towards the administration of origin unless the two administrations undertake to cover risks of force majeure.

Article RE 3302

Recovery of indemnities paid from air carriers

1 When the loss, theft or damage occurs in the service of an air carrier, the administration of the country which collects the conveyance dues shall reimburse the administration of origin for the indemnity paid to the sender. It shall be for the former administration to recover this amount from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier, it shall itself seek reimbursement of the indemnity from the air carrier.

Article RE 3303

Reimbursement of the indemnity to the paying administration

1 The administration which is liable or on behalf of which payment is made shall reimburse the paying administration the amount of indemnity paid to the rightful claimant. The reimbursement shall be made within two months of the date of dispatch of the notice of payment.

2 If the indemnity is due to be borne by several administrations, the whole of the indemnity shall be paid to the paying administration, within the period mentioned under 1, by the first administration which, having duly received the parcel claimed for, is unable to prove its correct transfer to the next service. It shall rest with this administration to recover from the other administrations which are liable each one's share of the indemnity, paid to the rightful claimant.

3 The administration whose liability is duly established and which has at first declined to pay the indemnity shall assume all additional costs resulting from the unwarranted delay in payment.

■ Commentary

3303.3 As "additional costs" are to be considered such costs as interest, banking costs and differences in exchange rates, even if the last two categories of costs, in ordinary circumstances and under certain conditions, should also be borne by the creditor adm. Additional costs may also include administrative expenditure as well as any legal costs incurred by the creditor adm in legal proceedings undertaken in the interest of the responsible adm or in its own interest.

In short, it is for the creditor adm to determine, in each specific case, which additional costs it regards as such. In determining those additional costs, the adm concerned must strictly observe one essential condition: there must be a direct cause and effect relation between an unjustified delay in payment of the indemnity by the debtor adm, on the one hand, and the costs incurred by the creditor adm, on the other hand. The scope of the concept of additional costs will depend on the circumstances surrounding each specific case.

Article RE 3304

Settlement of indemnities between postal administrations

1 Immediately after paying the indemnity, the paying administration shall communicate to the administration which is liable the date and the amount of payment made. If, one year after the date of dispatch of authorization to pay the indemnity, the paying administration has not communicated the date and amount of payment or debited the account of the administration which is liable, the authorization shall be considered null and void. The administration which received it shall then no longer be entitled to claim reimbursement of any indemnity paid.

2 When liability has been admitted, as well as in the case provided for in article 29.3 of the Agreement, the amount of the indemnity may also be automatically recovered from the administration which is liable. This shall be effected through a liquidation account, either direct or through the intermediary of an administration which regularly draws up liquidation accounts with the administration which is liable.

3 When proof of delivery is supplied after the period laid down in article 29.3 of the Agreement, the indemnity paid shall continue to be borne by the intermediate administration or administration of destination if the sum paid cannot, for any reason, be recovered from the sender.

4 If the sender or the addressee takes delivery of an item found afterwards against repayment of the amount of the indemnity, that sum shall be refunded to the administration or, where appropriate, administrations which bore the loss. This refund shall be made within one year of the date of such repayment.

5 The administrations of origin and destination may agree that the whole of the loss shall be borne by the administration which has to make the payment to the rightful claimant.

6 The creditor administration shall be reimbursed in accordance with the rules for payment laid down in the Detailed Regulations of the Convention.

■ Commentary

3304.5 Application of this optional provision brings a reduction in administrative work which offsets the loss of revenue from the share of the amount of the indemnity recovered from other adms.

3304.6 The provisions of the Det Regs of the Conv are given after art RE 3704.

Article RE 3305

Accounting for amounts due in respect of indemnity for parcels

1 When it is necessary to recover payments from the administrations which are liable and several amounts are involved, these shall be summarized on a CN 48 form. The total amount shall be carried forward to the CP 75 account mentioned in article RE 3703.3.

Creditor administration

STATEMENT **Amounts due in respect** **of indemnity** Date

CN 48
(fold C 31/CP 22)

Debtor administration	Month	<input type="checkbox"/> Letter post <input type="checkbox"/> Postal parcels
	Quarter	
Year		

Notes¹

To be filled in by typewriter or computer printer

Serial No	Date of posting, item No and office of origin	Destination	Letters authorizing recoveries (No of statement, name of office, date, reference No of debtor administration)	Amount in SDR	
1	2	3	4	5	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total					

¹ Any observations may be made on the available part of the front or on the back of the form

Creditor administration
Signature

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

Chapter 3

Rates and air conveyance dues

Article 34

Inward land rate

1 Parcels exchanged between two administrations shall be subject to inward land rates for each country and each parcel calculated by combining the following guideline rate per parcel and guideline rate per kilogramme: Guideline rate:

- per parcel: 2.85 SDR;
- per kilogramme of gross weight of the mail: 0.28 SDR.

2 Bearing in mind the above guideline rates, administrations shall set their inward land rates to bring these into relation with the costs of their service.

3 The rates mentioned in 1 and 2 shall be payable by the administration of the country of origin, unless this Agreement provides for exceptions to this principle.

4 The inward land rates shall be uniform for the whole of the territory of each country.

■ Commentary

34 In view of the competitive situation on the parcels market and of the need to avoid excessive prices, the 1994 Seoul Congress instructed the POC to consider ways of discouraging any possible excess in regard to inward land rates (resolution C 25).

34.1 The term “per kilogramme of gross weight” includes fractions of a kg. Consequently, a parcel weighing 6.4 kg will give entitlement to an amount consisting of the rate per parcel plus the rate per kg multiplied by 6.4, the weight of the parcel being rounded to the nearest hectogramme.

The term “gross weight”, used in the context of the simplified preparation of parcel bills, was adopted by the 1964 Vienna Congress. It is normally interpreted as meaning “the total weight of the parcels and their receptacles (eg bags, trays)”. However, this interpretation is increasingly challenged because of the growing use of bigger airline and shipping company containers.

The concept of the outward land rate has been abolished as the level of inward rates will in future be controlled by competition on the international parcels market.

The level of the guideline inward rates was increased by 8.25 percent which, in fact, makes up for the median growth rate established for administrations between 1988 and 1993.

To better reflect actual costs, the 1994 Seoul Congress adopted the “universal rate”, a combination of a rate per parcel to take account of fixed costs and a rate per kg to reflect variable costs, as a form of presentation of land and sea rates.

Prot Article RE IV

Determination of average rates

1 The United States of America shall be authorized to establish average land and sea rates per kilogramme based on the weight distribution of parcels received from all administrations.

Prot Article XII

Exceptional inward land rates

1 Notwithstanding article 34, the administration of Afghanistan reserves the right to collect an additional exceptional inward land rate of 7.50 SDR per parcel.

Prot Article XVII

Special tariffs

1 The administrations of Belgium, France, Norway and United States of America may collect higher land rates for air parcels than for surface parcels.

2 The administration of Lebanon shall be authorized to collect for parcels up to 1 kilogramme the charge applicable to parcels over 1 and up to 3 kilogrammes.

3 The administration of Panama (Rep) shall be authorized to collect 0.20 SDR per kilogramme for surface airlifted (S.A.L.) parcels in transit.

Article RE 3401

Modifications of the inward land rates

1 Modifications of the inward land rates according to article 34.1 and 2 of the Agreement may only come into force on 1 January. To be applicable, such modifications must be communicated at least four months prior to that date to the International Bureau. The International Bureau shall notify them to the administrations concerned at least three months before the date of their coming into force. If these periods have not been observed, such modifications shall not come into force until 1 January of the following year.

■ **Commentary**

3401.1 The deadline for notifying the IB of revised rates by 1 September preceding their entry into force and the 1 October deadline for their distribution was set in view of the time needed for the adms concerned to prepare and distribute their CP 81 and CP 82 tables.

Article RE 3402

Application of new rates following unforeseeable changes in routeing

1 Reasons of force majeure or any other unforeseeable occurrence may oblige an administration to use, for the conveyance of its own parcels, a new dispatch route which causes additional sea or land conveyance costs. In such a case, it shall be required to inform immediately by telecommunications all the administrations whose parcel mails or à découvert parcels are sent in transit through its country. From the fifth day following dispatch of this information, the intermediate administration shall be authorized to charge the administration of origin the land and sea rates corresponding to the new route.

■ **Commentary**

3402.1 The time limits laid down in art RE 3401.1 do not apply in these cases.

Article 35

Transit land rate

1 Parcels exchanged between two administrations or between two offices of the same country by means of the land services of one or more other administrations shall be subject to the transit land rates, payable to the countries whose services take part in the routing on land, calculated by combining the rate per parcel and the rate per kilogramme below, according to the distance step applicable:

Distance steps	Rate per parcel	Rate per kg of gross weight of the mail
1	2	3
	SDR	SDR
Up to 600 km	0.77	0.10
Above 600 up to 1000 km	0.77	0.19
Above 1000 up to 2000 km	0.77	0.29
Above 2000 km	0.77	0.29 + 0.08 for each additional 1000 km

2 For parcels in transit à découvert, intermediate administrations shall be authorized to claim a single rate of 0.40 SDR per item.

3 The rates mentioned in 1 and 2 shall be payable by the administration of the country of origin unless this Agreement provides for exceptions to this principle.

4 The Postal Operations Council shall be authorized to revise and amend the table mentioned under 1 between Congresses. Any revision made, in accordance with a methodology that ensures equitable remuneration for administrations which conduct transit operations, must be based on reliable and representative economic and financial data. Any change decided upon shall enter into force at a date set by the Postal Operations Council.

5 No transit land rate shall be payable for:

- 5.1** the transfer of airmails between two airports serving the same town;
- 5.2** the transport of such mails between an airport serving a town and a warehouse situated in the same town and the return of the same mails for reforwarding.

■ Commentary

35.1 Adms, which, under art XIII of the Fin Prot, benefit from an exceptional transit land rate, must submit revisions of this rate to the IB under the conditions set out in art RE 3401.1.

For the term “kilogramme of gross weight” see article 34.1.

Wishing to avoid excessive increases that could detract from the competitiveness of postal parcels on the market, the 1994 Seoul Congress did not adjust the amount of the transit land rates which are, however, presented in the form of a rate per parcel and a rate per kg in line with the adoption of the “universal rate” principle (see art 34).

35.2 Single rate introduced by the 1994 Seoul Congress to harmonize the payment to be made for à découvert transit by air or surface.

35.4 Authority given to the POC by the 1994 Seoul Congress.

Prot Article XIII

Exceptional transit land rates

1 For the time being, the administrations listed in the table below shall be authorized to collect the exceptional transit land rates indicated therein, in addition to the transit rates mentioned in article 35.1:

No	Authorized administration	Amount of the exceptional transit land rate	
		Rate per parcel	Rate per kg of gross weight of the mail
1	2	3	4
		SDR	SDR
1	Afghanistan	0.48	0.45
2	Bahrain	0.85	0.55
3	Chile		0.21
4	Egypt	1.00	0.25
5	France	1.00	0.20
6	Greece	1.16	0.29
7	India	0.40	0.51
8	Malaysia	0.39	0.05
9	Russian Federation	0.77	Twice the amount per kg shown in column 3 of the table in article 35.1 for the distance concerned
10	Singapore	0.39	0.05
11	Sudan	1.61	0.65
12	Syrian Arab Rep		0.65
13	Thailand	0.58	0.14
14	United States of America		According to distance step:
			Up to 600 km 0.10
			Above 600 up to 1000 km 0.18
			Above 1000 up to 2000 km 0.25
			Above 2000 km for each additional 1000 km 0.10

Article RE 3501

Application of transit land rates

1 Each of the countries taking part in conveyance shall be authorized to collect for each parcel the transit land rates applicable to the relevant distance step. If there is no land route, only the single rate mentioned in article 35.2 shall apply.

2 Reforwarding, where applicable after warehousing, by the postal services of an intermediate country of mails entering and leaving by the same port or airport (transit not involving a land route) shall be subject to the single rate per parcel mentioned in article 35.2, but not to transit land rates.

3 When a country agrees to its territory being crossed by a foreign transport service without participation of its services, parcels thus conveyed shall not be subject to the transit land rate.

■ **Commentary**

3501.1 The concept of weighted average distance, used to set transit land rates is collected by an intermediary adm, was replaced at the 1994 Seoul Congress by a reference to the route actually taken, a provision already used in the Conv for letter post.

3501.3 See the provision of the Conv given hereunder.

Convention – Article 43

Exchange of items

...

2 *When the conveyance of mail in transit through a country takes place without the participation of the postal administration of that country, this administration shall be informed in advance. This form of transit shall not involve the liability of the postal administration of the transit country.*

...

■ **Commentary**

43.2 *This form of transit concerns in particular mail exchanged in containers by international road transport.*

Article 36

Sea rate

1 Each of the countries whose services participate in the sea conveyance of parcels shall be authorized to claim the sea rates mentioned in 2. These rates shall be payable by the administration of the country of origin, unless this Agreement provides for exceptions to this principle.

2 For each sea conveyance used, the sea rate shall be calculated by combining the rate per parcel and the rate per kilogramme below, according to the distance step applicable:

Distance steps

a expressed in nautical miles	b expressed in km after conversion on the basis of 1 n.m. = 1.852 km	Rate per parcel	Rate per kg of gross weight of the mail
		SDR	SDR
Up to 500 n.m.	Up to 926 km	0.58	0.06
Above 500 up to 1000	Above 926 up to 1852	0.58	0.09
Above 1000 up to 2000	Above 1852 up to 3704	0.58	0.12
Above 2000 up to 3000	Above 3704 up to 5556	0.58	0.14
Above 3000 up to 4000	Above 5556 up to 7408	0.58	0.16
Above 4000 up to 5000	Above 7408 up to 9260	0.58	0.17
Above 5000 up to 6000	Above 9260 up to 11 112	0.58	0.19
Above 6000 up to 7000	Above 11 112 up to 12 964	0.58	0.20
Above 7000 up to 8000	Above 12 964 up to 14 816	0.58	0.21
Above 8000	Above 14 816	0.58	0.21 + 0.01 per additional 1000 nautical miles (1852 km)

3 Administrations may increase by 50 percent at most the sea rate calculated in accordance with article 36.2. On the other hand, they may reduce it as they wish.

4 The Postal Operations Council shall be authorized to revise and amend the table mentioned under 2 between Congresses. Any revision made, in accordance with a methodology that ensures equitable remuneration for administrations which conduct transit operations, must be based on reliable and representative economic and financial data. Any change decided upon shall enter into force at a date set by the Postal Operations Council.

■ Commentary

36.2 In the case of two sea conveyances carried out successively by the same ship and interrupted by a land conveyance, only one sea transit charge is paid. Should sea conveyance have been made by two different ships, the transit charge is payable for each.

For the term "kilogramme of gross weight" see article 34.1.

Wishing to avoid excessive increases that could detract from the competitiveness of postal parcels on the market, the 1994 Seoul Congress did not adjust the amount of the sea rates which are, however, presented in the form of a rate per parcel and a rate per kg in line with the adoption of the “universal rate” principle (see art 34).

36.3 Adms must submit revisions to their sea rate made under this art and, if applicable, art XIV of the Fin Prot to the IB under the conditions set out in art RE 3401.1.

36.4 Authority given to the POC by the 1994 Seoul Congress.

Prot Article XIV

Sea rates

1 The following administrations reserve the right to increase by 50 percent at the most the sea rates provided for in article 36: Antigua and Barbuda, Argentina, Bahamas, Bahrain, Bangladesh, Barbados, Belgium, Belize, Brazil, Brunei Darussalam, Canada, Chile, Comoros, Congo (Rep), Cyprus, Djibouti, Dominica, Finland, France, Gabon, Gambia, Germany, United Kingdom of Great Britain and Northern Ireland, Overseas Dependent Territories of the United Kingdom, Greece, Grenada, Guyana, India, Italy, Jamaica, Japan, Kenya, Kiribati, Madagascar, Malaysia, Malta, Mauritius, Nigeria, Norway, Oman, Pakistan, Papua New Guinea, Portugal, Qatar, Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, Solomon Islands, Spain, Sweden, Tanzania (United Rep), Thailand, Trinidad and Tobago, Tuvalu, Uganda, United Arab Emirates, United States of America, Vanuatu, Yemen and Zambia.

Article RE 3601

Application of sea rate

1 If necessary, the distance steps used to determine the amount of the sea rate applicable between two countries shall be calculated on the basis of a weighted average distance. This shall be determined in terms of the tonnage of the mails carried between the respective ports of the two countries.

2 Sea conveyance between two ports of the same country may not give rise to the collection of the sea rate when the administration of that country already receives, for the same parcels, payment in respect of land conveyance.

3 The sea rate for intermediate administrations or services shall be applicable to air parcels only where the parcel is conveyed by an intermediate sea service. For this purpose every sea service provided by the country of origin or destination shall be regarded as an intermediate service.

4 In the case of an increase, this shall also be applied to parcels originating in the country to which the services providing sea conveyance belong. Nevertheless, this obligation shall not apply either in the relations between a country and the territories for whose international relations it is responsible, or in the relations between these territories.

5 Article RE 3401 shall apply in case of modification of the sea rate.

■ **Commentary**

3601.4 The IB was consulted as to whether a country could charge sea rates for the conveyance of its parcels to another country at rates differing from those charged for the conveyance of parcels on the same route, but in the opposite direction. It reached the conclusion that adms were free to fix their sea rates within the possibilities afforded by art 36.3. Nowhere in the Agr is it laid down that the rates governing sea conveyance between two countries must be the same in both directions.

Article 37

Allocation of rates

1 Allocation of rates to the administrations concerned shall be made, in principle, in respect of each parcel.

2 Rates shall not be allocated for service parcels and for prisoner-of-war and civilian internee parcels, apart from the air conveyance dues applicable to air parcels.

Prot Article XV

Supplementary rates

1 Every parcel sent by surface or air addressed to the French Overseas Departments, the French Overseas Territories and the Communities of Mayotte and Saint Pierre and Miquelon shall be subject to an inward land rate not exceeding the corresponding rate for France. When such a parcel transits metropolitan France it shall, in addition, give rise to the collection of the following supplementary rates and dues:

1.1 “surface” parcels

1.1.1 the French transit land rate;

1.1.2 the French sea rate corresponding to the distance step between metropolitan France and each of the Departments, Territories and Communities in question;

1.2 air parcels

1.2.1 the French transit land rate for parcels in transit à découvert;

1.2.2 the air conveyance dues corresponding to the airmail distance between metropolitan France and each of the Departments, Territories and Communities in question.

2 The postal administrations of Egypt and Sudan shall be authorized to collect a supplementary rate of 1 SDR over and above the transit land rates laid down in article 35.1 for each parcel in transit via Lake Nasser between El Shallal (Egypt) and Wadi Halfa (Sudan).

3 Every parcel sent in transit between Denmark and the Farøe Islands or between Denmark and Greenland shall give rise to the collection of the following supplementary rates:

3.1 “surface” parcels

3.1.1 the Danish transit land rate;

3.1.2 the Danish sea rate corresponding to the distance step between Denmark and the Farøe Islands or between Denmark and Greenland, respectively;

3.2 air parcels

3.2.1 the air conveyance dues corresponding to the airmail distance between Denmark and the Farøe Islands or between Denmark and Greenland, respectively.

4 The postal administration of Chile shall be authorized to collect a supplementary rate of 2.61 SDR per kilogramme at most for the conveyance of parcels to Easter Island.

5 Every parcel sent by surface or by air, in transit between metropolitan Portugal and the autonomous regions of Madeira and the Azores, shall give rise to the collection of the following supplementary rates:

5.1 “surface” parcels

5.1.1 the Portuguese transit land rate;

5.1.2 the Portuguese sea rate corresponding to the distance step between metropolitan Portugal and each of the autonomous regions in question;

5.2 air parcels

5.2.1 the Portuguese transit land rate;

5.2.2 the air conveyance dues corresponding to the airmail distance between metropolitan Portugal and each of the autonomous regions in question.

6 Parcels addressed to the island provinces of Grand Canary and Tenerife and forwarded in transit via metropolitan Spain shall give rise to the collection, in addition to the corresponding inward land rate, of the following supplementary rates:

6.1 “surface” parcels

6.1.1 the Spanish transit land rate;

6.1.2 the Spanish sea rate corresponding to a distance of from 1000 to 2000 nautical miles;

6.2 air parcels

6.2.1 the air conveyance costs corresponding to the airmail distance between metropolitan Spain and each of the island provinces in question.

Article RE 3701

Rates and dues credited to other administrations by the administration of origin of the mail

1 In the case of exchange of closed mails, the administration of origin of the mail shall credit the administration of destination and each intermediate administration with its land and sea rates, including the exceptional rates authorized by the Agreement or its Final Protocol.

2 In the case of exchange in transit à découvert the administration of origin of the mail shall credit:

2.1 the administration of destination of the mail with the rates enumerated in 1 as well as rates due to the subsequent intermediate administrations and to the administration of destination of the parcel;

2.2 the administration of destination of the mail with the amounts in respect of air conveyance dues to which it is entitled for reforwarding air parcels;

2.3 the intermediate administrations preceding the administration of destination of the mail with the rates enumerated in 1.

Article RE 3702

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.

2 In the case of exchange of direct mail the returning or redirecting administration shall recover from the administration to which the mail is addressed:

2.1 the rates due to it and to the intermediate administrations;

2.2 the charges and fees due to it and which it has incurred.

3 The administration returning or redirecting the parcel in a closed mail shall credit the intermediate administrations with the rates due to them.

4 In the case of transmission in transit à découvert, the intermediate administration, shall be debited by the administration which returns or redirects the parcel with the amounts mentioned in 2. It 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.

5 The air conveyance dues for parcels returned to sender or redirected by air shall be recovered, where appropriate, from the administration of the countries where the request for return or redirection originated.

6 The allocation and the recovery of the rates, charges and fees in the case of the redirection of missent parcels shall be made in accordance with article RE 3216.4.

7 Air conveyance dues for air parcel dispatches re-routed in the course of conveyance shall be settled in accordance with the Detailed Regulations of the Convention.

■ **Commentary**

3702.7 The provisions of the Det Regs of the Conv are given hereunder.

Convention – Article RE 5309

Air conveyance dues for diverted or missent mails or bags

1 *The administration of origin of a mail which has gone off its route in course of conveyance shall pay the conveyance dues for the mail relating to the sectors actually covered.*

2 *It shall settle the conveyance dues as far as the airport of offloading initially provided for on the CN 38 delivery bill when:*

- 2.1 *the actual forwarding route is not known;*
- 2.2 *the dues for the sectors actually covered have not yet been claimed; or*
- 2.3 *the diversion is attributable to the airline which effected the conveyance.*

3 *The supplementary dues relating to the sectors actually covered by the diverted mail shall be reimbursed as follows:*

- 3.1 *by the administration whose services have committed the error in the case of misrouteing;*
- 3.2 *by the administration which has collected the conveyance dues paid to the airline when the latter has offloaded in a place other than that shown on the CN 38 delivery bill.*

4 *The provisions set out under 1 to 3 shall be applicable by analogy when part only of a mail is offloaded at an airport other than that indicated on the CN 38 delivery bill.*

5 *The administration of origin of a mail or bag missent owing to a labelling error shall pay the conveyance dues relating to the whole distance flown in accordance with article 52.1.1 of the Convention.*

■ **Commentary**

5309.1 *Under the agreement arrived at in the IATA–UPU Contact Comm and ratified by the 1964 Vienna Congress, the air companies bear the supplementary air transport costs occasioned by reforwarding to destination of mail offloaded at a place other than that shown on delivery bill CN 38 as a result of an error committed by the air service, or for any reason other than an error of the postal service.*

The adm of origin of the diverted mails is in the normal way liable for the conveyance dues for the mail as far as the airport of offloading initially provided for on the CN 38 delivery bill (as well as those relating to the sectors actually covered by the diverted mail) and then recovers the supplementary dues from the adm whose services committed the misrouteing. The 1984 Hamburg Congress confined the application of this procedure to the special cases listed in RE 5309.2.

Article RE 3703

Preparation of accounts

1 Each administration shall have its offices of exchange prepare immediately at the end of each month or quarter for all the items received from one and the same administration by dispatching office and per mail:

- 1.1 for surface parcels, a CP 93 statement;
- 1.2 for air parcels, a CP 94 statement.

2 In the event of alteration of CP 86, CP 88 or CP 87 parcel bills, the number and date of the CP 78 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 93 or CP 94 statements.

3 The CP 93 and CP 94 statements shall be summarized in a CP 75 account.

4 Administrations that were net creditors in the preceding year would have the option of receiving payment on a monthly, quarterly, half-yearly or annual basis. The option exercised shall remain in force for a period of one calendar year starting from 1 January.

5 Administrations may settle their accounts either through direct billing or bilateral offsetting. The direct billing process shall be employed where:

- 5.1 administrations make use of the general liquidation account;
- 5.2 service is provided in one direction only; or
- 5.3 administrations agree on a bilateral basis.

6 Under the direct billing system, the CP 75 accounts would serve as bills for direct settlement. The CP 75 account, accompanied by the CP 93 and CP 94 statements, but without the parcel bills, shall be sent by the quickest route to the administration concerned for acceptance and payment on a monthly, quarterly, half-yearly or annual basis. This dispatch shall be made during the two months following the arrival of the last parcel bill of the period to which it related.

7 After it has been checked and accepted, the CP 75 account shall be returned to the administration which prepared it only in the case of an amendment. The debtor administration shall accept or amend the CP 75 account and submit payment to the creditor administration within two months. If the CP 75 is amended, payment will be made on the amended amount. If the administration which has sent the account does not receive any notice of amendment within two months, the account shall be regarded as fully accepted. Debtor administrations may refuse to check and to accept CP 75 accounts which have not been submitted by the creditor administrations within six months of the period to which they refer.

8 Under the bilateral offsetting system, the creditor administration shall prepare both the CP 75 and the CN 52 accounts and submit both simultaneously and by the quickest route to the debtor administration on a monthly, quarterly, half-yearly or annual basis. Nevertheless, as soon as the CP 75 accounts between two administrations are accepted or regarded as fully accepted, they may be summarized in a CN 52 general account prepared at one of the above-mentioned frequencies.

9 The debtor administration shall accept or amend the CP 75 and CN 52 accounts and submit payment to the creditor administration within two months. If the administration which has sent the accounts does not receive any notice of amendment within two months, the accounts shall be regarded as fully accepted.

10 Any difference exceeding 9.80 SDR noted by the debtor administration shall be indicated in the "Observations" column of the CP 75 account. The CP 93 and CP 94 statements in question shall be attached to the CP 75 account which is returned to the creditor administration. The difference noted shall be incorporated in the next CP 75 account submitted to the debtor administration or shall be disputed. If this is not done, the administration which drew attention to the difference shall regard it as fully accepted and shall have it appear as such in its next CP 75 account amended accordingly.

11 When the balance of a CP 75 or CN 52 account does not exceed 163.35 SDR, it shall be carried into the next CP 75 or CN 52 account when the administrations concerned do not participate in the general liquidation account.

■ **Commentary**

3703 In practice, accounts relating to air parcel mails are drawn up in the same manner as those concerning airmail corr.

The provisions of the Det Regs of the Conv are given hereunder.

Please refer to the Parcel Post Accounting Guide for details of service accounting. This guide is set for publication in December 1995.

Prot Article RE V

Preparation of accounts

1 Notwithstanding article RE 3703, accounts submitted to the postal administration of the United States of America shall not be considered accepted, nor shall payment be due, until two months after those accounts are received, unless the accounts are received within seven days of the date they are dispatched by the creditor administration.

Convention – Article RE 5304

Preparation of CN 66 and CN 67 statements of weights

1 *Each creditor administration shall prepare a CN 66 statement, monthly or quarterly as preferred, on the basis of the airmail particulars entered on the CN 38 delivery bills. Mails carried over the same air sector shall be entered on the CN 66 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 CN 55 statement are used for the settlement of air conveyance dues inside the country of destination in accordance with article 52.3 of the Convention, CN 55 statements of weights prepared on the basis of CN 31 and CN 32 letter bills shall be used.*

...

4 *When the debtor administration so requests, separate CN 66, CN 55 and CN 67 statements shall be drawn up for each office of exchange which dispatches airmails or priority items and airmail items in transit à découvert.*

Convention – Article RE 5305

Preparation of CN 51 detailed accounts and CN 52 general accounts

1 The creditor administration shall prepare on a CN 51 form, detailed accounts showing the amounts due to it according to the CN 66, CN 55 and CN 67 statements of weights. Separate detailed accounts shall be prepared for closed airmails and for *à découvert* priority items and airmail items.

2 The amounts to be included in the CN 51 detailed accounts shall be calculated:

2.1 for closed mails, on the basis of the gross weights appearing on the CN 66 and CN 55 statements;

2.2 for *à découvert* priority items and airmail items, according to the net weights shown on the CN 67 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 CN 51 accounts relating thereto for acceptance together with the CN 56 and CN 55 statements.

4 CN 51 accounts shall be prepared by the creditor administration on a monthly, quarterly, half-yearly or annual basis, as agreed between the administrations concerned.

5 CN 51 detailed accounts may be summarized in a CN 52 general account, prepared quarterly 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.

Convention – Article RE 5306

Submission and acceptance of CN 66, CN 55 and CN 67 statements, CN 51 detailed accounts and CN 52 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 CN 66 statements, the copies of CN 55 statements and CN 67 statements when payment for *à découvert* priority items and airmail items is made on the basis of the actual weight, and the relevant CN 51 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 CN 66, CN 55 and CN 67 statements and accepting the relative CN 51 detailed account, a copy of the CN 51 accounts shall be returned to the creditor administration only in the event of an amendment. In this case, it shall be duly amended and accompanied by the CN 66, CN 55 and CN 67 statements. If the creditor administration disputes the amendments made to these statements, the debtor administration shall confirm the actual data by sending photocopies of the CN 38 or CN 65 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 two months of the date of dispatch of the accounts shall regard the accounts as fully accepted.

3 *Administrations that were net creditors for air conveyance dues in the preceding year have the option of receiving payment on a monthly, quarterly, half-yearly or annual basis. The option chosen shall remain in force for one calendar year with effect from 1 January.*

4 *Administrations may settle their accounts either through direct billing or bilateral offsetting. The direct billing process shall be employed where:*

4.1 *administrations make use of the general liquidation account;*

4.2 *service is provided in one direction only; or*

4.3 *administrations agree on a bilateral basis.*

...

6 *Under the direct billing system, the CN 51 accounts shall serve as a bill for direct settlement. The debtor administration shall make payment for the amount billed within the period of six weeks provided for in article RE 5503.9. It may refuse to check and accept any CN 51 account which has not been presented by the creditor administration within six months after the period to which it refers. Any difference exceeding 9.80 SDR which may be noted by the debtor administration shall be indicated on the CN 51, which shall be returned to the creditor administration with the CN 66, CN 55 and CN 67 statements attached. The difference noted shall be incorporated in the next CN 51 account submitted to the debtor administration or shall be disputed. Failing this, the administration which drew attention to the difference shall regard it as fully accepted and shall have it appear as such in its next CN 51 account amended accordingly.*

7 *Under the bilateral offsetting system, the creditor administration shall prepare both the CN 51 and the CN 52 accounts and submit both simultaneously to the debtor administration on a monthly, quarterly, half-yearly or annual basis. The debtor administration shall accept or amend the CN 51 and CN 52 accounts and submit payment to the creditor administration within two months. If the CN 51 or CN 52 accounts have been amended, payment will be made on the basis of the amended amount. If the administration which has sent the accounts does not receive any notice of amendment within two months, the accounts shall be regarded as fully accepted.*

8 *Whenever the statistics fall in October, annual payments for priority items and airmail items 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.*

...

10 *If the balance of a CN 51 or CN 52 account does not exceed 163.35 SDR, it shall be carried over to the next CN 51 or CN 52 account, when the administrations concerned do not participate in the general liquidation account.*

11 *CN 66, CN 55 and CN 67 statements and the corresponding CN 51 and CN 52 accounts shall always be sent by the quickest route (air or surface).*

■ **Commentary**

5306 Congress adopted recommendation C 71/Hamburg 1984 recommending adms to take certain measures listed below:

- *the inclusion of an airmail account in a general account containing different debts must not result in delaying payment of the air conveyance dues owed to the airline concerned;*
- *adms wishing to settle airmail accounts by offsetting should include them in a CN 52 airmail general account;*
- *speeding up settlement of the recapitulative CN 51 accounts and of the CN 52 general accounts.*

Creditor administration

DETAILED ACCOUNT
Airmail
Date

CN 51
(old AV 5)

Debtor administration	Month	Quarter	Year
	<input type="checkbox"/> Closed airmails		
	<input type="checkbox"/> A découvert priority items/airmail items		

Route Country of destination or groups of countries	Categories of items	Weight carried during the month or months of						Total weight		Cost of conveyance per kg	Total conveyance dues payable	
		3		4		5		6				7
1	2	kg	g	kg	g	kg	g	kg	g	SDR	SDR	
	Priority ¹											
	CP											
	Priority ¹											
	CP											
	Priority ¹											
	CP											
	Priority ¹											
	CP											
	Priority ¹											
	CP											
	Priority ¹											
	CP											
Increase of 5% on the total amount for transit à découvert												
Final total												-

¹ If applicable LC/AO

Creditor administration
Signature

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

Parcels – Art 37; RE 3703, Forms

Administration preparing the account

GENERAL ACCOUNT

Date

CN 52
(old AV 11/CP 18)

Corresponding administration	<input type="checkbox"/> Airmail	<input type="checkbox"/> Postal parcels
	Month	Year
	Quarter	Half-year

Notes

To be filled in by typewriter or computer printer

Exchange	Period	Balance of CN 51/CP 75 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 account
Signature

Seen and accepted by the administration receiving the account
Place, date and signature

Article RE 3704

Settlement of accounts

- 1 The balance of each CP 75 account prepared by the creditor administration shall be paid to it by the debtor administration in accordance with the provisions of the Convention.
- 2 In the case of bilateral offsetting and of billing based on the imbalance:
 - 2.1 the preparation and dispatch of a general account may be carried out, without waiting for a possible amendment of the CP 75 account, 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 CN 52 account by the debtor administration and payment of the balance shall be carried out within a period of two months after receipt of the general account; the debtor administration shall not be obliged to accept accounts which are not transmitted to it within six months of the end of the year to which they refer;
 - 2.2 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.

■ Commentary

3704 Please refer to the Parcel Post Accounting Guide for details of service accounts.

3704.1 The provisions of the Conv and its Det Regs are given hereunder.

Convention – Article 55

Settlement of accounts

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

Convention – Article RE 5501

Preparation and settlement of accounts

1 *Except in the case of the CN 51 and CN 52 accounts, which shall be prepared according to article RE 5306, 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 CN 02, CN 03, CN 48, CN 51, CN 52, CN 57, CN 61, CN 62, CN 63 and CN 64 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 114, paragraph 4, 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.*

■ **Commentary**

5501.2 *In recommendation C 65/Tokyo 1969, Congress invited postal adms to adopt the following uniform presentation for entries in accounts:*

2 123 456.78 *when there are decimals;*

2 123 456 *when there are no decimals.*

Decimals may not be ignored in the total or balance in other accounting forms. By "accounts" within the meaning of art RE 5501.2 are to be understood only the forms expressly mentioned therein, which are used for the settlement of a sum due.

In recommendation C 82/Seoul 1994, Congress recommended administrations to avoid as far as possible filling out by hand accounting documents that are to be sent to other administrations and, to that end, to use typewriters or computer printers to ensure the legibility of these documents.

Convention – Article RE 5502

Payment of debts expressed in SDRs. General provisions

1 *The rules for payment set out below shall apply to all debts expressed in SDRs and arising out of a postal transaction. The debts may result from general accounts or statements drawn up by the International Bureau or from liquidation accounts or statements not drawn up by the Bureau. The said rules 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 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.*

Convention – Article RE 5503

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 the provisions set out under 4, the amount to be paid in the selected currency shall be determined by converting the SDR into currencies of payment in accordance with the following provisions:*

3.1 *In the case of currencies for which the SDR exchange rate is published by the International Monetary Fund (IMF), the exchange rate in force on the day prior to payment or the most recent rate published shall be used.*

3.2 *In the case of other currencies of payment, as a first stage, the amount in SDRs shall be converted 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. As a second stage, the result thus obtained shall be converted into the currency of payment, applying the latest rate of exchange quoted on the exchange market of the debtor country.*

3.3 *In the case of provisional payments provided for in article RE 5107, the procedures described in 3.1 and 3.2 above differ. Thus, in the case of currencies for which the SDR exchange rate is published by the International Monetary Fund, the rate in force on 30 June of that year or on the next working day, if 30 June is a holiday, shall be used; in the case provided for in 3.2, the conversion into an intermediate currency shall be made at the last rate published in June of that year.*

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 the provisions set out under 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, or the most recent rate quoted.*

6 *The debtor administration shall transmit, on the date of payment, the amount of the selected currency 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 under 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 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.*

■ **Commentary**

5503.3.1 *The IMF calculates the daily rates of some 50 currencies in relation to the SDR and sends these rates each working day by telex to a number of central banks or finance ministries of IMF member countries, to the news agencies (AP, Reuters and Agence France-Presse) and to the specialist financial newspapers. In addition, these rates are published regularly in the periodical "IMF Survey" which appears twice a month except in December when it appears only once. The French version "Bulletin du FMI" and the Spanish version "Boletín del FMI" are published a week after the English version but the rates given are for the preceding fortnight. By subscribing to the English version and either the French or Spanish version, adms have each week the most recent conversion rates for the currencies most used in international transactions. Subscriptions, which are sent by air, are free for all adms without exception. Publisher's address: International Monetary Fund, WASHINGTON DC 20431, UNITED STATES OF AMERICA.*

The most recent rate published is, in principle, the rate published in the latest IMF Survey out at the time payment is made, it being understood that adms will apply this provision with some flexibility.

5503.7 *For the sum received by the creditor adm to correspond exactly to the amount of funds transferred by the debtor adm, no deduction must be made by the adm of the third country which has agreed to act as intermediary in their reciprocal exchanges.*

Article 38

Air conveyance dues

1 The basic rate applicable to the settlement of accounts between administrations in respect of air conveyance shall be approved by the Postal Operations Council. It shall be calculated by the International Bureau according to the formula specified in the Detailed Regulations of the Convention.

2 Transshipment at the same airport, in the course of transmission, of air parcels conveyed successively by several separate air services shall be performed without remuneration.

3 The calculation of air conveyance dues on closed mails and air parcels in transit à découvert is set out in the Detailed Regulations.

■ Commentary

38 The 1994 Seoul Congress abolished entitlement to reimbursement of the additional costs incurred in respect of the air conveyance of air parcels within a country.

Prot Article XVI

Air conveyance dues

1 Afghanistan, Argentina, Australia, Bahamas, Bolivia, Brazil, Canada, Cape Verde, Chad, Chile, China (People's Rep), Colombia, Congo (Rep), Cuba, Ecuador, El Salvador, Gabon, Guyana, Honduras (Rep), India, Indonesia, Iran (Islamic Rep), Kazakhstan, Mexico, Mongolia, Myanmar, New Zealand, Pakistan, Paraguay, Peru, Russian Federation, Saudi Arabia, Sudan, Turkey, Venezuela, Viet Nam, Yemen and Zambia shall be authorized to claim reimbursement of the additional costs incurred for providing air conveyance of foreign-origin air parcels within their country. These air conveyance dues shall be uniform for all mails from abroad whether or not the air parcels are reforwarded by air.

2 Spain shall be authorized to claim reimbursement, on a reciprocal basis, of the additional costs incurred for providing air conveyance within its country of air parcels received from the administrations listed in paragraph 1 of this article. These air conveyance dues shall be uniform for all mails received, whether or not they are reforwarded by air.

Article RE 3801

Calculation of air conveyance dues

1 Air conveyance dues relating to air parcel mails shall be calculated according to, on the one hand, the actual basic rate and the kilometric distances given in the "List of Airmail Distances" and, on the other, the gross weight of the mails. The actual basic rate may be less than and at most equal to the rate mentioned in article 38.1 of the Agreement.

2 The air conveyance dues payable to the intermediate administration for à découvert air parcels shall be fixed in principle as indicated in 1, but per half kilogramme for each country of destination. Nevertheless, when the territory of the country of destination of these parcels is served by one or more lines with several stops in that territory, dues shall be calculated on the basis of a weighted average rate. This shall be determined on the basis of the weight of the parcels offloaded at each stop. The dues to be paid shall be calculated for each individual parcel, the weight of each being rounded upwards to the next half-kilogramme.

■ **Commentary**

3801.1 The List of Airmail Distances is drawn up by the IB in collaboration with the air carriers. The maximum basic rate was set by the 1995 POC at 0.4738 SDR per tonne/km for 1996.

Article RE 3802

Air conveyance dues for lost or destroyed air parcels

1 The administration of origin shall be exempt from any payment in respect of the air conveyance of air parcels lost or destroyed as a result of an accident occurring to the aircraft or through any other cause involving the liability of the air carrier. This exemption shall apply for any part of the flight of the line used.

■ **Commentary**

3802.1 The term "aircraft" designates any means of air conveyance.

Chapter 4

Miscellaneous provisions

Article 39

Provision of information, retention of documents, forms

1 The provisions relating to the provision of information concerning the execution of the postal service, retention of documents and the forms to be used are set out in the Detailed Regulations.

Article RE 3901

Information to be supplied by administrations

1 Each administration shall notify the other administrations, through the intermediary of the International Bureau, of:

- 1.1 the inward rates and, where appropriate, the transit land rates and sea rates which it collects;
- 1.2 relevant information concerning the optional services, conditions of acceptance, limits of weights, limits of sizes and other special features.

2 Any amendment to the information mentioned in 1 shall be notified without delay by the same means.

■ Commentary

3901.1 In resolution C 40/Rio de Janeiro 1979, Ccongress invited adms to supply their information to the IB at least six months before the entry into force of the Agr.

3901.1.2 These particulars appear in the Compendium (Parcels), except sea rates which are published in IB circs and those relating to COD parcels, which are given in the Compendium (Postal Financial Services). Each adm must provide the IB with the following particulars:

- the provisions it has adopted regarding:
 - i the max weight of parcels;
 - ii the option of accepting or not the following special parcels: insured, free of charges and fees, cash-on-delivery, fragile, cumbersome, airmail, express;
 - iii the max size of parcels conveyed by surface;
 - iv the max insured value;
 - v the sender's instructions which it does not accept at the time of posting;
 - vi the acceptance or otherwise of the advice of delivery for ordinary parcels;
 - vii the option of not accepting requests for withdrawal from the post and alteration of address;
 - viii the number of customs declarations for parcels in transit and for those addressed to its own country, as well as the languages in which those declarations may be completed;
 - ix the acceptance or otherwise of collective dispatch notes;
 - x the method of dispatching documents accompanying parcels sent to its country;
- information regarding the air parcel service, in particular the sizes which it admits by arrangement with the air carriers and where applicable the amount of payment collected for conveyance within the country (see AV 1 List, part II, domestic service);
- 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;
- the list of live animals of which conveyance by post is authorized by its own postal regulations (see List of Prohibited Articles);

- whether it admits parcels for all localities or, if not, a list of the localities to which the service extends;
- the charges applicable in its service (see Compendium of Equivalents and Compendium (Parcels));
- the necessary information concerning customs and other regulations as well as the prohibitions or restrictions governing the entry and transit of parcels in the territory of its country (see List of Prohibited Articles);
- an extract, in Arabic, Chinese, English, French, Russian or Spanish, from the provisions of its laws or regulations applicable to the conveyance of parcels (see List of Prohibited Articles).

Article RE 3902

Period of retention of documents

1 The Detailed Regulations of the Convention shall apply with respect to documents relating to parcels.

■ Commentary

3902.1 The provision of the Det Regs of the Conv is given hereunder.

Convention – Article RE 5605

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 RE 3903

Forms

1 The forms shall conform to the annexed specimens.

2 The texts, colours and dimensions of forms as well as other characteristics such as the position reserved for entering the bar code shall be those prescribed in these Detailed Regulations.

3 Otherwise, the Detailed Regulations of the Convention shall apply.

4 The following forms shall be considered as forms for the use of the public:

CP 71	(Dispatch note);
CP 72 (manifold set)	(Dispatch note/Customs declaration);
CN 11	(Franking note);
CN 23	(Customs declaration).

■ **Commentary**

3903.3 The provision of the Det Regs of the Conv is given hereunder.

Convention – Article RE 5606

Forms

- 1 *The forms shall be in conformity with the annexed specimens.*
- 2 *The texts, colours and dimensions of forms as well as other characteristics such as the position reserved for entering the bar code shall be those prescribed in these Detailed Regulations.*
- 3 *Forms for the use of the public shall bear an interlinear translation in French when they are not printed in that language.*
- 4 *Forms for the use of postal administrations in their relations with one another shall be drawn up in French with or without interlinear translation, unless the administrations concerned arrange otherwise by direct agreement.*
- 5 *Forms as well as any copies thereof shall be completed in such a way that the entries are fully legible. The original form shall be sent to the appropriate administration or to the party most concerned.*

■ **Commentary**

5606 In resolution C 13/Seoul 1994, Congress approved a new principle for numbering forms, consisting in:

- i *rearranging the existing series "C", "AV" and "VD" series of forms in the Convention as a single series running from "CN 1 to CN XX", without the addition of "bis", "ter" and "S", in which the "XX" numbers correspond to a specific serial number indicating the order in which the forms will appear in the future Acts of the Union;*
- ii *introducing some flexibility in the new numbering of the forms; two free numbers in each group of ten are set aside; they could be used later if new forms are introduced, without having to change the numbering of existing forms;*
- iii *keeping the old number in small characters between brackets below the new number for all forms for a transitional period up to the year 2001.*

5606.1 *The model forms are given on loose leaves in the "Collection of UPU Forms" published by the IB, thus facilitating printing by adms.*

To facilitate the running of postal operations and to ensure that all postal service docs remain in good order during their period of retention, the adms concerned are recommended to make use of good quality materials (Formal opinion C 78/Hamburg 1984).

In recommendation C 31/Washington 1989, Congress recommended adms to select paper manufactured by processes that cause as little pollution as possible (ecological paper) for printed matter used in the postal services. The word "ecological" mainly means that the paper is not bleached using chlorine (ie chloride gas, hypochlorite or chlorine peroxide). Bleaching with chlorine causes the emission of particularly dangerous pollutants; it is also a waste of energy and adds 10 to 15 percent to the cost of making the paper.

5606.2 *If possible, the forms should be printed in green on ivory paper except where the Conv and the Agrs prescribe specific colours for certain forms.*

5606.5 *Adms must avoid as far as possible filling out by hand accounting documents that are to be sent to other adms and, to that end, to use typewriters or computer printers to ensure the legibility of these documents (recommendation C 82/Seoul 1994).*

Article 40

Parcels addressed to or originating in countries not participating in the Agreement

1 The administrations of countries participating in this Agreement which maintain an exchange of parcels with the administrations of non-participating countries shall, in the absence of any objection on the part of the latter, allow the administrations of all the participating countries to avail themselves of these services.

Article RE 4001

Conditions applicable to parcels addressed to or originating in countries not participating in the Agreement

1 Parcels addressed to or originating in a non-participating country shall be treated in the same way as parcels exchanged between countries participating in the Agreement, in so far as the amount of the land and sea rates and of the air conveyance dues is concerned. The same shall apply, with respect to liability, whenever it is established that the damage occurred in the service of one of the participating countries and when the indemnity has to be paid either to the sender or the addressee in one of those countries.

Article 41

Application of the Convention

1 The Convention shall be applicable, where appropriate, by analogy, in all cases not expressly governed by this Agreement.

■ Commentary

41.1 In principle, the arts of the Conv and its Det Regs that are also applicable to postal parcels are reproduced in this Manual. Couched as it is in general terms, this provision makes it possible to cover all cases in which the Conv is applied.

Part IV

Final provisions

Article 42

Conditions for approval of proposals concerning this Agreement and its Detailed Regulations

1 To become effective, proposals submitted to Congress relating to this Agreement and its Detailed Regulations must be approved by a majority of the member countries present and voting which are parties to the Agreement. At least half of these member countries represented at Congress must be present at the time of voting.

2 To become effective, proposals relating to the Detailed Regulations of this Agreement which have been referred by Congress to the Postal Operations Council for a decision or which have been introduced between Congresses must be approved by a majority of the members of the Postal Operations Council which are parties to this Agreement.

3 To become effective, proposals introduced between Congresses relating to this Agreement must obtain:

- 3.1** two thirds of the votes, at least one half of the member countries which are parties to the Agreement having replied to the consultation, if they involve either the addition of new provisions or amendments of substance to the articles of this Agreement and of its Final Protocol;
- 3.2** a majority of the votes if they involve:
 - 3.2.1** interpretation of the provisions of this Agreement and its Final Protocol;
 - 3.2.2** drafting amendments to be made to the Acts specified in 3.2.1.

4 Notwithstanding the provisions under 3.1, any member country whose national legislation is as yet incompatible with the proposed amendment or addition may, within ninety days from the date of notification of the latter, make a written declaration to the Director-General of the International Bureau stating that it is unable to accept the amendment or addition.

Article 43

Entry into force and duration of the Agreement

1 This Agreement shall come into force on 1 January 1996 and shall remain in operation until the entry into force of the Acts of the next Congress.

In witness whereof, the plenipotentiaries of the Governments of the contracting countries have signed this Agreement in a single original which shall be deposited with the Director-General of the International Bureau. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at Seoul, 14 September 1994.

Article RE 4301

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 Postal Operations Council.

Done at Berne, 16 February 1995.

Other decisions concerning the Agreement and its Detailed Regulations

Resolution C 6/Seoul 1994

Recast of the Convention and the Postal Parcels Agreement and their Detailed Regulations

Congress,

In view of

1989 Washington Congress resolutions C 2 and C 14 concerning the second phase of the transfer to the EC of some of the legislative functions of Congress and the study on the structure of the Convention, the Agreements and their Detailed Regulations,

Having noted with satisfaction

the result of the EC study on the recast of the Convention and the Postal Parcels Agreement and their Detailed Regulations,

Bearing in mind the fact

that, in consultations ordered by the EC, all Union member countries had an opportunity to make observations on the recast texts,

Noting

that the new texts take into account the observations made by member countries,

Decides

to adopt as the basis for its discussions the final drafts of the following revised Acts:

- Universal Postal Convention (Congress – Doc 60/Add 1);
- Detailed Regulations of the Universal Postal Convention (Congress – Doc 60/Add 2);
- Postal Parcels Agreement (Congress – Doc 60/Add 3);
- Detailed Regulations of the Postal Parcels Agreement (Congress – Doc 60/Add 4).

(Proposal 01, 3rd plenary meeting)

Resolution C 10/Seoul 1994

Introduction and extension of the postal parcels service

Congress,

Noting

the results of the study conducted by the Executive Council in execution of 1989 Washington Congress resolution C 16,

Noting

that, according to the results of this study, 22 of the 189¹ Union member countries have not acceded to the Postal Parcels Agreement,

Convinced

of the need to create a universal postal parcels service in order to serve postal customers better and to combat competition,

Renews

its invitation to the administrations of member countries which have not yet acceded to the Agreement to introduce this service in their international postal exchanges,

Instructs

the International Bureau to continue the activities undertaken pursuant to 1989 Washington Congress resolution C 16 by encouraging member countries which are not party to the Postal Parcels Agreement to accede to it.

(Proposal 30. 0.1/Rev 1, Committee 7, 1st meeting)

¹ At 22 August 1994.

Recommendation C 11/Seoul 1994

Customs clearance of postal parcels containing gifts or souvenirs

Congress,

Aware

of the possible advantages of applying to postal parcels the customs clearance procedures applied to travellers' baggage,

Recommends

all administrations of member countries to approach their national customs authority with a view to extending to postal parcels containing gifts or souvenirs the customs

clearance procedures applied to travellers' baggage, providing these procedures are more liberal than the rules applying to postal parcels.

(Proposal 30. 0.6, Committee 7, 1st meeting)

Resolution C 13/Seoul 1994

Application of a new principle for numbering forms

Congress,

Noting

the results of the EC study on rationalizing UPU forms (CE 1993/C 4 – Doc 4a),

Considering

that the effects of the abolition of certain provisions of the Convention (Washington 1989), of proposals on merging or abolishing certain forms and EC work on recasting the Acts will call into question or even disrupt the consecutive numbering of UPU forms,

Aware

of the need to standardize wherever possible the presentation of the recast texts of the Acts of the Union,

Instructs

the Postal Operations Council to apply the new principle for numbering UPU forms, which consists in:

- i rearranging the existing series “C”, “AV” and “VD” series of forms in the Convention as a single series running from “CN 1 to CN XX”, without the addition of “bis”, “ter” and “S”, in which the “XX” numbers correspond to a specific serial number indicating the order in which the forms will appear in the future Acts of the Union;
- ii introducing some flexibility in the new numbering of the forms; two free numbers in each group of ten are set aside; they could be used later if new forms are introduced, without having to change the numbering of existing forms;
- iii keeping the old number in small characters between brackets below the new number for all forms for a transitional period up to the year 2001,

Instructs

The International Bureau accordingly:

- to adapt the texts of the recast Acts following application of the new principle for renumbering forms;
- to renumber the forms in the final stage of the project when the new text of the recast Acts has been adopted by Congress.

(Proposal 20. 0.13, Committee 4, 2nd meeting)

Recommendation C 14/Seoul 1994
Completion of work on rationalizing UPU forms

Congress,

Having noted with satisfaction
the result of the EC study on rationalizing UPU forms,

Stressing
the importance of the objectives laid down in 1989 Washington Congress decision
C 84 aimed at reducing the number of UPU forms, simplifying them and adapting
them to new technologies,

Recognizing
that the final decisions of the discussions on the general problems of postal
operations, mainly the introduction of a new terminal dues system, and other
proposals to Congress could entail numerous changes in the forms,

Considering
that it is preferable, under these circumstances, that the forms should be adapted
in a coherent manner immediately after Congress,

Recommends

- that the work on rationalizing UPU forms should be continued after Congress
up to the first session of the Postal Operations Council, with the aim of
adapting UPU forms in line with Congress decisions;
- that this work should be assigned to the reporting country of the study
previously carried out by the EC, assisted by the International Bureau;
- that rationalizing forms should continue to be studied by the Postal Opera-
tions Council, particularly in respect of the use of dynamic bar codes.

(Proposal 20. 0.12, Committee 4, 2nd meeting)

Resolution C 23/Seoul 1994
Revision of land rates and sea rates

Congress,

Having adopted
the new land rates and sea rates proposed by the Executive Council in conclusion
of the studies pursuant to 1989 Washington Congress resolutions C 17 and C 18,

Considering
– that the system of land rates and sea rates set according to rates per parcel
and per kg of gross weight of the mail allows the real cost to be better
reflected, as well as simplifying calculation of those rates;

- that the guideline rates applicable to inward land rates were established in such a way that the rates enable administrations to cover the cost of handling inward parcels while ensuring that the parcel-post service remains competitive;
- that the transit land rates and sea rates were set by reference to the letter-post transit charges in accordance with the “comparative parcel-post/letter-post” method described in 1969 Tokyo Congress – Doc 13 (1969 Tokyo Documents, volume II, pages 483 to 486),

Instructs

the Postal Operations Council:

- i to carry out a fresh study on the amounts of the guideline rates applicable to inward land rates laid down in article 34 of the Postal Parcels Agreement (Seoul 1994), and to submit any proposals resulting from this study to the next Congress;
- ii to adjust, in accordance with articles 35.4 and 36.4 of the Agreement, the transit land rates and sea rates laid down in articles 35 and 36 of that Agreement in the event of a revision of the letter-post transit charges.

(Proposal 30. 0.3, Committee 7, 2nd meeting)

Resolution C 24/Seoul 1994

Land and sea transit of parcels in closed bags

Congress,

Bearing in mind

the consequences that the number and volume of bags have for the costs of land and sea transit of parcels in closed bags,

Aware

of the possible simplification of accounting procedures that would result from the adoption of a rate per kg for this traffic,

Instructs

the Postal Operations Council:

- to carry out a study on the possibility of introducing a rate per kilogramme for the land and sea transit of parcels in closed bags which would take account of the number of bags and their volume;
- to submit any proposals resulting from this study to the next Congress.

(Committee 7, 2nd meeting)

Resolution C 25/Seoul 1994
Controlling inward land rates

Congress,

Having abolished
the control ratio between outward and inward land rates,

Aware
of the competitive situation on the parcels market and of the vital need to avoid
excessive prices,

Instructs

the Postal Operations Council:

- to consider ways of discouraging any possible excess in regard to inward land rates;
- to submit any proposals resulting from this study to the next Congress.

(Committee 7, 2nd meeting)

Resolution C 26/Seoul 1994
Exceptional transit land rates

Congress,

Having adopted
proposal 30. 34.1 calling for land rates calculated by combining a rate per parcel
and a rate per kilogramme,

Considering
that the reservations appearing in articles IX and XI, paragraph 2, of the Final Protocol to the Postal Parcels Agreement and based on the weight steps laid down in article 34, paragraph 1, of the Agreement (Congress – Doc 60/Add 3) have become unsuitable,

Decides

to abolish these reservations while inviting the administrations of Union member countries that truly need supplementary rates to cover their costs to submit new reservations on the basis of the updated system.

(Proposal 33. 0.2, Committee 7, 2nd meeting)

Resolution C 29/Seoul 1994

Notification to the International Bureau of information from member countries concerning the designation of the entity or entities to be responsible for fulfilling obligations arising from adherence to the Convention and Agreements and notification of the separation of governmental activities from operational and commercial activities in the case of those countries which apply this separation to postal services

Congress,

In view of

the emergence in an increasing number of countries of the situation in which governmental oversight of postal services is being separated from the actual commercial and operational management of postal services, with the body responsible for the former often called the “regulator” and the body responsible for the latter often called the “public operator”,

Considering

the circumstance in which a member country may choose to designate more than one entity, public or private, as an operator to be responsible for fulfilling obligations arising from adherence to the Convention and Agreements,

Recommends

in order that the International Bureau may report developments regarding the legal status and organization of the members of the Union:

- i that member countries which apply the separation of governmental and regulatory activities from commercial and operational activities notify the International Bureau within six months of signing the Acts of the Union of the name and address of the governmental body responsible for overseeing postal affairs and provide the same information regarding the entity or entities designated to fulfill obligations arising from adherence to the Convention and Agreements;
- ii that member countries communicate any change in respect to this information to the International Bureau at least three months prior to the date of implementation of this change,

Decides

that, in the circumstance in which a government formally designates more than one entity to be responsible for fulfilling its obligations arising from adherence to the Convention and Agreements, subject to that country's internal laws and government policies, each such entity may be represented at meetings of the Union's bodies considering services for which it is responsible,

Declares officially that

- i the term “postal administration” in the Acts of the Union shall be defined by each member country within the framework of its national legislation;
- ii the formal and institutional references contained in the Constitution or the General Regulations and affecting postal administrations will apply to the public service operators and to the governmental authorities, in accordance with the national legislation of each country.

(Proposal 040, Committee 3, 4th meeting)

Resolution C 31/Seoul 1994

Proposals relating to the Detailed Regulations of the Postal Parcels Agreement referred to the POC

Congress,

By virtue of article 15, paragraphs 2, 3 and 10, of the Rules of Procedure of Congresses,

Instructs

the Postal Operations Council to consider the following proposals relating to the Detailed Regulations of the Postal Parcels Agreement:

35. RE 306.1	35. RE 1904.3	35. RE 3114.1
35. RE 306.2	35. RE 1904.4	35. RE 3115.1
35. RE 306.3	35. RE 1904.5	35. RE 3116.1
35. RE 306.4	35. RE 2101.1	35. RE 3117.1/Rev 1
35. RE 307.1	35. RE 2601.1	35. RE 3118.1
35. RE 307.2	35. RE 2602.1	35. RE 3118.2
35. RE 307.3	35. RE 2801.1	35. RE 3203.1
35. RE 307.4	35. RE 2801.2	35. RE 3205.1
35. RE 307.5	35. RE 2801.3	35. RE 3604.1/Rev 2
35. RE 307.6	35. RE 2801.4	35. RE 3604.2
35. RE 1102.1	35. RE 2801.5	35. RE 3604.3
35. RE 1503.1/Rev 2	35. RE 2802.1	35. RE 3605.1/Rev 2
35. RE 1503.2	35. RE 3106.1	35. RE 3605.2
35. RE 1601.1	35. RE 3107.1	35. RE 3803.1
35. RE 1902.1	35. RE 3110.1	39. 0.1
35. RE 1902.2	35. RE 3111.1	39. 0.2.
35. RE 1903.1	35. RE 3112.1	39. 2.1
35. RE 1904.1	35. RE 3112.2	39. 20.1

(Congress – Doc 13/Rev 2/Annex 1, Committee 7, 3rd meeting)

Resolution C 36/Seoul 1994
Liability

Congress,

Referring
to the provisions covering different kinds of liability matters appearing in articles 34 to 38 and 46 of the Convention as well as to articles 26 to 30 and 33 of the Postal Parcels Agreement,

Aware of the fact
that postal operators must provide high-quality services to customers,

Considering
that postal liability regulations ought to be adapted to the demands of the delivery market in general,

Recognizing
that all postal procedures for establishing liability should be simplified to reduce administrative work and the cost of such work,

Urges

postal operators to respond to legitimate customer expectations and to speed up the treatment of customers' claims as well as of the resultant settlement,

Instructs

the Postal Operations Council to study and to present to the competent body, proposals for approval concerning all aspects of postal operators' accepting liability for postal items.

(Proposal 20. 0.3, Committee 4, 6th meeting)

Decision C 54/Seoul 1994
Entry into force of the Acts of the 1994 Seoul Congress

Congress

Decides

to set at 1 January 1996 the date of entry into force of the Acts of the 21st Congress.

(Proposal 02, 10th plenary meeting)

Resolution C 72/Seoul 1994
Consignment service

Congress,

Having introduced
into the Postal Parcels Agreement the basic provisions concerning the Consignment
service,

Aware
that administrations wishing to perform this service need more detailed provisions,

Considering
that this service could later be offered for the conveyance of letter-post items,

Instructs

the Postal Operations Council:

- i to prepare the provisions that postal administrations need to perform the
Consignment service;
- ii to study the question of extending this service to the conveyance of letter-
post items and, if applicable, to submit appropriate proposals to the next
Congress.

(Committee 5, 3rd meeting)

Recommendation C 82/Seoul 1994
Preparation of accounting documents sent between administrations

Congress,

Aware
of the problems that often arise as a result of the illegibility of accounting docu-
ments filled out by hand,

Recommends

administrations to avoid as far as possible filling out by hand accounting docu-
ments that are to be sent to other administrations and, to that end, to use type-
writers or computer printers to ensure the legibility of these documents.

(Proposal 20. 0.18, Committee 4, 10th meeting)

Resolution C 83/Seoul 1994

Expansion of International Bureau offsetting arrangements

Congress,

Taking account

of the results of CCPS study 751 “International accounting – Modernization of billing systems and settlement of accounts”, expanded by the 1993 EC to include all administrations, and in particular of the large majority of administrations in favour of settling AV 5¹ airmail accounts and CP 16² parcel-post accounts on the basis of monthly, quarterly, half-yearly or annual billing,

Convinced

of the advantages of multilateral offsetting offered by the UPU general liquidation account in terms of the efficiency, speed and low cost of settling accounts,

Instructs

the International Bureau to make known the advantages of the general liquidation account and to encourage administrations to make use of it, and to do its best to improve the system.

(Proposal 20. 0.9/Rev 1, Committee 4, 10th meeting)

¹ CN 51 (Seoul 1994).

² CP 75 (Seoul 1994).

Resolution C 84/Seoul 1994

Preparation and settlement of accounts. Monitoring the system of direct billing with AV 5 and CP 16 accounts¹

Congress,

Considering

the need to modernize as far as possible the preparation and settlement of accounts between administrations,

Taking account

of the results of CCPS study 751 “International accounting – Modernization of billing systems and settlement of accounts” relating to letter post and to the parcel-post service,

Having adopted

direct billing with AV 5 and CP 16 accounts,

Instructs

the Postal Operations Council to monitor and assess the operation of the new system within three years of the entry into force of the Seoul Acts and, if necessary, to adopt any actions considered necessary for the ongoing adjustment of the accounting systems in question.

(Proposal 20. 0.8/Rev 1, Committee 4, 10th meeting)

¹ CN 51 and CP 75 (Seoul 1994).

Decision C 86/Seoul 1994

Preparation and settlement of accounts. Reviewing the wording of the Detailed Regulations of the Convention and of the Postal Parcels Agreement. Preparation of an operational compendium on accounting

Congress,

Considering

that accounting for letter post and for the parcel-post service could be facilitated by a review of the relevant texts contained in the Detailed Regulations of the Convention and of the Postal Parcels Agreement, as well as by the publication of an operational compendium,

Instructs

the Postal Operations Council:

- to conduct a study to further simplify letter-post and parcel-post accounting procedures;
- to consider the possibility of facilitating international settlements by using the most efficient means at the International Bureau and in all the postal administrations concerned,

Also instructs

the International Bureau:

- to examine the wording of the articles dealing with accounting contained in the Detailed Regulations of the Convention and of the Postal Parcels Agreement with the aim of making them easier to understand and to submit relevant proposals to the Postal Operations Council by 1997;
- to prepare an operational compendium on accounting which would take over a part of the Operational Guide on Terminal Dues and Transit Charges and would be based on practical examples, thus providing accounting services with one single reference document.

(Proposal 25. RE 0.4, Committee 4, 10th meeting)

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- Rates, charges and fees	-	RE 2004.8 and 10
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