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Note on the printing of the Annotated Acts of the 19th Congress, Hamburg 1984

The bold type in the texts indicates amendments (alterations, additions or deletions of words, passages, figures, signs, etc) of the 1979 Rio de Janeiro Congress Acts.
The forms are all printed in ordinary type.

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ABBREVIATIONS

I. Common abbreviations

NB. – The abbreviations listed below are normally used only in the forms and the annotations.

adm(s) or administration(s)	=	postal administration(s)
Agr	=	Agreement
airmail corr	=	airmail correspondence
arbit	=	arbitration
art	=	article
Bills	=	Collection of Bills Agreement or Detailed Regulations
c	=	centime
CCC	=	Customs Co-operation Council
CCPS	=	Consultative Council for Postal Studies (until 1969 Consultative Committee for Postal Studies)
CE	=	EC
CEL	=	ELC
cf	=	compare (see)
circ(s)	=	circular(s)
cm	=	centimetre
COD	=	COD items (COD Agreement or Detailed Regulations)
col	=	column
Comm	=	Committee
Compendium	=	Compendium on Information (Convention, Agreements, etc) published by the International Bureau
Conf(s)	=	Conference(s)
Const or Constitution	=	Constitution of the Universal Postal Union
Conv or Convention	=	Universal Postal Convention
Det Regs	=	Detailed Regulations
Doc	=	Documents (of Congresses, Conferences, Executive Council, etc)
doc	=	document
EC	=	Executive Council
eg	=	for example
ELC	=	Executive and Liaison Committee
et seq	=	and following
fr	=	franc
g	=	gramme

g c	=	gold centime
Gen Regs	=	General Regulations
Gen Rev	=	General Revision of the 1957 Ottawa Convention
Giro	=	Giro Agreement or Detailed Regulations
h	=	hour
IAEA	=	International Atomic Energy Agency
IATA	=	International Air Transport Association
IB	=	International Bureau
ICAO	=	International Civil Aviation Organization
id	=	idem
Ins	=	Insured Letters Agreement or Detailed Regulations (up to and including the 1974 Lausanne Agreement)
ISO	=	International Organization for Standardization
Journal	=	Union Postale (published every two months) publication of the International Bureau
kg	=	kilogramme
km	=	kilometre
lb (16 oz)	=	pound avoirdupois (453.59 grammes)
m	=	metre
max	=	maximum
min	=	minimum
mm	=	millimetre
mn	=	minute (measure of time)
Money Orders	=	Money Orders and Postal Travellers' Cheques Agreement or Detailed Regulations
No(s)	=	number(s)
oz	=	ounce
p, pp	=	page(s)
para	=	paragraph
Parcels	=	Postal Parcels Agreement or Detailed Regulations
prop(s)	=	proposal(s)
Prot	=	Final Protocol (to the respective Act)
PTT	=	Post, Telegraphs and Telephones
Rep	=	Report on the work of the Union (Management Report until 1952), published by the International Bureau
Savings	=	International Savings Agreement, or Detailed Regulations
subpara	=	subparagraph
Subscriptions	=	Subscriptions to Newspapers and Periodicals Agreement or Detailed Regulations

t	=	tonne
TCT	=	Technical Committee on Transit
t-km	=	tonne-kilometre (unit used in transport)
UN	=	United Nations
UNESCO	=	United Nations Educational, Scientific and Cultural Organization
UPU or Union	=	Universal Postal Union
vol	=	volume
WHO	=	World Health Organization

II. Conventional abbreviations used in the Acts

1 Abbreviations relating to forms:

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

2 Other abbreviations:

AI	=	advice of entry (Giro, Det Regs, art 109, para 1)
AO	=	other items or
	=	items other than LC (Conv, art 64, para 2, a, etc)
AR	=	advice of delivery (Conv, Det Regs, art 135, para 1, etc)
F	=	letter bill (Conv, Det Regs, art 162, para 2)
	=	parcel bill (Parcels, Det Regs, art 122, para 6)
IMF	=	International Monetary Fund (Conv, art 8, etc)
JX	=	newspapers (Conv, Det Regs, art 162, para 1, b)
LC	=	letters and postcards (Conv, art 64, para 2, a, etc)
M	=	special bag of printed papers for the same addressee (Conv, art 64, para 2, b, etc)
R	=	registered (Conv, Det Regs, art 131, para 5, etc)
S.A.L.	=	Surface airlifted mail (Conv, section 2, art 90, etc)
SDR	=	Special Drawing Right (Conv, art 8, etc)
SV	=	empty bag (Conv, forms C 12 and AV 8)
T	=	postage due (Conv, Det Regs, art 139, para 2, etc)
T.m.	=	sea transit (Conv, form C 19)
T.t.	=	land transit (Conv, form C 19)
V	=	insured article (Conv, Det Regs, art 134, para 1, a, and Parcels, Det Regs, art 108, c)

Universal Postal Convention

Convention
– Final protocol

Universal Postal Convention

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Universal Postal Convention

The undersigned, plenipotentiaries of the Governments of the member countries of the Union, having regard to article 22, paragraph 3, 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 3, of the Constitution drawn up in this Convention the rules applicable in common throughout the international postal service and the provisions concerning the letter-post services. (1) (2)

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1) See notes to Const, art 22.

2) Following the adoption of prop 2000.1 by the 1979 Rio de Janeiro Congress, the provisions of the Insured Items Agr have been integrated in the Conv. Since then, insured letters no longer form a category of items separate from letter-post items; the insured items service has become a special service like registered items, express delivery, etc. See also art 45, note 1.

Part I

Rules applicable in common throughout the international postal service (1) (2) (3)

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1) Public service. The 1875 St Petersburg Telegraphic Convention set out in art 1 the legal principle from which the right of the user arises: "The high contracting parties recognize the right of all individuals to correspond by means of international telegrams." See also the International Telecommunications Convention of Buenos Aires 1952, art 28: "The public has a right to make use of international telecommunications." A similar provision applying to the Postal Union was inserted in the 1924 Stockholm Conv, art 26: "The countries of the Union recognize the right of all individuals to make use of the services which are the subject of the Convention and the Agreements." (1924 Stockholm Congress, I 408 and 409, II 171). But at the very next Congress the art was deleted as useless (1929 London Congress, I 1388, II 156 and 157).

2) Secrecy of the mails. Domestic principle and legislation. According to an arbit award, letters are protected by the supervening principle of the inviolability of sealed letters, which may give way, to some extent, to the necessities of public order, but never to purely fiscal interests. This principle, without being written into the 1874 Berne Treaty, is unquestionably one of the bases of international correspondence, because it is recognized by the legislation of all the Contracting States (cf Const, art 32, note 5, arbit award summary 1).
Proposals designed to guarantee the secrecy of the mails by an explicit provision of the Conv were submitted at the 1891 Vienna Congress (1 and 373) and the 1920 Madrid Congress (I 6, II 31, 192 and 193). However, they were rejected, as the opinion prevailed that legislation in this matter should be left to the internal system of each country. In addition, the inviolability of the secrecy of the mails is not absolute; it is limited by considerations of State security and order, which cannot be covered by purely postal regulations. In the absence of international regulations, each country

has the right to censor correspondence from or to its territory, if this is admissible under its own legislation. The position is different for correspondence in transit (cf art 1, note 5).

[3]) Questions relating to international control. See the information provided by the IB concerning a general study of these questions (Rep 1945, pp 11 and 12). This information mentions international control as regards fixing international charges. Until the 1979 Rio de Janeiro Congress, adms were obliged to "fix the equivalents of the postal charges prescribed in the Conv, the Agr and their Fin Prots and the selling price of international reply coupons after consultation with the International Bureau" (before 1966, with the Swiss postal adm). This control was abolished by the 1979 Rio de Janeiro Congress (II, 1526, prop 2504.4).

Chapter I

General provisions

Article 1
Freedom of transit (Conv 2 and 3; Det Regs 150 to 154)

1 Freedom of transit, ([1]) the principle of which is set forth in article 1 of the Constitution, shall carry with it the obligation for each postal administration to forward always by the quickest routes which it uses for its own items, closed mails and à découvert letter-post items which are passed to it by another administration. This obligation shall also apply to airmail correspondence, whether or not the intermediate postal administrations take part in reforwarding it. ([2]) ([3]) ([4]) ([5]) ([6]) ([7])

2 Member countries which do not participate in the exchange of letters containing perishable biological substances or radioactive substances shall have the option of not admitting these items in transit à découvert through their territory. The same shall apply to the items referred to in article 36, paragraph **9.**

3 Member countries not providing the insured letters 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, ([8]) closed mails passed to them by other administrations, but their liability shall be limited to that laid down for registered items.

4 Freedom of transit for postal parcels to be forwarded by land and sea routes shall be limited to the territory of the countries taking part in this service. ([9])

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

6 Member countries which are parties to the Postal Parcels Agreement but which do not provide an insured parcels service or which do not accept liability for insured items carried by their sea or air services, shall nonetheless be bound to forward, by the quickest route, closed mails passed to them by other administrations, ([8]) but their liability shall be limited to that laid down for uninsured parcels of the same weight.

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[1]) See note 4, art 1, Const.

[2]) 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." (II 873 and 874, 1322, prop 1823.)
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." (II 1382, prop 3000.2.)

[3]) Such conveyance involves expenses for the intermediate adm; these are payable by the adm of the country of origin (see art 62). Payments of this kind do not conflict with the principle of freedom of transit (1934 Cairo Congress, I 1304), whereas any levy of a directly or indirectly fiscal nature (toll charges, etc) would be incompatible with this principle.
Transit is known as "land transit" when use is made of the services of third countries on a land route, and as "sea transit" when use is made of a shipping line which is either subsidized or remunerated for postal conveyance by a third country.

[4]) In order to speed up the transport of mails, postal adms may make use of direct mail vans whenever they consider this service necessary. Details on the running of these vans are contained in the respective agreements between the adms concerned (formal opinion of the 1957 Ottawa Congress, II 65, 513 and 514, 1161, prop 296).

[5]) The principle of freedom of transit implies the inviolability of correspondence in the country of transit. In 1936, a country intercepted a registered letter entrusted, in transit to its adm by another adm. It argued that the letter in question was addressed to one of its nationals resident abroad, who was being prosecuted by the military authorities in conformity with its internal legislation. During an inquiry on the subject, 33 out of the 35 adms which replied, expressed the opinion that in view of art 26 of the Cairo Conv, guaranteeing freedom of transit, the intermediate country was

not at liberty to seize the letter; only 2 adms expressed a contrary opinion (circ 106/1936; replies: circs 184, 232, 295, 340, 439/1936, 107/1937).
Later the 1939 Buenos Aires Congress adopted the following authentic interpretation of art 26 of the Conv and art 103, para 1, of its Det Regs (Buenos Aires Acts, II 120, 121 and 549):
"Subject to the exceptions contained in art 46, letter-post items in transit, whether à découvert or in closed mails, may not be subjected to control, nor may they be seized.
"This principle is borne out by article 26 of the Convention and article 103, para 1, of its Detailed Regulations, according to which freedom of transit is guaranteed throughout the territory of the Union and the countries of transit are obliged to forward by the quickest route closed mails and letter-post items à découvert which are passed to them by another administration."

[6]) Transit through belligerent countries. The above interpretation is worded as a general principle. Although it does not expressly mention the case of war, it does not contain any reservation on this subject. However, as far back as the 1914–1918 war, the predominance of military interests led the belligerents to subject mail in transit through their territories to military control and censorship as though it was addressed to their own countries. This gave rise to disputes (see eg circ 156/1916). Subsequently, the 1920 Madrid Congress considered a prop aimed at completing art 4 (Freedom of the Conv revised at Rome in 1906, to the effect that no country belonging to the UPU might, even in wartime, subject closed mails or correspondence à découvert in land or sea transit either to censorship or sequestration on its territory (1920 Madrid Congress, II 94). However, since such a prohibition was opposed as impracticable, because the competence to legislate in this matter did not belong exclusively to the Post and as, moreover, several delegates stated that their instructions would not permit them to sign such a clause, this prop was rejected. However 20 American countries expressed their views in the following declaration recorded in the minutes (1920 Madrid Congress, II 758):
"Respect for correspondence is a sacred principle, the violation of which entails immense and unjustified harm to the entire world. We declare, in conformity with the above-mentioned Swiss proposal, that closed mails and correspondence à découvert in transit are inviolable, both on land and on sea and that, consequently, no country belonging to the UPU may subject them to censorship or sequestration, even in wartime."
The 1939 Buenos Aires Congress also recognized the interpretation of freedom of transit as given in note 5 above, ie that this principle also implied the inviolability of correspondence in transit. However, in view of the arguments already invoked at the 1920 Madrid Congress, the question remained whether, in wartime, this principle would be observed without restriction. The 1939–1945 war showed that this was not so. Many items of correspondence to and from neutral countries, even letters included in closed mails, were censored and sometimes seized during transit through belligerent countries by the military authorities of those countries (see eg circ 34/1940).
It may be interesting to note here that there is a general protection clause ensuring immunity of postal correspondence in the XIth Hague Convention of 1907 "relative to certain restrictions with regard to the exercise of the right of capture in naval war", a Convention which, it is true, was not ratified by all signatories. Art 1 of this Convention reads as follows:
"The postal correspondence of neutrals or belligerents, whether official or private in character, which may be found on board an enemy ship at sea is inviolable. If the ship is detained, the correspondence is to be forwarded by the captor with the least possible delay.
"The provisions of the last paragraph do not apply, in the case of blockade-running, to the correspondence of the blockaded port."

[7]) The 1957 Ottawa Congress had before it a prop for introducing into the Conv, in the interests of ensuring the quickest possible conveyance of airmail, the notion of "freedom of the air" in the place of "freedom of transit". "Freedom of the air" was intended to signify the right of aircraft belonging to a regular service to load and unload mail at any airport in the world where the aircraft in question landed regularly. The prop was not adopted, because questions relating to air transport, including the right of the regular air services to load and unload traffic of any kind, are regulated by agreements between the Governments concerned, on the basis of art 6 of the Conv

on International Civil Aviation (such rights being usually known as "commercial rights") (II 356, 361–364, 370, prop 715, Doc 63). In point of fact, ICAO dealt with the question of "commercial rights" in cooperation with the ELC (see Summary Records, May 1958 session, p 12 and May 1959 session, p 20; cf also IB circ let 1632, dated 9 June 1958, and 1964 Vienna Congress, II 194) without, however, finding a solution to this complicated problem. The question was raised again at the 1964 Vienna Congress and the 1969 Tokyo Congress (see art 78, note 2).

[8]) Member countries not only "may not ... refuse transit" (the expression used previously) to insured items, but are bound to forward them (1979 Rio de Janeiro Congress, II 1434, prop 2001.1/Rev 1).

[9]) Countries have the right to inspect parcels in transit; here internal regulations are applicable (1929 London Congress, II 381 and 382). Adms must inform each other through the IB of service prohibitions or restrictions governing the import and transit of parcels (art 101, para 1, g, of the Parcels, Det Regs).

Article 2
Failure to give freedom of transit (Conv 1)

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

Article 3
Land transit without the participation of the services of the country crossed (Conv 1 and 62, para 2; Det Regs 152)

The conveyance of mail in transit through a country without the participation of the services of that country shall be subject to the prior authorization of the country crossed. This form of transit shall not involve the liability of the latter country. ([1])

[1]) On the postal territory of a member country, nothing may be done without the permission or against the will of the adm of that country. To avoid any misunderstanding on this point, the 1974 Lausanne Congress adopted this article and related provisions in art 62, para 2, of the Conv, 152 of its Det Regs and 47, para 6, of the Parcels Agr. This form of transit concerns in particular mail exchanged in containers by international road transport (1974 Lausanne Congress, II 1249 to 1252, 1407 and 1408, props 2001.1, 2002.91, 2048.1, 2556.91 and 5047.3). See also IB opinion, Rep 1970, pp 83 to 85.

Article 4
Temporary suspension and resumption of services (1)

1 When, owing to exceptional circumstances, (2) a postal administration is obliged temporarily to suspend its services wholly or in part, it shall announce the fact immediately, if need be by telegraph or telex, (3) to the administration or administrations concerned, **indicating, if possible, the probable duration of the suspension of services.** (4) It shall do likewise 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. (5) If necessary, the International Bureau shall notify administrations by telegram or telex. (6)

3 The administration of origin shall have the option of refunding the postage charges (article 19), special charges (article 24) and air surcharges (article 74) 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. (7)

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1) As regards the maintenance of postal relations in cases of disputes, conflict or war, the 1974 Lausanne Congress adopted the following resolution C 37:

"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 make 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."

(II 1243, prop 0011.)

[2]) It is understood that each adm is the sole judge of what constitutes exceptional circumstances (1920 Madrid Congress, II 839 and 840).

[3]) Notification by telegram or telex of any suspension or resumption of services is necessary in some cases, particularly when the time taken by sending out a special IB circular is considered too long to reach the adms concerned so that they can take the necessary measures. In this respect, the 1979 Rio de Janeiro Congress decided that notification must be sent on a priority basis to the countries through which the mails are transiting (II, 1435, prop 2004.1).

[4]) Notification of the foreseeable duration of the suspension of service will enable adms which route their mail through the postal services of the country which suspends implementation of the postal service to gauge immediately what arrangements should be made to ensure proper routeing of their items (1984 Hamburg Congress, II Congress/C 4 – Rep 2, prop 2004.2).

[5]) As a general rule, notification by the IB is by circular.

[6]) In view partly of para 1 and partly of the considerable cost entailed in any notification by telegram or telex, the IB should be required to give such notification only in exceptional cases. Furthermore, the 1979 Rio de Janeiro Congress adopted resolution C 55 concerning the creation of a telegraphic code to announce the suspension or resumption of services (cf IB circ 56 of 2 March 1981).

[7]) This provision enables the adm of origin to reimburse to the sender the postage charges, special charges and surcharges for services which have not been provided (1984 Hamburg Congress, II Congress/C 4 – Rep 2, prop 2004.1).

Article 5 (Prot I) ([1])
Ownership of postal items

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

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[1]) The countries whose national legislation does not allow the application of this provision are listed in the Prot, art I.

Article 6
Creation of new service ([1])

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

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[1]) Provision drawn up by the 1974 Lausanne Congress in response to a request by some adms which have introduced in their reciprocal relations an express service for the transmission of

computer data, bank cheques and general business correspondence (II, 1255 and 1256, prop 2004.91/Rev). In this connection, the 1979 Rio de Janeiro Congress adopted resolution C 87 instructing the EC to study the services operated by a number of countries under the names of Datapost, Express mail, Postadex, etc, and to report to the next Congress on the possibility of applying them to the international postal services. The EC carried out this study and considered that it was premature to lay down rules for international expedited mail (EMS) at UPU level. However, it instructed the IB to centralize information on the development of EMS with a view to making it available to adms that asked for it (decision CE 2/1983). Lastly, the Hamburg Congress, in resolution C 25 given at the end of this vol, instructed the CCPS to undertake with the utmost urgency the actions necessary to develop EMS and possibly to submit to the next Congress props for including in the Acts of the Union the basic principles of EMS.

Article 7
Charges (Conv 19 and 24; Prot III) (1)

1 The charges for the various international postal services shall be laid down in the Convention and the Agreements. (2)

2 No postal charge of any kind may be collected other than those provided for in the Convention and Agreements. (3) (4)

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1) In the 1957 Ottawa Acts, the terms "taxe" (charge) and "droit" (fee) or (duty) were generally used as equivalents of "postal charges". However, the word "droit" has, in certain cases, a special meaning (customs duty, stamp duty) which, in art 64 of the Ottawa Conv, for example, justified the notion of "non-postal fees".
The Multilingual Vocabularly has defined these terms as follows:
"Charge. Payment of a fixed postal fee by each country within the limits laid down by the Acts."
"Duty. A sum of money (fee, tax, etc) levied under the legislation of a country, generally for fiscal purposes."
The 1964 Vienna Congress tacitly approved the adoption of these terms (I 223, ELC, draft Conv, II 1009), so that in the Acts of that Congress, the word "charge" is used in the sense of postal fees and the word "duty" in the sense of non-postal fees.

2) This provision, which was adopted by the 1952 Brussels Congress, sanctions the principle of the fixing of all postal charges by the Conv and the Agrs (II 390, prop 57).

3) As regards commemorative stamps or stamps issued for charity, on which a supplementary charge is payable in addition to their postage value, see Det Regs, art 192, para 4.

4) A survey was made at the request of the Romanian adm in 1932, with a view to ascertaining whether charges other than postal charges were being levied on internal postal correspondence, and if so, whether these charges were of a fiscal or charitable nature and whether they were levied by means of postage stamps or in another form.
Eleven out of 37 adms which replied to that consultation said they issued stamps for philanthropic purposes, the use of which was optional, on which a supplementary charge was payable. Three said that in certain circumstances (eg, unemployment), internal items were temporarily or permanently subjected to a compulsory supplementary charge, levied by means of special labels, the revenue from which was paid to works of a humanitarian nature or of public interest.

Article 8
Monetary standard. Equivalents
(Const 7; Conv 12; Det Regs 102, 103 and 104)

1 The monetary unit used in the Convention and the Agreements as well as in their Detailed Regulations shall be the gold franc laid down in article 7 of the Constitution convertible into the International Monetary Fund (IMF) accounting unit, which is at present the Special Drawing Right (SDR). (1) (2) (3) (4)

2 Union member countries shall be entitled to choose, by mutual agreement, another monetary unit or one of their national currencies for preparing and settling accounts. (5) (6)

3 In each member country, the charges shall be fixed on the basis of the closest possible equivalent of the SDR in the currency of that country. (7)

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 Each postal administration shall be free to round its charges up or down, whichever is best adapted to its monetary system. (8)

6 Postal administrations shall not be bound to amend the equivalents of the charges prescribed in the Convention and in the Agreements or the sales price of international reply coupons when, as a result of fluctuations in the equivalent used to establish charges in accordance with the present article, the limits authorized by the Convention are not exceeded by more than 15 percent. (7) (9)

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1) Having been instructed by the 1974 Lausanne Congress (resolution C 27) to follow international monetary developments, the EC, following the International Monetary Fund (IMF) decision to demonetize gold from 1 April 1978, proposed to the 1979 Rio de Janeiro Congress that the gold franc should be replaced by the IMF accounting unit, which at that time was the Special Drawing Right (SDR) evaluated on the basis of a basket of the 16 most representative currencies for international commercial transactions (II 495). As the IMF accounting unit is subject to change, the EC proposed that Congress should define that accounting unit at Conv, art 8 so that it could be more easily adapted to changes in the international monetary system.
Considering these props, the 1979 Rio de Janeiro Congress Finance Comm noted that the gold franc had ceased to exist in fact. Consequently, it considered that it was necessary to adopt without delay the only practical solution which could suit the greatest possible number of adms at the present time, namely recourse to the SDR, while allowing member countries to select another monetary unit or one of their national currencies for preparing and settling accounts. That compromise solution implied the abolition of Const, art 7 (II 1089).
Although Congress accepted without objection the other props by its Finance Comm on the use of the SDR, the props on deleting or amending Const, art 7, did not obtain the required majority of two thirds of the member countries, ie 106 votes. Nevertheless, a prop on adapting para 1 of the new art 8 of the Conv to art 7 of the Const was adopted by 57 votes to 53 with 16 abstentions.

The result of the latter decision by Congress is that, quite apart from the definition of the gold franc in the Const, art 7, the gold franc used in the Acts of the Union is convertible into SDR by the linking coefficient of 1 SDR = 3.061 g fr (II 1265–1268, 1270 and 1277–1286, III 903 and 904) (see also Const, art 7, notes 1 and 2).

[2]) The International Monetary Fund (IMF) is a United Nations specialized agency with its headquarters in Washington (United States of America). Its Articles of Agreement were drawn up at the United Nations Monetary and Financial Conference at Bretton Woods from 1 to 22 July 1944.
Its purposes are to promote international monetary cooperation and the balanced expansion of international trade: specifically, by adopting a procedure for orderly adjustments of exchange rates. In all these activities, the Fund seeks to help its members find practical solutions to their exchange problems in accord with the principles of cooperation set out in its Articles of Agreement. At 14 September 1984, the IMF had 147 member countries.

[3]) The first amendment to the IMF Articles of Agreement, which came into effect on 6 August 1969, introduced SDRs as a new means of international payments for the exclusive use of States and certain international institutions. Originally, SDRs were designed to supplement the existing reserve instruments such as gold and convertible currencies.
SDRs are a means of international payment with a legal basis, whereas the use of gold and reserve currencies is mainly based on custom. Participants in the system are obliged to accept SDRs presented to them by the IMF under the designation procedure and to provide the equivalent value in a convertible currency. This obligation gives SDRs a firm legal foundation, which is comparable in a way to the position as legal tender of a currency within the country issuing it. Of course, SDRs cannot be used direct to make payments. They first have to be converted into currencies which can be used for market transactions. But the use of gold as a reserve also usually requires such conversion. Within the limits laid down by the IMF, the SDR may therefore validly supplement or even replace gold as the standard, as a means of payment and as a reserve instrument in the international monetary system.
When the first allocation was made in 1970, the SDRs were still expressed in US dollars. After the December 1971 Smithsonian Institute Agreement, which raised the official price of gold to 3 dollars an ounce, the IMF used the SDR unit to express currency reserves and, in particular, obligations in regard to SDRs. This SDR unit was then the same as the old gold parity of the US dollar, viz 1 SDR = 0.888671 g of fine gold, and the relationships to the other currencies were calculated on the basis of their official parities.
Since this evaluation no longer made sense under a system of general floating of currencies, the IMF has used since 1 July 1974 the technique known as the "currency basket" to express the value of the SDR.
As from 1 January 1981, the basket used for calculating the value of the SDR comprises the currencies of the five IMF member countries whose exports of goods and services were the highest from the beginning of 1975 to the end of 1979. The weighting coefficients assigned to the five currencies approximately reflect the relative importance of these currencies in the context of international trade and flows of money, as shown by the value of the exports of goods and services of the member countries issuing these currencies and by the balances in their currencies officially held by the IMF member countries during the period 1975–1979.
At the moment, the SDR basket has the following composition:

Currency	Percentage	Number of units in 1 SDR
United States of America dollar	42	0.54
German mark	19	0.46
Japanese yen	13	34.00
French franc	13	0.74
Pound sterling	13	0.071
	100	

The value of one SDR is therefore the total of the number of units of each of the 5 currencies represented in column 3 of the table. See Det Regs, art 103, note 3.

[4]) In resolution C 52, the 1984 Hamburg Congress decided that amounts expressed in gold francs and centimes in the Acts of the UPU would henceforth be supplemented by their exchange value in SDRs calculated on the basis of the linking coefficient of 1 SDR = 3.061 g fr. In this connection, it should be mentioned that, in practice, only inter-administration rates relating to air conveyance (cf Conv, art 83), transit charges (cf Conv, art 63) and terminal dues (cf Conv, art 64) are big enough in real terms to justify their exchange value in SDRs being rounded off to three decimal places. In all other cases, the SDR equivalent is rounded off to two decimal places (cf annex to IB circ 219 of 1 September 1980).

[5]) For accounts drawn up in SDRs, see Det Regs, arts 102 and 103.

[6]) See No 28 in the list of arbitration awards at note 5 to art 32 of the Const.

[7]) Each country is obliged to change its equivalents as soon as these, as the result of currency fluctuations, exceed the maximum or minimum limits provided for in the Conv and the Agr. However, in accordance with para 6, an immediate revision is not necessary when the difference remains under 15 percent.

[8]) A country has, for instance, the choice of rounding up or down to 5 or 10 units of its national currency any basic charge which, on conversion from the monetary standard into national currency, amounts to 7 or 8 units, when the use of tens and fives more easily adapts to the monetary practices of that country (1924 Stockholm Congress, II 780).

[9]) A provision adopted by the 1974 Lausanne Congress to reduce the possible effect of successive devaluations or revaluations on a country's overall rate structure (II 1316 and 1317, prop 2303.3).

Article 9
Postage stamps (Conv 13; Det Regs 105, 187 to 190) [1] [2] [3] [4] [5] [6] [7]

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

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. [8]

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[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 (1964 Vienna Congress Doc, II 1010, prop 1822).

[2]) The 1957 Ottawa Congress instructed the CCPS to consider the following subjects relating to postage stamps: dimensions and values, colours and inks used (II 367, prop 720); see Collection of Postal Studies, vol 39.

[3]) As regards questions of philately, several Congresses have considered suggestions by individuals and various philatelic societies regarding questions of a philatelic nature (cf in this respect Genesis of the Acts, ref No R 091.57). Moreover, member countries also presented props for regulating in the Conv certain questions relating to philately, for instance, the establishment of a sales service of postage stamps to philatelists by adms, or the organization of a special section of the IB for selling postage stamps (1947 Paris Congress, II 91, 321–323, 376, prop 227, 483; cf in this connection also suggestion 494). These props were not adopted. On the one hand,

the sale and marketing of postage stamps is a purely internal question. Each State must consider it in relation to its own particular situation, while, on the other, "philately does not come within the competence of the UPU, but is of interest rather to the member administrations" (opinion of the 1947 Paris Congress, II 323 and 355). A prop relating to philately, advocating the establishment of general rules for the issuing of postage stamps submitted to the 1957 Ottawa Congress, failed for lack of support (II 523, prop 605).

Nevertheless, at the request of adms, the IB has instituted several inquiries in connection with philately (cf UPU Catalogue, ref No GA 91; see, for example, circ 55/1956. Replies: 91, 203/1956 and 86, 196/1957; cf also Det Regs, art 192, note 3). In addition, the CCPS has carried out a study entitled "Issue and manufacture of postage stamps. Promotion of philately". (See Collection of Postal Studies, volume 109.)

Lastly, the IB:

- has provided the services of experts in philately at the request of adms;
- takes part in international philatelic exhibitions;
- has concluded with the General-Directorate of the Swiss PTT an agreement on the supply, use and sale of official UPU postage stamps including provisions relating to the sale of these postage stamps to collectors.

It should also be noted that the 1984 Hamburg Congress instructed the CCPS to carry out a study entitled "Philately. Issue and organization of the sale of postage stamps. Philatelic products".

Therefore, even if philately is still not included as such in the Acts of the Union, it has to be admitted that, because of the relaxation of adms' attitude, a marked development has occurred in this respect, so that the concept set out by the 1947 Paris Congress seems outmoded nowadays since adms are apparently inclined to seek UPU assistance a little more in this field.

[4]) The issue of special postage stamps at the request of the UN and the specialized agencies was considered by the ELC. The latter thought that the UPU should not get involved in the question of special issues, since this was an internal matter for each country. This view was upheld by the 1964 Vienna Congress, which rejected a draft recommendation calling on adms to issue from time to time postage stamps mentioning the activities of a UN specialized agency (II 1010 and 1011, prop 1824). However, under the UN-UPU Agreement, suggestions regarding special or commemorative issues originating with the UN and its specialized agencies are brought to the attention of adms by IB circular.

As regards the control to be exercised over the sale of postage stamps presented to certain specialized agencies, it was up to the donor adms themselves to make sure that the system adopted was satisfactory (see Summary Record, 1963 ELC session, pp 13 and 14).

[5]) An inquiry was instituted at the request of the adm of the Federal Republic of Germany on the conditions for the exchange of postage stamps withdrawn from circulation (circ 92/1955; replies: circs 137, 172, 205/1955, 87 and 208/1956).

[6]) As regards the illegal issue of postage stamps, see 1979 Rio de Janeiro Congress resolution C 5.

[7]) See also Det Regs, art 192, notes 3 to 9.

[8]) With regard to the subjects of postage stamps:

- the 1957 Ottawa Congress adopted formal opinion C 14 under which "when adopting themes for postage stamp designs or impressions for use in stamp-cancelling machines, the postal administrations of the Union should recommend subjects likely to contribute to mutual understanding between peoples, to the dissemination of their culture and generally speaking to strengthening the bonds of international friendship" (1957 Ottawa Congress, II 66, 367–370, 1143 and 1162, formal opinion 721);
- the 1979 Rio de Janeiro Congress adopted recommendations C 85 (Reproduction of postage stamps already issued by another adm) and C 93 (Choice of themes for postage stamps) stemming from the study carried out by the EC, in cooperation with the CCPS, in implementation of 1974 Lausanne Congress resolution C 45 (see Compendium of Congress decisions);

- the 1984 Hamburg Congress adopted recommendation C 27 (Choice of themes for postage stamps) and prop 2009.1 which made it possible to introduce into the Conv the ideas set out previously in the formal opinions and recommendations adopted by previous Congresses (1984 Hamburg Congress, II Congress/C 4 – Rep 2, props 2000.14 and 2009.1).

The UN sought the UPU's help in sending postal adms a communication asking them not to use works of art belonging to the UN as subjects for their postage stamps without the prior consent of that Organization. The EC acceded to this request (see circ 51/1969) (decision CE 3/1969). On the use of UN postage stamps by the United Nations Office in Geneva and Vienna, see Const, art 9. With regard to restrictions concerning the nature of the texts of advertising slogans, see inquiry conducted at the request of the adm of Viet Nam (circ 172/1954; replies: circ 239/1954, 80, 246/1955 and 132/1956). In general, these restrictions concern political or commercial advertising and any text contrary to public order, morality or decency.

Article 10
Forms

1 The texts, colours and dimensions of forms shall be prescribed in the Detailed Regulations of the Convention and of the Agreements.

2 Forms for the use of administrations in their relations with one another shall be drawn up in French with or without interlinear translation, unless the administrations concerned arrange otherwise by direct agreement.

3 Forms for the use of postal administrations 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.

4 Forms for the use of the public shall bear an interlinear translation in French when they are not printed in that language. (1) (2) (3)

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1) **A. Standardization of forms**

(See note 1) to the list of forms.

B. Construction of forms

Concluding its study A 103, the CCPS Management Council submitted to the 1969 Tokyo Congress prop 1013 setting out the principles for adapting the layout of postal service forms to the requirements of office machines. Prop 1013 gave rise to the adoption of resolution C 41 (II 1251 and 1252, prop 1013) in which Congress laid down the following principles for the construction of UPU forms:

1 General layout of forms

Forms should be designed in such a way that the spaces to be filled in at the same level on the form can be completed without the need to change lines, ie it should be possible to enter the required information from left to right across the width of the paper, even if the form is divided into sections or columns.

2 Lines and width spacing

The line spacing – the space between two successive lines – should, whenever possible, correspond to the line spacing of office machines.

The basic spacing should correspond to these machines' unit of movement, and the boxes to be completed in the horizontal direction of the form should be of such dimensions as to permit the use of the machine's tabulator.

3 Margins

Margins should be left blank as follows:
- 20 mm on the left-hand side, and
- 10 mm at the top of the form.

The bottom of the form, which cannot be filled in mechanically, should be used either for manual entries when these are a natural part of the layout of the form, or for printing instructions or indications for internal use.

4 Entries to be made on the form

Printed or imaginary boxes should be provided on the form for the entries to be made (replies).

5 Guiding text

A brief guiding text should be placed in the boxes as close as possible to the nearest printed or imaginary horizontal line above it (superposed guiding text). The guiding text should be printed in small type so as to leave sufficient space for replies and in such a way that these will be clearly legible.

The guiding text may also be placed between the boxes for completion or beside them (juxtaposed). A juxtaposed guiding text should be used in particular where information is to be given in printed boxes by means of crosses.

The guiding text should not be placed under the space to be completed, nor should the form be laid out as a continuous text interspersed with spaces for completion. The references should be limited and be incorporated into the guiding text or placed in a special space with the general instructions.

6 Colour

If possible, the forms should be printed in green on ivory paper except where the Convention and the Agreements prescribe fixed colours for certain forms.

7 Fixed places for certain items of information

Items of information recurring on most postal forms should be uniformly placed:

a The title of the forms should be placed in the upper right-hand corner.

b The number of the form according to the Convention or the Agreement (C 1, CP 11, etc) should be placed to the right of its title.

c Each postal administration's special order number or identification number may be placed in the lower left-hand corner of the form.

d Information concerning the "issuer" of the form (administration, post office, etc) should be placed in the upper left-hand corner.

[2]) The model forms are given in the "Collection of UPU forms" published by the IB.

[3]) To facilitate the running of postal operations and to ensure that all postal service documents remain in good order during their period of retention, the adms concerned are recommended to make use of good quality materials (recommendation, 1957 Ottawa Congress, II 371, prop 377, 1979 Rio de Janeiro Congress formal opinion C 8, and 1984 Hamburg Congress formal opinion C 78 reproduced at the end of this volume).

Article 11
Postal identity cards (Gen Regs 115; Det Regs 106) ([1])

1 Each postal administration may issue to persons who apply for them postal identity cards valid as proof of identity for postal transactions effected

in member countries which have not announced their refusal to recognize them. (2)

2 The administration which issues a card shall be authorized to collect, on this account, a charge which may not exceed 5 francs **(1.63 SDR).**

3 Administrations shall be relieved of all liability when it is established that the delivery of a postal item or the payment of a monetary article was effected on presentation of a genuine card. Moreover, they shall not be liable for consequences arising from the loss, theft or fraudulent use of a genuine card. (3)

4 A card shall be valid for a period of **ten** years (4) from the date of issue. Nevertheless, it shall cease to be valid:

a when the appearance of the holder is altered to such an extent that it no longer corresponds to the photograph or to the description;

b when it is damaged in such a way that it is no longer possible to check a particular entry concerning the holder;

c when it shows signs of forgery.

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1) The identity card was introduced by the 1920 Madrid Congress. It replaced the identity book in use in certain countries under a special Agr concluded as a result of the 1885 Lisbon Congress (II 541).

2) Information on this subject is published in the Compendium of Information (Conv). It is understood that any country issuing identity cards shall also recognize cards issued by other adms (1934 Cairo Congress, I 1272).

3) It was considered that notification of the loss of identity cards through the intermediary of the IB was unnecessary and of no pratical value (1934 Cairo Congress, I 41 and 1273). The IB has therefore discontinued this practice (cf circ 126/1941).

4) The validity of the identity card was extended to 10 years by the 1984 Hamburg Congress (II Congress/C 4 – Rep 3, prop 2011.1).

Article 12
Settlement of accounts (Det Regs 101 to 103, 182 to 190, 196, 197, 218 to 222)

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. (1) In the absence of such agreements, accounts shall be settled in accordance with the provisions of the Detailed Regulations.

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1) Cf No 28 in the list of arbitration awards, Const, art 32, note 5.

Article 13
Undertakings regarding penal measures
(Gen Regs 115; Conv 9, 11, 31, 36; Det Regs 195) (1) (2)

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

a for punishing the counterfeiting of postage stamps, even if withdrawn from circulation of international reply coupons and of postal identity cards;

b for punishing the use or uttering:
   i of counterfeit postage stamps (even if withdrawn from circulation) or used postage stamps, as well as of counterfeit or used impressions of franking machines or printing presses; (3) (4) (5)
   ii of counterfeit international reply coupons;
   iii of counterfeit postal identity cards;

c for punishing the fraudulent use of genuine postal identity cards;

d for prohibiting and suppressing all fraudulent operations of manufacturing and uttering adhesive stamps and stamped impressions in use in the postal service, counterfeited or imitated in such a manner that they could be mistaken for the adhesive stamps and stamped impressions issued by the postal administration of a member country; (6)

e for preventing and, if necessary, for punishing the insertion in postal items of narcotics and psychotropic substances, (7) as well as explosive, flammable or other dangerous substances, (8) where their insertion has not been expressly authorized by the Convention and the Agreements. (9)

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1) For the origin and nature of these provisions, cf 1945 Rep, p 12.

2) The 1964 Vienna Congress, considering that numerous envelopes containing postage stamps and counterfeit impressions of franking machines have been circulating in the postal services, adopted formal opinion (C 2) reminding member countries of the obligations entered into under article 13 of the Universal Postal Convention and requesting them to put into operation the effective measures which are essential in order to terminate a situation detrimental to the interest of all. (II 1011, joint prop 1827.)

3) For the interpretation of the words "the uttering of counterfeit postage stamps ... or used postage stamps", see the opinion of the IB, 1954 Rep, p 21.

4) An inquiry was instituted at the request of the Portuguese adm (circ 186/1955) in order to know what measures were being taken by member countries to penalize the use of used postage stamps. Replies: circs 256/1955 and 19/1958. Thirty-five countries and several offices in British Overseas Territories replied to this circ. In various forms, the legislation of each of these countries prescribes sanctions in respect of individuals who consciously and with intent to avoid payment of postal charges, use or utter used stamps. Generally speaking, however, the laws make a distinction between offences properly so called, which are a matter for the courts, and minor misdemeanours to be dealt with as an administrative matter.

[5]) Inquiry instituted by circ 142/1972 at the request of Japan on measures taken by Union member countries to punish or prohibit the manufacture, use or uttering of counterfeit or imitation labels and postage stamps. Some 50 adms took part in the consultation. The information collected is available to adms from the IB lending service, in which it is classified under reference No En 142/1972.

[6]) For the meaning of the words "adhesive stamps and stamped impressions", see Multilingual Vocabulary. A prop to delete the term "adhesive stamps" from the text was rejected by the 1964 Vienna Congress (II 1318, prop 1815).

[7]) See art 36, note 7.

[8]) Addition adopted by 1979 Rio de Janeiro Congress to bring this provision into line with art 36, para 4, b and d.

[9]) Cf Conv, art 36, para 4, b and d.

Chapter II

Exemption from postal charges (Conv 15 to 17; Det Regs 115)

Article 14
Exemption from postal charges

Cases of exemption from postal charges shall be expressly laid down by the Convention and the Agreements. ([1]) ([2]) ([3]) ([4])

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[1]) Exemption from postal charges for diplomatic bags, as laid down in the PUAS Convention, is restricted, as regards the UPU, to individual reciprocal agreements, as the props aimed at introducing provisions on the subject into the Conv have been rejected on a number of occasions (1924 Stockholm Congress, II 197–200; 1934 Cairo Congress, I 1289; 1939 Buenos Aires Congress, II 87 and 88; 1947 Paris Congress, I 101, II 318 and 319). See also the inquiry instituted at the request of the Netherlands adm (circ 53/1950), on adms' views on the following:

a the introduction of an exchange of diplomatic bags into the postal service;
b possible exemption from postal charges for such bags;
c the question of possible customs duty on such items. Replies: circs 72, 86, 124, 168, 249/1950, 90, 111, 196/1951.

[2]) An inquiry was instituted at the request of the Italian adm (circ 194/1952) in order to ascertain:

i which adms grant exemption from charges to the Government Departments of their countries in respect of correspondence exchanged between such offices, and which do not;
ii whether this is a definite exemption, where granted, or whether the relevant charges have to be refunded;
iii the reasons for which each adm does or does not grant the exemption in question. Replies: circs 295/1952, 71, 138 and 312/1953, 102/1954.

[3]) With regard to communications privileges granted to diplomatic missions, consulates, etc, by international treaties, see art 18, note 3.

[4]) At the request of a Restricted Union, the EC considered in 1972 how far the provisions of art 16 concerning exemption from postal charges for items relating to prisoners of war and civilian internees could be extended to refugees. After a thorough study of the subject, the EC came out against granting exemption from postal charges to refugees (decision CE 17/1973), mainly because of the difficulty of distinguishing refugees from other foreigners residing in the host country. At first sight, comparison of "prisoners of war and civilian internees" and "refugees" seems easy. In both cases, victims of hardships caused by an abnormal situation are involved, to whom international protection must be provided. However, while prisoners of war and civilian internees are sufficiently defined for there to be no doubt as to their status as beneficiaries of exemption from postal charges, the Convention relating to the status of refugees, dated 28 July 1951, gives a very wide definition of "refugee" which by its vagueness, raises serious practical problems in connection with granting exemption from postal charges, both for the host country and the countries in which items addressed to refugees are posted. When informed of the difficulties encountered during the study and subsequently asked to give their views on the principle of this exemption, Union adms voted by a large majority against granting exemption from postal charges to refugees.

Article 15
Exemption from postal charges on letter-post items relating to the postal service (Conv 14; Det Regs 115)

Subject to article **73,** paragraph 4, letter-post items relating to the postal service shall be exempt from all postal charges if they are:

a sent by postal administrations or their offices;

b exchanged between bodies of the Universal Postal Union and bodies of the Restricted Unions, between the bodies of those Unions or sent by such bodies to postal administrations or their offices. ([1]) ([2]) ([3])

[1]) The 1974 Lausanne Congress extended the scope and simplified the wording of this art (II, 1258, prop 2013.1 R/Rev). See also IB opinion, Rep 1969, p 74.

[2]) Free postage cannot be granted to other agencies, even if they are public services, because this easily leads to abuses and it is difficult to know how far to go in this direction once the first step has been taken.
In spite of the close connection which exists in most countries between telegraphic and postal adms, the former are not exempted from postal charges (1920 Madrid Congress, II 209; 1929 London Congress, I 1431, II 207; 1934 Cairo Congress, I 1289).
In this connection, the 1947 Paris Congress expressed a formal opinion that exemption from postal charges should be granted to telegraph and telephone adms for correspondence with the Bureau (now General Secretariat) of the International Telecommunication Union, subject to reciprocity (exemption from telegraph and telephone charges in relations between postal adms and the IB of the UPU) (II 276). The ELC, after going into the question more thoroughly and in the light of an exchange of correspondence between its Secretary-General and the Secretary-General of the

International Telecommunication Union, decided to adjourn this sine die because of difficulties in applying it and possible consequences (cf Summary Record, ELC, 1948 April and October sessions).
As regards exemption from postal charges for participants in UPU Congresses, Conferences and Committees, the question is, generally speaking, settled in each case by the adm of the host country.
Proposals to grant the International Labour Office at Geneva exemption from postal charges for its international correspondence were, however, rejected (1920 Madrid Congress, II 272).

[3]) The IB is not exempt from payment of air surcharge on items sent to the adms of the Union (see art 73, para 4). The ELC considered that it was out of the question to ask the Swiss adm alone, as the adm of origin of the items, to bear the cost of air surcharges and that it would be difficult to ask airlines to carry the above-mentioned airmail items free of charge, as these companies might, in turn, ask for exemption from postal charges in compensation (cf ELC Summary Record, April 1948 session, p 16).

Article 16
Exemption from postal charges of items which concern prisoners of war and civilian internees (Conv 14; Det Regs 115) ([1]) ([2])

1 Subject to article **73,** paragraph 2, letter-post items, postal parcels and monetary articles addressed to or sent by prisoners of war, either direct or through the Information Bureaux and the Central Prisoner-of-War Information Agency provided for in articles 122 and 123 respectively of the Geneva Convention of 12 August 1949 relative to the treatment of prisoners of war, shall be exempt from all postal charges. Belligerents apprehended and interned in a neutral country shall be classed with prisoners of war proper so far as the application of the foregoing provisions is concerned.

2 Paragraph 1 shall apply to letter-post items, postal parcels and monetary articles originating in other countries and addressed to or sent by civilian internees as defined by the Geneva Convention of 12 August 1949 relative to the protection of civilian persons in time of war, either direct or through the Information Bureaux and the Central Information Agency prescribed in articles 136 and 140 respectively of that Convention.

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

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

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[1]) Following the Diplomatic Conference of Geneva in 1949 for the purpose, firstly, of revising the International Convention of 27 July 1929 on prisoners of war, and secondly, of preparing a new Convention on the protection of civilians in wartime, two new Conventions, containing some new matter in the provisions concerning the exemption from postal charges of items addressed to prisoners of war and civilian internees, were signed on 12 August 1949.
In order to bring the texts of the Acts of the Union relative to exemption from postal charges into line with those of the new Geneva Conventions, the 1952 Brussels Congress adopted this art on the prop of the ELC (II 391 and 392, 919 and 920; prop 1003).

[2]) Inquiry instituted by circ 75/1970 at the request of Kuwait regarding any exemption from postage granted to Red Cross and Red Crescent organizations in adms' internal services. The trend emerging from this consultation was negative and confirmed the results of the inquiry instituted by circ 134/1949 at the request of Italy. As private bodies, Red Cross and Red Crescent services enjoy limited exemption in some countries. Incidentally to the subject under discussion, two adms said that, as part of national relief programmes in cases of natural disasters or situations of distress, they occasionally grant exemption from postal charges on aid packages sent to victims in devastated areas.

Article 17
Exemption of literature for the blind from postal charges (Conv 14; Prot II; Det Regs 115 and 129) ([1]) ([2])

Subject to article **73,** paragraph 2, literature for the blind shall be exempt from postage, the special charges listed in article 24, paragraph 1, and the cash-on-delivery charge. ([3])

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[1]) Term adopted by the 1964 Vienna Congress (I 324 ELC draft Conv) in accordance with the following definition in the Multilingual Vocabulary:
"'Cécogramme' (literature for the blind): A neologism designating impressions in relief for the blind; letter-post items."

[2]) Exemption from postal charges in respect of impressions in relief for the blind was introduced by the 1952 Brussels Congress (II 477, 507, props 115 and 133).

[3]) The 1974 Lausanne Congress extended the scope of this art to all the special charges listed in art 24 (II 1258 and 1259; prop 2015.1 and 2015.2).

Part II

Provisions concerning the letter post

Chapter I

General provisions

Article 18
Letter-post items (Det Regs 124 to 130) (1) (2) (3) (4)

Letter-post items shall consist of letters, (5) postcards, printed papers, literature for the blind and small packets. (6)

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1) **Optional services.** Whereas the exchange of letters, postcards, printed papers, literature for the blind and small packets constitutes the actual subject matter of the Conv and is consequently obligatory for all members of the UPU, the exchange of letters containing perishable biological substances or radioactive materials is practised only between consenting adms (art 21). The exchange of such items is therefore optional.
Certain other services are also optional, for example:
Issuing of postal identity cards and recognition of such cards as proof of identity by countries which do not issue them (art 11, para 1).
Reduction of up to 50 percent on the ordinary printed-papers tariff for items containing newspapers and periodicals, books and pamphlets, musical scores and maps (art 19, paras 6 and 7).
Express items (art 32).
Items for delivery free of postal and other charges (art 40).
Articles to be delivered to the addressee in person (art 49).
The sale of international reply coupons is optional (art 31, para 1).
Information on participation in the various optional services appears in the Compendium of Information (Conv). In listing the categories of optional items, insured letters should also be mentioned (art 45). This service differs, in substance, solely by the extent of liability. It is therefore incumbent on all the UPU adms to admit subject only to a reservation concerning the question of liability, the transit of insured items in closed mails (art 1, para 3).
The following principles governing the Special Agrs apply to the optional services of the Conv:

1 Any adm desirous of becoming a party to the Agr shall accept the existing regulations without amendment (1929 London Congress, II 198).
2 When a country has given its consent, this is equivalent to accession and applies in respect of all the other countries which have also acceded to the service in question (1929 London Congress, I 93, II 193).

2) The Treaty of Berne, 1874, covered only letters, cards enclosed in envelopes, commercial papers, printed papers and samples of merchandise. Impressions in relief for the blind were added at the 1920 Madrid Congress, small packets at the 1929 London Congress and "Phonopost" items at the 1939 Buenos Aires Congress.

The 1964 Vienna Congress, on the other hand, deleted commercial papers for the sake of simplification (II pp 1054 and 1055, prop 3113). This trend towards reducing the number of categories of letter-post items was confirmed at the 1969 Tokyo Congress, which abolished reply-paid postcards and "Phonopost" items and combined the categories of samples and small packets (II 1400 to 1402 and props 2001 and 2024).
Thus, from now on postage on samples of merchandise is to be paid at the small packet rate. Dispatches previously accepted as "commercial papers" and "Phonopost" items are accepted at the small packet rate under the conditions set out in Det Regs art 130, para 3.
The 1974 Lausanne Congress did not reduce the number of categories. However, it took a first step towards abolishing postcards by authorizing countries which have abolished these items as a separate category in their internal service to apply the charge for letters to international service postcards (art 19, para 3). In addition, rates for small packets and printed papers up to 1 kg have been made the same, thereby bringing about partial assimilation of these two categories (art 19, para 1).

[3]) Diplomatic mail: Postal adms are obliged to observe the communications facilities granted to diplomatic missions, consulates, special missions, permanent missions, delegations of States and international organizations by the following treaties:

i Vienna Convention on diplomatic relations of 18 April 1961 (article 27);
ii Vienna Convention on consular relations of 24 April 1963 (article 35);
iii Convention on special missions, adopted by resolution 2530 (XXIV) of 8 December 1969 (article 28);
iv Vienna Convention on the representation of States in their relations with international organizations of a universal character of 14 March 1975.

All these Conventions contain an art on communication facilities, the text of which is, apart from a few slight nuances, identical in all cases. Art 27, paras 2 to 4, of the Convention on diplomatic relations, for instance, reads as follows:
"2 The official correspondence of the mission shall be inviolable. 'Official correspondence' means all correspondence relating to the mission and its functions.
"3 The diplomatic bag shall not be opened or detained.
"4 The packages constituting the diplomatic bag, must bear visible external marks of their character and may contain only diplomatic documents or articles intended for official use."
These treaties involve the liability of postal adms by the same token as that of any other body coming under the signatory States (1974 Lausanne Congress, II 1261, prop 2000.2).
In decision C 42 (III 875), the 1974 Lausanne Congress instructed the EC to continue the study of transmission by post of official correspondence of diplomatic missions, consulates and intergovernmental international organizations. The study by the EC revealed that most adms were against inserting any provision concerning diplomatic correspondence in the Acts of the Union, the creation of a new category of item as well as granting exemption from postage to such correspondence. They agreed, however, to the transmission by the postal service of both "official correspondence" and the "diplomatic bag", provided that they were treated in the same way as any other letter-post item. Lastly, the international conveyance of diplomatic mail should continue to be settled by means of bilateral or multilateral agreements which adms had the option of concluding. The EC's conclusions were endorsed by the 1979 Rio de Janeiro Congress (II Congress – Doc 1, para 17). See also art 14, note 1.

[4]) As the result of a study undertaken at the request of the International Labour Organisation (ILO), the EC recommended that Union adms should help in improving postal services for seamen (circ 73/1974).

[5]) With a view to stimulating correspondence and thus favouring the development of international cooperation, the 1957 Ottawa Congress passed the following resolution:

International Letter Writing Week

"The 14th Congress of the Universal Postal Union urges all member countries of the Union to consider the possibility of making the week in which 9 October falls International Letter Writing Week.

"It expresses the formal opinion (vœu) that the United Nations and the specialized agencies, whose aims and objects coincide with those to be achieved by the said International Week, should assist effectively in introducing it."

(1957 Ottawa Congress, II 307–309, prop 382; see circ 52/1958).

Moreover, in order that the day on which International Letter Writing Week began should be the same everywhere, the 1964 Vienna Congress supplemented the above resolution by the following recommendation C 5:

"In view of the importance of International Letter Writing Week and of the success it meets with, it is suggested that all member countries of the Union should choose the same day as the first day of the week in question, namely, the Sunday beginning the week in which 9 October falls." (II 1074, prop 3014.)

Lastly, the 1969 Tokyo Congress expressed formal opinion C 67 (III 753) in which it considered that the UPU should organize periodically an international letter-writing competition for young people (of not more than 15) in order to give them the habit of writing letters so as to develop the delicacy of their thought and improve their style while contributing to the use of the postal services. Since 1972, the competition has been held annually.

[6]) Small packets, a category introduced by the 1929 London Congress, were created in order to make the rapid means of conveyance of letter post available for small quantities of merchandise with a market value. The 1964 Vienna Congress made the small packets service compulsory (II 1096, prop 3007).

In resolution C 48 the 1974 Lausanne Congress instructed the EC to make a study on the possibility of abolishing or modifying the small packets service. On the basis of the results of a consultation of adms, the EC recommended retention of the small packets service in its present form. The 1979 Rio de Janeiro Congress endorsed this conclusion (II Congress – Doc 1, para 28).

Article 19
Postage charges and limits of weight and size. General conditions
(Const 7; Conv 7, 8 and 14 to 17; Prot II to VII; Det Regs 104, 113 to 130)

1 The postage charge for the conveyance of letter-post items throughout the entire extent of the Union as well as the limits of weight and size, shall be fixed in accordance with columns 1, 2, 3, 6 and 7 of the table below. The basic charges (col 3) may be increased by 100 percent (col 4) or reduced by 70 percent (col 5) at most. ([1]) Except in the case provided for in article 25, paragraph 6, they shall cover delivery of the items to the place of address provided that this delivery service is operated in the country of destination for the items in question.

Category	Weight step (2) (3) (4)	Basic charges		Charges upper limit (increase of 100%) (5)		Charges lower limit (reduction of 70%)		Limits of weight (4)	of size
1	2	3		4		5		6	7
		g c	SDR	g c	SDR	g c	SDR		
Lettres	up to 20 g	**112.5**	**0.37** (6)	**225**	**0.74**	**33.75**	**0.11**	2 kg	Maxima: length, width and depth combined: 900 mm but the greatest dimension may not exceed 600 mm with a tolerance of 2 mm. In roll form: length plus twice the diameter, 1040 mm, but the greatest dimension may not exceed 900 mm with a tolerance of 2 mm. Minima: to have a surface measuring not less than 90 × 140 mm, with a tolerance of 2 mm. In roll form: length plus twice the diameter: 170 mm but the greatest dimension may not be less than 100 mm.
	above 20 g up to 100 g	**270**	**0.88**	**540**	**1.76**	**81**	**0.26**		
	above 100 g up to 250 g	**540**	**1.76**	**1080**	**3.53**	**162**	**0.53**		
	above 250 g up to 500 g	**1035**	**3.38**	**2070**	**6.76**	**310.5**	**1.01**		
	above 500 g up to 1000 g	**1800**	**5.88**	**3600**	**11.76**	**540**	**1.76**		
	above 1000 g up to 2000 g	**2925**	**9.56**	**5850**	**19.11**	**877.5**	**2.87**		
Postcards		**78.75**	**0.26**	**157.5**	**0.51**	**23.5**	**0.08**		Maxima: 105 × 148 mm, with a tolerance of 2 mm. Minima: 90 × 140 mm, with a tolerance of 2 mm. Length at least equal to the width multiplied by $\sqrt{2}$ (approximate value 1.4)

Category	Weight step (2) (3) (4)	Basic charges		Charges upper limit (increase of 100%) (5)		Charges lower limit (reduction of 70%)		Limits of weight (4)	Limits of size
1	2	3		4		5		6	7
		g c	SDR	g c	SDR	g c	SDR		
Printed papers	up to 20 g	**56.25**	**0.18**	**112.5**	**0.37**	**16.75**	**0.05**	2 kg (for books and pamphlets: 5 kg; this limit of weight may be raised to 10 kg after agreement between the administrations concerned)	Maxima: length, width and depth combined: 900 mm but the greatest dimension may not exceed 600 mm with a tolerance of 2 mm. In roll form: length plus twice the diameter, 1040 mm, but the greatest dimension may not exceed 900 mm with a tolerance of 2 mm. Minima: to have a surface measuring not less than 90 × 140 mm, with a tolerance of 2 mm.
	above 20 g up to 100 g	**123.75**	**0.40**	**247.5**	**0.81**	**37**	**0.12**		
	above 100 g up to 250 g	**225**	**0.74**	**450**	**1.47**	**67.5**	**0.22**		
	above 250 g up to 500 g	**405**	**1.32**	**810**	**2.65**	**121.5**	**0.40**		
	above 500 g up to 1000 g	**675**	**2.21**	**1350**	**4.41**	**202.5**	**0.66**		
	above 1000 g up to 2000 g	**945**	**3.09**	**1890**	**6.17**	**283.5**	**0.93**		
	per additional step of 1000 g	**472.5**	**1.54**	**945**	**3.09**	**141.75**	**0.46**		
Literature for the blind	see article 17							7 kg	In roll form: length plus twice the diameter: 170 mm, but the greatest dimension may not be less than 100 mm.
Small packets	up to 100 g	**123.75**	**0.40**	**247.5**	**0.81**	**37**	**0.12**	1 kg **(this limit of weight may be raised to 2 kg after agreement between the administrations concerned)**	
	above 100 g up to 250 g	**225**	**0.74**	**450**	**1.47**	**67.5**	**0.22**		
	above 250 g up to 500 g	**405**	**1.32**	**810**	**2.65**	**121.5**	**0.40**		
	above 500 g up to 1000 g	**675**	**2.21**	**1350**	**4.41**	**202.5**	**0.66**		
	above 1000 g up to 2000 g (optional weight step)	**945**	**3.09**	**1890**	**6.17**	**283.5**	**0.93**		

2 Member countries may, exceptionally, modify the weight-step structure shown in paragraph 1, subject to the following conditions:

a for any category, the minimum weight step shall be that shown in paragraph 1;

b for any category, the last weight step shall not exceed the maximum weight shown in paragraph 1;

c for any category, the charges for the weight steps adopted by a member country shall bear the same relation to one another as exist between the basic charges in the weight-step structure laid down in paragraph 1. ([3])

3 Exceptionally, member countries which have abolished postcards as a separate category of letter-post item in their internal service may apply to international service postcards the charge for letters. ([7])

4 Notwithstanding paragraphs 1 and 2, a, postal administrations may apply a first weight step of 50 g to printed papers.

5 Subject to article 8, paragraph 5, the charges adopted within the limits laid down in paragraph 1 shall as far as possible bear the same relation to one another as the basic charges. Exceptionally, and within the limits prescribed in paragraph 1, each postal administration shall be free to apply to the charges for postcards, printed papers or small packets a rate of increase or reduction different from that which it applies to the charges for letters. ([8])

6 Each postal administration may allow, for newspapers and periodicals published in its country, a reduction of not more than 50 percent of the tariff for printed papers, ([9]) while reserving the right to restrict this reduction to newspapers and periodicals which fulfil the conditions required by internal regulations for transmission at the tariff for newspapers. This reduction shall not extend to commercial printed papers such as catalogues, ([10]) prospectuses, price lists, etc, no matter how regularly they are issued; the same shall apply to advertisements printed on sheets annexed to newspapers and periodicals. ([11]) ([12])

7 Administrations may likewise concede the same reduction for books and pamphlets, ([13]) for musical scores and for maps, provided they contain no publicity matter or advertisement other than that appearing on the cover or the fly leaves. ([12])

8 The charge applicable to printed papers for the same addressee at the same address inserted in one or more special bags shall be calculated by weight steps of 1 kg up to the total weight of each bag. Administrations may allow a reduction in the charge of up to **20** percent for printed papers sent in special bags **independently of the reductions provided for in paragraphs 6 and 7.** ([14]) These items shall not be subject to the limits of weight

laid down in paragraph 1. However, they shall not exceed the maximum weight of 30 kg per bag. ([15])

9 The administration of origin may apply to non-standardized letters and printed papers in envelopes of the first weight step and to letters in the form of cards which do not meet the conditions laid down in article 20, paragraph 1, b, a charge which may not be higher than the charge relating to items of the second weight step. ([16]) The administration of origin may also apply to letters and printed papers in envelopes weighing over 20 g, and which do not meet the other conditions laid down in article 20, paragraph 1, a charge which may not be higher than the charge for the weight step immediately above the step in which the item actually falls. ([17])

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

11 The letter-post items sent on postal service as mentioned in article 15 shall not be subject to the limits of weight and size laid down in paragraph 1. Howewer, they shall not exceed the maximum weight of 30 kg per bag.

12 Administrations may apply to letter-post items posted in their countries the maximum limit of weight laid down for articles of the same kind in their internal service provided that such items do not exceed the limit of weight mentioned in paragraph 1. ([18])

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[1]) The 1974 Lausanne Congress raised the basic charges on letters and small packets by 66.6 percent. This rate increase was still more pronounced for printed papers owing to the adoption of prop 2017.30, which introduced a 150 percent rise for some weight steps in that category (II 1286 and 1287, props 2017.1 and 2017.30). The 1979 Rio de Janeiro Congress increased the basic charges on letter-post items by 50 percent, with the possibility of increasing them by 100 percent and reducing them by 70 percent (II 1438 to 1440, prop 2019.13). The 1984 Hamburg Congress considered 3 EC props on updating basic charges, viz: prop 3019.11, consisting of a standard increase of 50 percent; prop 3019.12, consisting of an increase of 50 percent for LC and 62 percent for AO; prop 3019.13, consisting of a standard increase of 20 percent. The first proposal for a standard increase of 50 percent was adopted (II Congress/C 5 – PV 5, prop 3019.11).

[2]) The 1969 Tokyo Congress replaced equal weight steps by progressive weight steps combined with degressive charges (II 441 to 445, Congress – Doc 10).

[3]) To enable adms to rationalize their internal and international services by applying the same set of weight steps to all their letter-post mail, the 1979 Rio de Janeiro Congress agreed – as set out in para 2 – that, exceptionally, member countries might amend the weight-step structure set out in para 1 provided that they observed the minimum and maximum weight steps for each category (II 1441 to 1443, prop 2019.2).

[4]) The 1984 Hamburg Congress created for small packets an optional weight step of 1000 to 2000 g, applicable on agreement between the adms concerned (II Congress/C 5 – PV 5, prop 3019.8).

[5]) EC studies have shown that it is very difficult to forecast accurately levels and limits of rates which will satisfy all countries, especially in view of the high levels of worldwide inflation. In particular, some countries' adms are required by their governments to operate on a strictly

economic basis, by recovering the costs of operating their services direct from customers through economic postage rates. Although the top limit of increase of the basic charges had been raised from 70 percent to 100 percent by the 1979 Rio de Janeiro Congress, these adms may, exceptionally, exceed that top limit under art III of the Fin Prot adopted by that Congress (II 1437 and 1438, prop 2303.1). The 1984 Hamburg Congress confirmed this provision (II Congress/C 5 – PV 5, Congress – Doc 19) and also gave adms the option of allowing reduced charges based on their internal legislation for letter-post items posted in their country, under the new art IV of the Fin Prot (II Congress/C 5 – PV 6, prop 3303.91).

[6]) Background note on basic single rate of postage for franked letters.
Berne 1874. The rate was fixed at 25 c per 15 g with the option, as a transitional measure, of charging up to 32 c or not less than 20 c.
Paris 1878. The 25 c per 15 g rate was maintained, with the sole option of adding, if necessary, a surcharge equivalent to sea transport charges but limited to 10 c.
Lisbon 1885. The sea transit surcharge was abolished. From then until the 1920 Madrid Congress, the charge for the first weight step remained throughout at 25 c. However, at the 1906 Rome Congress, several adms had already submitted proposals for a reduction; the most radical proposal came from New Zealand, asking for penny postage (10 c); on that occasion it was decided to increase the weight step to 20 g and to reduce to 15 c the charge for each unit above the first weight step.
Madrid 1920. Because of the economic repercussions of the war, the process was reversed at this Congress. Accordingly, the charge for the first weight step was doubled, with the option however, in accordance with the Prot, to apply a charge situated between this maximum and the charge in force on 1 October 1920, provided the charge was not inferior to that applied under the 1906 Rome Conv.
At the 1924 Stockholm Congress, the basic charges of 25 c for the first weight step and 15 c for the further weight steps were re-established; however, the Prot allowed each country the option of increasing these charges by 60 percent or reducing them by 20 percent. At the 1929 London Congress, the margins were fixed respectively at 50 and 20 percent, at the 1934 Cairo Congress at 40 and 20 percent. At the 1939 Buenos Aires Congress, on the other hand, the charges were reduced to 20 and 12 g c respectively, but the option of increasing them by 40 percent or reducing them by 20 percent was retained. At the 1947 Paris Congress, a proposal was made to reduce the increase to 30 percent maximum; this proposal was withdrawn after discussion, in view of the economic difficulties it would have entailed for certain countries (II 352 and 353).
At the 1952 Brussels Congress, the maximum increase was fixed at 60 percent and the maximum reduction kept at 20 percent (II, p 485).
At the 1957 Ottawa Congress, the basic charges were raised to 25 g c for the first weight step and 15 g c for each succeeding step, the maximum increase and reductions being maintained at 60 and 20 percent respectively (II 407–410, 428, prop 544).
The 1969 Tokyo Congress replaced the equal weight steps by progressive weight steps combined with degressive charges. This revision of the rate structure was accompanied by a general increase in basic charges. That for a first-weight-step letter was increased to 30 g c. At the same time, Congress agreed to a considerable expansion of the maximum increases and reductions authorized by the Prot.
At Lausanne in 1974, the charge for a first-weight-step letter moved up from 30 g c to 50 g c and the maximum increase from 60 to 70 percent. Conversely, to take account of the position of countries with charges at the lower end of the range of possibilities, Congress raised the maximum reduction from 30 to 50 percent.
At Rio de Janeiro 1979, the charge on a letter of the first weight step increased from 50 to 75 g c while the top limit of increase was raised to 100 percent and the bottom limit of reduction to 70 percent. This bottom limit of 70 percent would make it possible for adms with low charges not to increase their charges.

At Hamburg in 1984, the charge on a letter of the first weight step increased from 75 to 112.5 g c (0.37 SDR), while the limits of increase and reduction were retained.

[7]) Provision adopted by the 1974 Lausanne Congress. It stems from the realization by several countries that the cost of handling postcards is at least as high as that of letters (II 1318, props 2303.91 and 2303.92).

[8]) Amendment made by the 1979 Rio de Janeiro Congress to give adms more flexibility and to meet their national requirements in international rate fixing (II 1443 to 1445, prop 2019.3).

[9]) As regards the meaning of "published in its country", see IB opinion in Rep 1972, p 97 and Rep 1982, pp 74 and 75.

[10]) This provision does not apply to booksellers' catalogues, which in view of the information they give on newspapers, periodicals, books and magazines are in fact fundamental in the dissemination of culture and information. The 1964 Vienna Congress passed recommendation C 6. (II 1076 and 1077, prop 3123.)

As regards tourist propaganda booklets, which often contain, in addition to general information, lists of hotels giving the names of the establishments, prices of rooms and meals as well as the number of rooms, etc, and whether they should be admitted at the reduced rate for books and pamphlets or whether the information in question should be considered as publicity matter, see the opinion of the IB in the 1954 Rep, p 23, para 5.

[11]) Advertising inserts ("encartées") are regarded as coming under "sheets annexed to newspapers and periodicals". See IB opinion, 1967 Rep, p 63.

[12]) The 1964 Vienna Congress, in recommendation C 7, recommended postal administrations of member countries that do not take advantage of the option, to apply the provisions of article 19, paras 6 and 7 (paras 6 and 7 of art 16 of the 1964 Vienna Convention) (II 1076 and 1077, prop 3122).

[13]) Application of the reduction to books and pamphlets which are not published in the country of posting. See IB opinion in Rep 1972, p 95 and Rep 1982, pp 74 and 75.

Application of the reduction to special offprints of papers which have appeared in scientific publications. See IB opinion in Rep 1970, p 79.

[14]) At the 1984 Hamburg Congress, the reduction which may be allowed on printed papers for the same addressee at the same address (M bags) was raised from 10 percent to 20 percent. This reduction is independent of those mentioned in paras 6 and 7 (II Congress/C 5 – PV 6, props 3019.2 and 3019.6).

[15]) Other provisions relating to the treatment of printed papers sent to the same addressee in special bags:

Conv, art 24, para 1, i, m and p); art 28, para 2; art 50, para 4; art 64, para 2, b; art 67, paras 1 and 2; Det Regs, art 131, para 6 and art 161.

[16]) A provision adopted by the 1969 Tokyo Congress (II 1472, prop 2023). Conceived as an exception to para 1, it is intended to authorize adms wishing to make use of it to discourage the use of non-standardized formats by levying a surcharge which may not be higher than the difference between the charge for items of the first weight step and that for items of the second step.

[17]) Some adms apply, in their internal service, a definition of standardization to items weighing over 20 g and collect a surcharge on non-standardized items. Other adms have internal service charges based on whether items are standardized or not or whether they comply or not with other conditions of format. This prop might allow such adms to rationalize their internal and external services in this respect (1979 Rio de Janeiro Congress, II 1445 and 1446, prop 2019.4).

[18]) A provision adopted by the 1974 Lausanne Congress to enable national and international tariff structures to be brought into line with one another as far as possible (II, 1263, prop 2017.21/Rev 2).

Article 20
Standardized items (Conv 19; Prot V) [1])

1 In connection with the provisions of article 19, paragraph 1, rectangular items shall be considered standardized if their length is not less than their

width multiplied by $\sqrt{2}$ (approximate value 1.4) and if they satisfy, according to their presentation, the following conditions: (2)

a for items in envelopes:

i items in ordinary envelopes:
minimum dimensions: 90 × 140 mm, with a tolerance of 2 mm;
maximum dimensions: 120 × 235 mm, with a tolerance of 2 mm;
maximum weight: 20 g;
maximum thickness: 5 mm;
in addition, the address shall be written on the envelope on the plain side which is not provided with a closing flap and in a rectangular area situated at least:
40 mm from the top edge of the envelope (tolerance 2 mm);
15 mm from the right-hand edge;
15 mm from the bottom edge;
and not more than 140 mm from the right-hand edge;

ii items in envelopes with transparent panels:
dimensions, weight and thickness of items in ordinary envelopes;
in addition to the general conditions of admission set out in article 123 of the Detailed Regulations, such items shall satisfy the following conditions:
the transparent panel **for the address of the addressee** (3) shall be at least:
40 mm from the top edge of the envelope (tolerance 2 mm);
15 mm from the right-hand edge;
15 mm from the left-hand edge;
15 mm from the bottom edge;
the panel may not be bordered by a coloured band or frame;

iii all items in envelopes:
the sender's address, when it appears on the front, shall be placed in the top left-hand corner; this position shall also be assigned to service indications or labels, if any, which may be located beneath the sender's address; the items shall be closed by completely sticking down the sealing flap of the envelope; (4)

b for items in card form:
dimensions and consistency of postcards;

c for items mentioned in a and b:
on the address side on which the address shall be written in the direction of the length a rectangular area 40 mm (−2 mm) in depth from the upper edge and 74 mm in width from the right-hand edge shall be reserved for affixing the postage stamp or stamps and the cancellation impression. Inside this area the postage stamps or franking impression shall be applied in the top right-hand corner. (5)

No wording or extraneous matter whatsoever may appear:
- below the address,
- to the right of the address, from the franking and cancelling area to the bottom edge of the item,
- to the left of the address, in an area at least 15 mm wide and running from the first line of the address to the bottom edge of the item,
- in an area 15 mm high starting from the bottom edge of the item and 140 mm long starting from the right-hand edge of the item. This area may be partly identical with those defined above. ([5])

2 The following items shall not be considered standardized:
- folded cards;
- items closed by means of staples, metal eyelets or hook fastenings;
- punched cards sent unenclosed (without an envelope);
- items whose envelopes are made of material which has fundamentally different physical properties from paper (except from the material used for making the panel of window envelopes); ([7])
- items containing articles causing protrusions; ([7])
- folded letters sent unenclosed (without an envelope) which are not closed on all sides and which are not rigid enough for mechanical processing. ([8])

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[1]) Other provisions relating to standardization: Det Regs 123 and 124.

[2]) The provisions concerning the physical characteristics of standardized items (dimensions and weight) were adopted by the 1969 Tokyo Congress (II 1361, prop 2178). They are the result of the work done by the CCPS Management Council in implementation of 1964 Vienna Congress resolution C 26.

The range from the minimum dimensions of 90 × 140 mm and the maximum dimensions of 120 × 235 mm covers formats C 6 (114 × 162 mm) and DL (110 × 220 mm) contained in ISO recommendation ISO/R 269. The maximum limits for postcards (105 × 148 mm) correspond to the finished format of writing paper and some categories of printed papers (format A 6) (ISO recommendation ISO/R 328).

The mathematical formula of 1.4 (approximate value of 1.4142) sets out the mandatory ratio between the length and the width. One of the features of the formats obtained in this way is that the ratio between the two sides is always the classical ratio between the side of a square and its diagonal, ie $1 : \sqrt{2} = 1.4142$. It is important to keep this ratio in mind since it enables almost square formats to be eliminated, such formats being awkward for both mechanical and manual treatment of items.

On the proposal of the CCPS, the 1974 Lausanne Congress prescribed, for standardized items, the position to be reserved on the front of envelopes for the address of the addressee and sender, for the transparent panel and service indications and labels (II 1263, prop 2017.5/Rev).

[3]) At the end of a study it had carried out under a 1979 Rio de Janeiro Congress decision, the CCPS proposed to the Hamburg Congress the admission of envelopes with two or more panels. This prop was accepted so that this further explanation had to be added to this art of the Conv (II Congress/C 4 – Rep 8, prop 2020.1).

[4]) Provision adopted by the 1979 Rio de Janeiro Congress to facilitate mechanical handling of standardized items (II 1517, prop 2019.16).

[5]) The area reserved for prepayment and cancellation was defined by the 1969 Tokyo Congress (II 1472, prop 2178) (ISO recommendation ISO/R 415).

[6]) A CCPS study concluded that an area should be reserved around the addressee's address in which no wording or extraneous matter should appear so as to facilitate automatic reading of characters of the address on standardized items and to enable coding marks to be applied (1979 Rio de Janeiro Congress, II 1446, prop 2019.7).

[7]) These two provisions are the result of the study A 2 carried out by the CCPS. The first provision was formulated after technical tests with sample envelopes made of plastic had proved negative. In order not to prejudice future developments, the CCPS considered that plastic should not be cited as an envelope material for the time being, since new techniques might be developed or other materials appear on the market in a few years.
Regarding the second provision, the results of tests with standardized letter-post items which were not of uniform thickness showed that incorrectly filled items could not be processed mechanically (1979 Rio de Janeiro Congress, II 1446, prop 2019.8).

[8]) This provision, introduced by the 1979 Rio de Janeiro Congress, is aimed, like the other provisions in this para, at ensuring the smooth operation and reliability of letter-facing machines (II 1446, prop 2019.8).

Article 21
Perishable biological substances. Radioactive materials
(Conv 19 and 36; Det Regs 116, 119 to 121, 162)

1 Perishable biological substances ([1]) and radioactive materials ([2]) made up and packed in accordance with the respective provisions of the Detailed Regulations shall be subject to the tariff for letters and to registration. Their admission shall be restricted to those member countries whose postal administrations have declared their willingness to admit such items, whether reciprocally or in one direction only. Such substances shall be forwarded by the quickest route, normally by air, subject to payment of the corresponding air surcharges.

2 Furthermore, perishable biological substances may be exchanged only between officially recognized qualified laboratories, while radioactive materials may be posted only by duly authorized senders. ([3])

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[1]) The postal conveyance of perishable biological substances was admitted by the 1957 Ottawa Congress following numerous discussions between the UPU and the WHO. (II 411 to 425, 452 and 453, prop 510.)
The Ottawa Congress also made a recommendation about the need to prepare directives for postal, transport and customs officials as well as instructions to be given to senders and the importance of information between the UPU and the WHO at all levels in order to remove any difficulties which might arise in the dispatch of such items (II 63, 671, prop 542).
As regards the WHO request on liberalizing the conditions of admission of non-infectious perishable biological substances, see Det Regs, art 119, note 2.
Adms participating in the exchange of perishable biological substances are mentioned in the Compendium of Information (Conv).

[2]) The question of the postal conveyance of radioactive materials was the subject of a detailed study by the ELC in cooperation with the International Atomic Energy Agency (IAEA), the

competent international body for such matters. (See ELC Documents, 1957 to 1964.) In the light of the conclusions submitted to it on the subject, the 1964 Vienna Congress admitted radioactive materials for postal conveyance, considering firstly that the Post could not evade its obligation to take part in the transport of a category of substances sent increasingly for medical and scientific purposes, and secondly, that it was time to introduce, at international level, regulations covering a type of conveyance which had already been authorized in the internal services of several adms and which was already taking place between certain countries on the basis of bilateral agreements (II 1088–1092, prop 3136).
To take account of existing practice in countries already taking part in such conveyance, the 1964 Vienna Congress decided that radioactive materials could also be conveyed by air parcel post. The 1974 Lausanne Congress confirmed this interpretation by inserting in the Parcels Agr formal provisions applicable to the transport of radioactive materials modelled on those in the Conv and its Det Regs.
Adms participating in the exchange of radioactive materials are mentioned in the Compendium of Information (Conv) and Compendium of Information (Parcels).

[3]) In resolution C 64 (III 893), the 1974 Lausanne Congress instructed the EC to consider the possible deletion of the requirement according to which radioactive materials may only be posted by duly authorized consignors. Consulted in the matter, adms, concerned to guarantee the safety of postal employees and to prevent any abuses on the part of users, came out in favour of maintaining the requirement. The EC endorsed that view which was approved by the 1979 Rio de Janeiro Congress (II, Congress – Doc 1, para 21). The IAEA was informed about the result of the study.

Article 22
Items wrongly admitted

1 Except as otherwise provided in the Convention and its Detailed Regulations, items not fulfilling the conditions laid down in articles 19 and 21 and the Detailed Regulations shall not be admitted. Such items which have been wrongly admitted shall be returned to the administration of origin. Nevertheless, the administration of destination shall be authorized to deliver them to the addressees. In that event it shall collect on them, as necessary, the charges prescribed for the category of the letter post to which they belong by reason of their method of closure, contents, weight or size. ([1]) **If, in addition, the weight of the items** exceeds the maximum limits laid down in article 19, paragraph 1, **the administration of destination may charge for them** according to their actual weight **by applying a supplementary charge equal to the charge for an item in the international service of the same category and of the weight corresponding to the excess noted.** ([2])

2 Paragraph 1 shall apply by analogy to items coming within the provisions of article 36, paragraphs 2 and 3.

3 Items containing the other articles prohibited by article 36 which have been wrongly admitted to the post shall be dealt with according to the provisions of that article.

[1]) The 1952 Brussels Congress expressed the following formal opinion "However, for articles wrongly admitted, each administration may fix a maximum amount below that provided for by article 30, para 2, of the Convention." (II 142 and 530, prop 123.)
On the question whether non-registered items containing bank notes, coin, etc, may be registered on arrival and the relevant charges collected from the addressees, see the opinion of the IB in 1957 Rep, p 28, para 2.

[2]) Amendment made by the 1984 Hamburg Congress to make clear how the items should be charged (II Congress/C 4 – Rep 3, prop 2022.1).

Article 23
Posting abroad of letter-post items (Conv; Prot VIII) ([1])

1 A member country shall not be bound to forward or deliver to the addressee letter-post items which senders resident in its territory post or cause to be posted in a foreign country with the object of profiting by the lower charges in force there. The same shall apply to such items posted in large quantities, whether or not such postings are made with a view to benefiting from lower charges.

2 Paragraph 1 shall be applied without distinction both to correspondence made up in the country where the sender resides and then carried across the frontier and to correspondence made up in a foreign country.

3 The administration concerned may either return its items to origin or charge postage on the items at its internal rates. If the sender refuses to pay the postage, the items may be disposed of in accordance with the internal legislation of the administration concerned.

4 A member country shall not be bound to accept, forward or deliver to the addressees letter-post items which senders post or cause to be posted in large quantities in a country other than the country where they reside. The administration concerned may send back such items to origin or return them to the senders without repaying the prepaid charge.

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[1]) Originally, this was intended solely to prevent conveyance of correspondence items across the frontier with the object of profiting by a lower charge than that obtaining in the country in which the sender is resident (1924 Stockholm Congress, II 269 and 270).
The 1957 Ottawa Congress extended the scope of this article to items posted in large quantities abroad, even where this was not with a view to benefiting from lower charges (II 373–375, 1123–1125, 1133, prop 379, Congress – Doc 98).
In short, the provisions of paras 1 to 3 apply to items intended for delivery in the sender's country of residence and are not aimed at the posting of items intended for a third country. In adopting para 4, the 1979 Rio de Janeiro Congress gave adms the possibility of refusing letter-post items intended for third countries (II 1452, prop 2020.2/Rev 1).

Article 24
Special charges (Conv 25, 26, 30, 32 to 35, 38, 40, 42, 44, 47 to 49)

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

Description of charge		Amount	Observations
1		2	3
a	Charge on items posted after the latest time for posting (article 25, paragraph 1)	Same charge as in internal service	
b	Charge on items posted outside normal counter opening hours (article 25, paragraph 2)	Same charge as in internal service	
c	Charge for collection at the sender's address (1) (article 25, paragraph 3)	Same charge as in internal service	
d	Charge for withdrawal outside normal counter opening hours (1) (article 25, paragraph 4)	Same charge as in internal service	
e	Poste restante charge (article 25, paragraph 5)	Same charge as in internal service	
f	Charge for delivery to the addressee of a small packet exceeding 500 g (article 25, paragraph 6)	60 centimes **(0.20 SDR)** at most	This charge may be increased by 30 centimes **(0.10 SDR)** at most when the item is delivered to the place of address (2)
g	Storage charge (article 26)	Charge collected at the rate laid down by internal legislation for any letter-post item weighing more than 500 g except literature for the blind	

Description of charge		Amount	Observations
1		2	3
h	Charge on unpaid or underpaid unregistered items ([3]) (article 30, paragraphs 1 and 2)	Charge adopted for letters in the first weight step by the country of delivery multiplied by the ratio between the amount of deficient postage and the same charge adopted by the country of origin; ([4]) to this charge shall be added a handling charge of 1 franc **(0.33 SDR)** at most or the charge prescribed by internal legislation ([5])	The delivering administration may, if it so wishes, collect only the handling charge ([6])
i	Express charge (article 32, paragraphs 2, 3 and 6)	Charge which may not be less than the amount of postage prepayable on an unregistered single rate letter and not more than 5 francs **(1.63 SDR)**	For each bag containing the items mentioned in article 19, paragraph 8, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the charge per item. When express delivery involves special demands an additional charge may be levied in accordance with the provisions governing items of the same kind in the internal service. If the addressee asks for express delivery, the charge of the internal service may be collected
j	Charge for a request for withdrawal from the post or alteration of address (article 33, paragraph 2)	4 francs **(1.31 SDR)** at most	
k	Charge for a request for redirection (article 34, paragraph 3)	Same charge as in internal service	

Description of charge		Amount	Observations
1		2	3
l	Charge for redirection or return (article 34, paragraph 4, and article 35, paragraph 8)	Same charge as in internal service	
m	Presentation-to-Customs charge (article 38)	8 francs **(2.61 SDR)** at most	For each bag containing the items mentioned in article 19, paragraph 8, administrations shall collect, instead of the charge per item, a bulk charge not exceeding 10 francs **(3.27 SDR)**
n	Charge collected for delivery of an item free of charges and fees (article 40, paragraphs 3, 4 and 5)	i Charge not exceeding 3 francs **(0.98 SDR)** collected by the administration of origin ii Additional charge not exceeding 4 francs **(1.31 SDR)** per request made after posting, collected by the administration of origin iii Commission charge not exceeding 3 francs **(0.98 SDR)** collected for the benefit of the administration of destination	
o	Inquiry charge (article 42, paragraph 4)	2 francs **(0.65 SDR)** at most	
p	Registration charge (article 44, paragraphs 1, b, and 2, and article 47, paragraphs 1, b, and 2)	4 francs **(1.31 SDR)** at most	i For each bag containing the items mentioned in article 19, paragraph 8, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the amount of the charge per item (7)

Description of charge		Amount	Observations
1		2	3
			ii In addition to the charge per item or bulk charge, administrations may collect, from the sender or from the adressee, special charges in accordance with their internal legislation, to take account of any exceptional security measures taken with regard to registered items and insured letters ([8])
q	Insurance charge ([9]) (article 47, paragraph 1, c)	At most 1 franc **(0.33 SDR)** for each 200 francs **(65.34 SDR)** of insured value or fraction thereof or ½ percent of the scale of the insured value, ([10]) whatever the country of destination, even in countries which undertake to cover risks of force majeure	
r	Charge for cover against risks due to force majeure (article 44, paragraph 3)	40 centimes **(0.13 SDR)** at most for each registered item	
s	Advice of delivery charge (article 48, paragraph 1)	3 francs **(0.98 SDR)** at most	
t	Charge for delivery to the addressee in person (article 49, paragraph 1)	50 centimes **(0.16 SDR)** at most	

2 Member countries whose internal service charges are higher than those which are fixed in paragraph 1 shall be authorized to apply them also in the international service. ([11])

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[1]) New charges introduced by the 1979 Rio de Janeiro Congress. See art 25, notes 1 and 2.

[2]) This charge may not be collected when delivery is made to a PO box or by the poste restante service. See IB opinion in Rep 1972, p 98.

[3]) The office of origin is responsible for prepayment of registered items on which a charge must not be collected for non-payment or underpayment of postage (1974 Lausanne Congress, II 1292, props 2018.16, 2024.2 and 2024.3). See art 30, para 3.

[4]) The charge for unpaid or underpaid items was discussed at several Congresses. It was necessary to find a compromise between the need to maintain the basic principle according to which charges must be levied on unpaid or underpaid items with that of facilitating as much as possible the task of the operational services.
In comparison with the situation prevailing formerly, the method adopted by the 1964 Vienna Congress has resulted in a noticeable simplification, since the amount to be collected is no longer calculated in gold francs but as a fraction of the charge for the first weight step of an ordinary surface letter. It should be pointed out that this reference to the charge for the first weight step of the letter is also valid for charges on postcards, airmail letters and where necessary AO, as the charge for the first weight step of a letter constitutes in this case a common denominator between the adms concerned (II 1097, prop 3099). See also the practical examples given in Det Regs, art 139, note 3.

[5]) Contrary to previous practice, unpaid or underpaid items are no longer charged double the missing postage, but by the simple amount of missing postage plus a handling charge. This charge was dictated by the need to obtain sufficient payment when the missing postage is low but, on the other hand, a concern not to levy too high a surcharge on items on which the missing postage is relatively substantial (1974 Lausanne Congress, II 1292, prop 2018.11).
The 1979 Rio de Janeiro Congress raised the maximum handling charge from 60 c to 1 g fr (II 1454, prop 2021.11).

[6]) With the aim of reducing for delivering adms the cost of handling unpaid or underpaid items, the 1979 Rio de Janeiro Congress agreed that such adms might, if they wished, collect only the handling charge (II 1543, prop 2535.4).

[7]) Printed papers sent in special bags may not be registered individually. The bag itself is regarded as a single item on which the bulk registration charge is payable (1969 Tokyo Congress, II 1464, prop 2227).

[8]) Collection of these charges is limited to cases in which special security measures are taken at the request of senders or addressees and does not apply to the mass of registered items sent under normal conditions (1974 Lausanne Congress, II 1302 and 1303, prop 2018.21).
With regard to insured letters, 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 the normal precautions are taken (1974 Lausanne Congress, II 1404 and 1405, prop 4007.6). See also recommendation C 63 concerning the security of valuable items conveyed by the Post (1974 Lausanne Congress, III 887).

[9]) The result of incorporating, by the 1979 Rio de Janeiro Congress, provisions of the Insured Letters Agr into the Conv (II 1433 and 1434, prop 2000.1). The level of the insurance charge was unchanged.

[10]) The reference to the percentage was introduced for the benefit of countries which use a scale lower than the equivalent of 200 fr, in order to make clear that the insurance charge is a pro rata charge (1964 Vienna Congress, II 1210 and 1211, prop 6004).

[11]) In resolution C 14, the 1979 Rio de Janeiro Congress instructed the EC to study the possibility of applying the internal tariff to all the postal services giving rise to the collection of special charges. The EC considered that a systematic assimilation of the special charges to those of the same kind in the internal service was neither desirable nor practicable (see Rep 1982, pp 13 and 14) and decided to take into consideration a proposal that had been submitted to the 1979 Rio de Janeiro Congress authorizing adms exceptionally to exceed the upper limits of those special charges in some cases (see Fin Prot, art III, para 2).

Article 25

Charge on items posted after the latest time for posting. Charge on items posted outside normal counter opening hours. Charge for collection at the sender's address. ([1]) Charge for withdrawal outside normal counter opening hours. ([2]) Poste restante charge. Charge for delivery of small packets (Conv 24)

1 Administrations shall be authorized to collect from the sender an additional charge, according to the provisions of their legislation, for items handed over for dispatch after the latest time for posting. ([3])

2 Administrations shall be authorized to collect from the sender an additional charge, according to their legislation, for items posted at the counter outside normal opening hours.

3 Administrations shall be authorized to collect from the sender an additional charge, according to their legislation, for items collected by them from the sender's address. ([1])

4 Administrations shall be authorized to collect from the addressee an additional charge, according to their legislation, for items withdrawn at the counter outside normal opening hours. ([2])

5 Administrations of countries of destination may collect on items addressed poste restante the special charge, if any, prescribed by their legislation for items of the same kind in their internal service.

6 Administrations of countries of destination shall be authorized to collect on each small packet exceeding the weight of 500 grammes delivered to the addressee, the special charge laid down in article 24, paragraph 1, f. ([4])

[1]) In introducing the charge for collection at the sender's address, the 1979 Rio de Janeiro Congress accepted the fact that, in some countries, administrations undertake to collect letter-post items at the sender's address against payment of a charge for the service rendered (II 1458, prop 2022.2).

[2]) The 1979 Rio de Janeiro Congress recognized that the principle of collecting a charge on items withdrawn outside normal counter opening hours was acceptable on grounds that this necessitates extending the service outside official working hours (II 1458, prop 2022.4).

[3]) This additional charge must not be borne by the addressee and may not be levied on the article abroad; it must always be borne by the sender (1924 Stockholm Congress, II 191). The charge in question may also be collected on correspondence handed in by individuals at a travelling post office while it is at a station (1924 Stockholm Congress, II 663).

[4]) In limiting the collection of the charge to small packets exceeding 500 grammes, the 1969 Tokyo Congress considered that it would be wrong to authorize collection of a special charge, which might amount to as much as 90 g c, for delivery to the place of address, on items previously accepted as samples of merchandise which on that account had been free of charges on arrival (II 1433, prop 2006).

Article 26
Storage charge (Conv 24)

The administration of destination shall be authorized to collect, according to its legislation, a storage charge for any letter-post item weighing more than 500 grammes of which the addressee has not taken delivery within the period during which the item is held at his disposal free of charge. This charge shall not apply to literature for the blind. ([1])

[1]) This provision, introduced by the 1952 Brussels Congress (II 503 and 504, prop 761), gave such adms as considered it desirable the possibility of collecting an internal service storage fee on printed papers and small packets.
By authorizing the adms to legislate on this matter, the 1964 Vienna Congress did not intend to permit the collection of a different charge for items coming under the international service, but to place all adms on a footing of equality by granting those to which the storage fee in the internal service was unknown the option of introducing one for items coming from abroad (II 1077, prop 3032).
The 1974 Lausanne Congress extended the application of this provision to all letter-post items with the exception of literature for the blind (II 1290 and 1291, prop 2020.1).

Article 27
Payment of postage (Conv 28 to 30)

1 As a general rule, the items mentioned in article 18, with the exception of those which are dealt with in articles 15 to 17, shall be fully prepaid by the sender.

2 The administration of the country of origin may return unpaid or underpaid letter-post items to the sender for the latter to make up the postage himself. (1)

3 The administration of origin may also itself undertake to prepay unpaid letter-post items or make up the postage on underpaid items and collect the missing amount from the sender. (2)

4 If the administration of origin does not apply any of the options provided for in paragraphs 2 and 3 or if the postage cannot be made up by the sender, unpaid or underpaid letters and postcards shall still be forwarded to the country of destination. Other unpaid or underpaid items may also be forwarded. (3)

5 Items properly paid for their first transmission and on which the supplementary charge has been paid before their redirection shall be considered as duly prepaid.

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1) Items other than letters and postcards which are unpaid or underpaid may be returned to the sender for payment or additional payment, as the case may be (1924 Stockholm Congress, II 188, and 1929 London Congress, I 1420). Moreover, "no provision contained in the Convention prevents the unpaid or underpaid items from being again presented to the sender for proper payment. That is an internal question". (Reference contained in minutes, applicable also to letters and postcards. 1929 London Congress, I 111 and 1420.)
Finally, the 1979 Rio de Janeiro Congress specified that all categories of unpaid or underpaid letter-post items could be given back to senders for making up postage, whether the items had been posted in bulk or not (II 1499, prop 2024.2/Rev 2).

2) The 1979 Rio de Janeiro Congress introduced into the Conv a practice already provided for by the 1974 Lausanne Congress in Det Regs, art 135, para 3 (II 1499, prop 2024.2/Rev 2).

3) Proposals for making full or partial prepayment of all categories of items strictly compulsory were presented at various Congresses, but without success (1929 London Congress, I 108–114 and 1420, II 47 and 195; 1934 Cairo Congress, I 66–68, 1281–1283, II 110 and 111; 1939 Buenos Aires Congress, I 93–96, II 81, 159 and 160; 1952 Brussels Congress, I 394 and II 496). Consequently, under the earlier provisions, letters and postcards which were unpaid or underpaid and which could not be returned to the sender for proper franking had to be forwarded to their destination. Any decision to keep back items and treat them as undeliverable for this reason could only be taken for other categories of items.
In view of the resolution adopted by the 1939 Buenos Aires Congress (II 549), recommending that: "In the interests of the reputation of the postal service, AO items which are underpaid should be forwarded when the sender is not known and where the underpayment is evidently due to a mistake by the latter", the 1979 Rio de Janeiro Congress gave more flexibility to the earlier provisions, leaving it to adms to forward unpaid or underpaid other items (printed papers and small packets) (II 1499, prop 2024.2/Rev 2).

Article 28
Methods of denoting prepayment (Conv 9, 27; Det Regs 105, 192 to 194)

1 Prepayment shall be denoted by means of any one of the following methods: (1)

a postage stamps printed on or affixed to the items and valid in the country of origin; (2)

b postal prepayment impressions dispensed by automatic vending machines installed by postal administrations;

c impressions of officially approved franking machines operating under the direct supervision of the postal administration;

d impressions made by a printing press or other printing or stamping process when such a system is authorized by the regulations of the administration of origin; (3)

e inscription *"Abonnement-poste"* and prepayment according to one of the methods laid down in subparagraphs a to **d** for newspapers, packets of newspapers and periodicals sent under the Subscriptions to Newspapers and Periodicals Agreement. (4) (5)

2 Prepayment of printed papers for the same addressee at the same address which are inserted in a special bag shall be denoted by one of the methods referred to in paragraph 1 and the total amount shown on the address label on the bag.

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1) This art was redrafted by the 1979 Rio de Janeiro Congress (II 1459, 2025.1 R).

2) Until the entry into force of the 1964 Vienna Conv, this provision expressly prescribed that payment of postage must be by means of postage stamps valid in the country of origin for the correspondence of private individuals, as a result of which postage stamps marked "official" could not be used on international correspondence.
Considering that the issuing of postage stamps is a prerogative of postal adms and that the manner in which postage is paid is of importance only to the adm of origin, the 1964 Vienna Congress abolished this restriction without thereby prejudicing adms wishing to restrict postage stamps endorsed in any way to use in their internal service. In such cases it is sufficient for the adms concerned to refrain from sending these stamps to the other adms of the Union (Det Regs, art 105), since the purpose of this is in principle to allow the latter to ensure that the mail received is correctly prepaid (II 1079 and 1080, prop 3036).

3) The 1957 Ottawa Congress extended to all items the procedure which had until then restricted to printed papers the payment of postage by means of impressions made by a printing press or other process (II 449 and 450, prop 770).
Information regarding the marking of items franked by means of impressions, etc, is given in the Compendium of Information (Conv).

4) The franking of newspapers under the "postal subscription" service which are redirected to an addressee whose new place of residence is in a country which has not acceded to the Agr, is valid only for the first transmission (1929 London Congress, II 582).

5) Provision amended by the 1979 Rio de Janeiro Congress (II 1459, prop 2025.3).

Article 29
Prepayment of letter-post items on board ship
(Conv 27; Det Regs 137, para 6)

1 Items posted on board ship at the two terminal points of the voyage or at any intermediate port of call shall be prepaid by means of postage stamps and according to the rates of the country in whose waters the ship is lying.

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

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1) An application of maritime practice according to which any ship on the high seas is "part of the territory" of the country whose flag it flies.
Discussion about correspondence posted on the high seas on pleasure ships flying the flag of the country to which the ship belongs. Prepayment. Transit charges. Proposal submitted by Norway. (See 1929 London Congress, I 151, 1431, 1490 and 1491; II 205–207, 579–582. See also 1934 Cairo Congress, I 104 and 105, 1289 and 1964 Vienna Congress, II 1081 and 1082.)

2) The country issuing the postage stamps is considered as the country of origin, even when the stamps, having been affixed on the high seas, are cancelled at the next port with the date-stamp of another country (1929 London Congress, II 581 and 582).

Article 30
Charge on unpaid or underpaid correspondence
(Conv 24 and 27; Det Regs 139)

1 An administration of origin that itself undertakes to prepay unpaid letter-post items or make up the postage on underpaid items and collect the missing amount from the sender, (1) shall also be authorized to collect from the sender the handling charge laid down in article 24, paragraph 1, h. (2)

2 Where paragraph 1 is not applied, unpaid or underpaid items shall be liable to the special charge payable by the addressee or, in the case of returned items, by the sender, laid down in article 24, paragraph 1, h. (3) (4)

3 Registered items and insured letters shall be regarded on arrival as duly prepaid. (5)

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1) See art 27, note 2.

2) Provision adopted by the 1979 Rio de Janeiro Congress to authorize the adm of origin also to collect the handling charge from the sender (II 1499, prop 2027.2/Rev 1).

[3]) The charge in the form of a fraction laid down in art 24, para 1, h, col 2, is also collected in addition to the handling charge provided for in this para. It is understood that adms which use the option under art 24, para 1, h, col 3, collect only the handling charge.

[4]) Where an express item has been treated as such despite underpayment of postage, the charge of the amount of the deficient postage applies not only to the transport charge properly speaking but also to the special express charge (1934 Cairo Congress, I 1286).

[5]) The office of origin is responsible for the prepayment of registered items and insured letters; therefore no charge is to be collected for unpaid or underpaid postage (1974 Lausanne Congress, II 1292, props 2024.2 and 2024.3).

Article 31
International reply coupons
(Gen Regs 115; Conv 13; Prot IX; Det Regs 196) ([1]) ([2])

1 Postal administrations shall be permitted to sell ([3]) international reply coupons issued by the International Bureau ([4]) and to limit their sale ([5]) in accordance with their internal legislation.

2 The value of the reply coupon shall be **the same as the upper limit given in article 19, paragraph 1, for the charge for a letter of 20 grammes.** ([6]) The selling price fixed by the administrations concerned may not be less than this value.

3 Reply coupons shall be exchangeable ([7]) in any member country for one or more postage stamps representing the minimum postage prepayable on an unregistered letter sent abroad by surface mail. If the regulations of the administration of the country of exchange permit, reply coupons shall also be exchangeable for postal stationery. When a sufficient number of reply coupons are presented, ([8]) administrations shall be required to supply the postage stamps necessary for the minimum postage ([9]) prepayable on an unregistered letter **at one of the weight steps up to but not exceeding 20 grammes** for dispatch by air as a surcharged **or unsurcharged** item. ([10])

4 The administration of a member country may, in addition, reserve the right to require the reply coupons and the items to be prepaid in exchange for those reply coupons to be presented at the same time.

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[1]) Reply coupons are a creation of the 1906 Rome Congress (II 121–136). The sale of reply coupons is optional (para 1). The exchange of reply coupons is however compulsory for all countries (1929 London Congress, II 597).

Replacement of the reply coupon by an international postage stamp valid in all UPU countries has been considered on several occasions. However, this idea conflicts with one of the fundamental principles of the Union, namely that the postage on letter-post items is payable to the adm of origin (the only exception to this rule being the reply-paid postcard); this raises complicated problems of accounting.

On the instructions of the 1957 Ottawa Congress, the ELC gave prolonged consideration to this question. However, because of the difficulties inherent in an equitable distribution of the share

due to each adm, the ELC finally concluded that it was not at the moment possible to issue such an international postage stamp. (See ELC Documents, 1958 to 1961, Subcommittee on International Reply Stamp.)

[2]) In resolution C 49 the 1974 Lausanne Congress instructed the EC to study the creation of a separate reply coupon for items sent by air. A consultation on this subject revealed that the vast majority of adms which took part in it felt that the present procedure adequately met user requirements and the introduction of an "airmail" reply coupon was neither necessary nor expedient. Consequently, the EC suggested discontinuing all work on such a coupon (1979 Rio de Janeiro Congress, II, Congress – Doc 1, para 35).

[3]) Adms availing themselves of this permission are mentioned in the Compendium of Information (Conv).

[4]) The 1974 Lausanne Congress introduced a new accounting system for international reply coupons (Det Regs, art 196); for this purpose, it defined them as international postal securities of a single type, issued but not sold to administrations by the International Bureau (II 1075 to 1077; 1294 to 1298; 992 and 993; Congress – Docs 7 and 162; prop 2025.1). The operation of the new system is described in IB circ 142/1974.

[5]) The words "to limit their sale" were added by the 1947 Paris Congress to prevent abuse of international reply coupons as a means of payment for matters not connected with the postal service, in particular when in a given country there occurs a disruption of money values (I 103, prop 70; II 319 and 320).

[6]) To avoid having to change the value of the reply coupon at each Congress, the 1984 Hamburg Congress decided to take as a general reference the upper limit prescribed for the charge for a letter of 20 g (II Congress/C 4 – Rep 3, prop 2031.2).

[7]) Since 1930, the period of validity has not been restricted; consequently, the legibility of the impression giving the date of issue of a reply coupon is unimportant (1929 London Congress, I 168, 1432, II 207, 582).
If the sender asks – in exchange for a reply coupon – for a commemorative postage stamp or stamps on which a supplement is payable, he will have to pay the supplement himself (1952 Brussels Congress, II 142 and 143, 505 and 506, prop 130).
In relations between countries which have agreed, under art 8 of the Const, to apply reduced charges, a special coupon is needed (1924 Stockholm Congress, I 36, II 202). Otherwise, reply coupons intended for exchange against the postage stamps necessary for prepaying letters to be sent to countries with which an adm has an agreement on reduced charges must be exchanged against the value of the postage prepayable for countries with which no agreement on reduced charges exists (1947 Paris Congress, II, p 474).

[8]) The IB publishes in the List of Air Surcharges the information on the number of reply coupons needed to prepay an airmail letter of the first weight step adopted by adms (1979 Rio de Janeiro Congress, II 1460, prop 2028.1).

[9]) In countries applying the provisions relating to standardized items (art 19, para 9 and art 20, para 1), two different rates may be applied to letters up to 20 grammes. To take account of this situation, the 1974 Lausanne Congress replaced the expression "postage prepayable on an unregistered letter of the first weight step" by "minimum postage prepayable on an unregistered letter" to specify that in such countries the equivalent value of a reply coupon is that of the postage payable on a standardized letter (1974 Lausanne Congress, II 1297 and 1520, prop 2025.2).

[10]) The previous provisions permitted the exchange of international reply coupons for the postage stamps necessary to prepay air letters in the first weight step (5 or 10 g in some cases). The 1984 Hamburg Congress considered that, as for items to be dispatched by surface, international reply coupons could be exchanged for air letters in weight steps up to 20 g (II Congress/C 4 – Rep 3, prop 2031.1).

Article 32
Express items (Conv 24; Det Regs 138 and 160)

1 In countries where the administration performs the service, letter-post items shall, at the sender's request, be delivered by special messenger as soon as possible after their arrival at the delivery office; (1) (2) however, as regards insured letters, the administration of destination may, where its regulations so provide, deliver by express an advice of arrival of the item and not the item itself.

2 These items, called "express", shall be subject, in addition to the postage, to the special charge laid down in article 24, paragraph 1, i. This charge shall be fully paid in advance.

3 When express delivery involves special demands on the administration of destination as regards either the situation of the addressee's address or the day or time of arrival at the office of destination, the delivery of the item and the possible collection of an additional charge shall be governed by the provisions relating to items of the same kind in the internal service.

4 Express items on which the total amount of the charges payable in advance has not been completely paid shall be delivered as ordinary mail unless they have been treated as express by the office of origin. In the latter event a charge shall be collected on them in accordance with article 30. (3)

5 Administrations may confine themselves to making only one attempt at express delivery. If that attempt fails, the item may be treated as an ordinary item. (4)

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

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1) The 1947 Paris Congress deleted the words "in reciprocal relations" at the end of this paragraph, in order to emphasize that reciprocity was of a general nature and not bilateral, and that if countries were obliged to come to prior agreement it would complicate the service (I 93, prop 52; II 275 and 870). It is, however, clear that as the special express charge remains the property of the country of origin while the service is performed by the country of destination, such reciprocity is obligatory in all cases and it would not be admissible for an adm, for instance, to admit express items for dispatch and refuse to undertake this service on receiving them.

2) The adms admitting express items are listed in the Compendium of Information (Conv).

3) See art 30, note 4.

4) If the sender asks for a second attempt at express delivery to be made, the adms are authorized to collect the express delivery charge applicable in the internal service. (1939 Buenos Aires Congress, II 85, 550.)

Article 33
Withdrawal from the post. Alteration or correction of address at the sender's request (Conv 24; Prot X; Det Regs 144 and 145) (1)

1 The sender of a letter-post item may have it withdrawn from the post, or have its address altered, so long as the item:
a has not been delivered to the addressee;
b has not been confiscated or destroyed by the competent authorities because of infringement of article 36;
c has not been seized by virtue of the legislation of the country of destination. (2)

2 The request to be made to this effect shall be forwarded by post (3) or by telegraph at the expense of the sender who shall pay, for each request, the special charge laid down in article 24, paragraph 1, j. If the request is to be forwarded by telegraph, the sender shall pay in addition the appropriate telegraph charge. If the item is still in the country of origin, the request for withdrawal from the post, or alteration or correction of address, shall be dealt with according to the legislation of that country.

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

4 If, **in relations between two countries which admit this procedure,** the sender wishes to be informed by telegraph of the action taken by the office of destination on his request for withdrawal from the post or alteration of the address, he shall pay for this purpose the relative telegraph charge. If telegrams are used, the telegraph charge shall be that for a reply-paid telegram, calculated on a fifteen-word basis. When telex is used, the telegraph charge to the sender shall normally be the same amount as that charged for forwarding the request by telex. (4)

5 The charges prescribed in paragraph 2 shall be levied only once for each request for withdrawal from the post or alteration of address involving several items posted at the same time, at the same office, by the same sender to the same addressee.

6 A request for simple correction of address (without alteration of the name or status of the addressee) may be made direct to the office of destination by the sender, that is to say, without compliance with the formalities and without payment of the special charge prescribed in paragraph 2.

7 An item shall be returned to origin by air following a request for withdrawal from the post when the sender undertakes to pay the corresponding air surcharge. (5) When an item is redirected by air following a request for

alteration of address, the corresponding air surcharge (5) shall be collected from the addressee and shall remain the property of the delivering administration. (6)

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1) Art 33 does not apply to the countries listed in art X, of the Prot. However, their adms will reforward in transit requests for withdrawal from the post or alteration of address by other adms (1920 Madrid Congress, II 302).

2) This shows that the addressee has no right of disposal (see arbitration award, 1929 Journal, pp 109 et seq). Transport regulations generally, and in particular the "International Convention Concerning the Carriage of Goods by Rail", apply the contrary principle. Once the goods have reached the station of destination, the consignee has the right to ask the railway to deliver them to him (art 16, para 3). (See also 1939 Buenos Aires Congress, I 69, II 60.)

3) A request by post is sent registered to the office of destination. The registration charge is included in the special charge prescribed at art 24, para 1, j; it must not be deducted when the telegraph is used (1969 Tokyo Congress, II 1351, prop 2068).
The 1979 Rio de Janeiro Congress abolished the collection of air surcharges for the transmission of requests for withdrawal from the post or alteration of address as well as the reply (II 1462, prop 2030.1).

4) Provision adopted by the 1979 Rio de Janeiro Congress partly to set out the conditions applicable to replies by telegraph and partly to enable adms which do not operate a telecommunications service but are telex subscribers to use the latter (II 1462, prop 2030.2).

5) See Det Regs, art 141, para 4, under which, items shall be subject for the further transmission to the combined charge or special fee prescribed in art 80, para 3, instead of to the "air surcharge".

6) A provision adopted by the 1974 Lausanne Congress on the analogy of art 80, para 2, for redirection of airmail correspondence (II 1298 and 1299, prop 2027.2).

Article 34
Redirection (Conv 24; Det Regs 141 and 142)

1 If an addressee changes his address, letter-post items shall be reforwarded to him forthwith, under the conditions prescribed in the internal service, unless the sender has forbidden redirection by means of a note on the address side in a language known in the country of destination. Nevertheless, reforwarding from one country to another shall be effected only if the items satisfy the conditions for the onward conveyance. In the case of redirection by air, articles **80,** paragraphs 2 to 5, of the Convention and **200** of the Detailed Regulations shall be applied.

2 Each administration may lay down a redirection period in accordance with that in force in its internal service. (1)

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

4 Apart from the exceptions provided for in the Detailed Regulations, (2) no additional charge may be collected for the redirection of letter-post items from country to country. However, administrations which collect a charge for redirection of items in their internal service shall be authorized to collect this same charge on the international mail redirected within their own countries.

5 Letter-post items which are redirected shall be delivered to the addressees on payment of the charges incurred on departure, on arrival, or in course of transmission due to redirection after the first transmission, without prejudice to the payment of customs duty or other special charges which the country of destination does not cancel.

6 In the event of redirection to another country, the poste restante charge, the presentation to customs charge, the storage charge, the commission charge, the additional express charge and the charge for delivery of small packets to the addressees shall be cancelled.

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1) Adms are not obliged to reforward indefinitely correspondence to addressees who have changed their place of residence (1964 Vienna Congress, II 1087 and 1088, prop 3049).

2) See Det Regs, art 126, note 2.

Article 35
Undeliverable items. Return to country of origin or to sender
(Conv 24; Det Regs 143)

1 Items which it has not proved possible to deliver to the addressee for whatever reason, shall be considered as undeliverable items. (1)

2 Undeliverable items shall be returned forthwith to the country of origin.

3 The period of retention for items held at the disposal of the addressees or addressed poste restante shall be fixed by the regulations of the administration of destination. As a general rule, however, this period may not exceed one month, except in particular cases where the administration of destination considers it necessary to extend it to a maximum of two months. Return to the country of origin shall be effected within a shorter period if the sender has requested it by a note on the address side in a language known in the country of destination.

4 Undeliverable items of the internal service shall be redirected abroad for return to the sender only if they satisfy the conditions for the onward conveyance. (2)

5 Postcards which do not bear the address of the sender shall not be returned. However, registered postcards shall always be returned.

6 The return to origin of undeliverable printed papers shall not be compulsory, unless the sender has asked for their return by means of a note on the item in a language known in the country of destination. Registered printed papers and books shall always be returned.

7 In the event of return to the country of origin by air, articles **81** of the Convention and **200** of the Detailed Regulations shall be applied.

8 Undeliverable letter-post items returned to the country of origin shall be delivered to senders according to the conditions laid down in article 34, paragraph 5. Such items shall not give rise to the collection of any additional charge, except for the exceptions provided for in the Detailed Regulations. However, administrations which collect a charge for return of items in their internal service shall be authorized to collect this same charge on the international mail returned to them.

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[1]) 1952 Brussels Congress definition (II 587) adopted as a formal provision by the 1974 Lausanne Congress (II 1299, prop 2028.91).

[2]) Provisions adopted by the 1979 Rio de Janeiro Congress. The title of this art was supplemented accordingly by adding "or to sender". (II 1464, prop 2032.1.)

Article 36
Prohibitions (Conv 43, 45, 52, 53 and 54) ([1])

1 Letter-post items which, by their packing, may expose officials to danger or may soil or damage other items or postal equipment shall not be admitted. ([2]) Metal fasteners used for closing items shall not have sharp edges, nor shall they hamper the execution of the postal service.

2 Items other than registered letters in a closed envelope and insured letters may not contain coin, ([3]) bank notes, currency notes or securities of any kind payable to bearer, ([4]) travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones, jewels or other valuable articles. ([5]) ([6])

3 Except as otherwise provided in the Detailed Regulations, printed papers, literature for the blind and small packets:

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

b shall not contain any postage stamp or form of prepayment, whether cancelled or not, or any paper representing a monetary value. ([4])

4 The insertion in letter-post items of the following articles shall be prohibited:

a articles which, by their nature, may cause the dangers or damage mentioned in paragraph 1;

b narcotics and psychotropic substances; ([7])
c live animals, except:
  i bees, leeches and silk-worms;
  ii parasites and destroyers of noxious insects intended for the control of those insects and exchanged between officially recognized institutions;
  however, the exceptions mentioned in i and ii shall not apply to insured letters;
d explosive, flammable or other dangerous substances; ([8]) ([9]) nevertheless, the perishable biological substances and radioactive substances mentioned in article 21 shall not come within this prohibition;
e obscene or immoral articles; ([10])
f articles of which the importation and circulation is prohibited in the country of destination. ([11]) ([12]) ([13])

5 Every administration shall ensure to the fullest extent possible that the information concerning the prohibitions of its country referred to in paragraph 4, f, and communicated to the International Bureau in accordance with the Detailed Regulations is stated in a clear, specific and detailed manner and is kept up to date. ([14])

6 Items containing articles mentioned in paragraph 4 which have been wrongly admitted to the post shall be dealt with according to the legislation of the country of the administration establishing their presence. Letters may not contain documents having the character of current and personal correspondence exchanged between persons other than the sender and the addressee or persons living with them. If the administration of the country of origin or destination discovers the presence of such documents, it shall deal with them according to its legislation.

7 Nevertheless, items containing articles mentioned in paragraph 4, b, d and e, shall in no circumstances be forwarded to their destination, delivered to the addressees ([15]) or returned to origin. The administration of destination may deliver to the addressee the part of the contents which is not subject to a prohibition.

8 When an item wrongly admitted to the post is neither returned to origin nor delivered to the addressee, the administration of origin shall be notified without delay how it has been dealt with. **This notification shall clearly indicate the prohibition under which the item falls and the articles which gave rise to seizure.** ([16])

9 Moreover, the right of every member country shall be reserved to deny conveyance in transit à découvert over its territory to letter-post items, other than letters and postcards, which do not satisfy the legal requirements

governing the conditions of their publication or circulation in that country. Such items shall be returned to the administration of origin.

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[1]) Under the system of Convs previous to 1974 Lausanne this art contained a general prohibition of articles liable to customs duty, subject to exceptions (art 30 of the Tokyo text) which practically made the compulsory acceptance of articles subject to customs duty the rule, since the only restriction was for articles imported in letters. Considering that the exception had in fact become the rule, the 1974 Lausanne Congress, on the recommendation of the CCC-UPU Contact Committee, abolished the general prohibition and its exceptions (II 1313, props 2029.1 and 2030.1/Rev). The adms which do not accept letters containing articles subject to customs duty are listed in Prot, art XIII.

[2]) Articles which as a result of their make-up may hamper normal postal operations are prohibited (1957 Ottawa Congress, II 64, 454 and 455, 1159, props 48 and 1232).

[3]) By "currency notes" are meant notes issued by governmental, regional or municipal authorities as legal tender, as opposed to those issued by banking houses under the control and with the authorization of the Government (1924 Stockholm Congress, II 749).

[4]) Cheques, securities payable to bearer and generally speaking any negotiable instruments which can easily be cashed at a bank shall be considered as "securities payable to bearer" Papers "representing a monetary value", such as lottery tickets, postage stamps and railway tickets, may be enclosed in ordinary sealed letters, while still prohibited in reduced-rate items (1934 Cairo Congress, I 1287).

[5]) An inquiry was instituted at the request of the Indian adm in 1929. "Are gold and silver watches (ie, with gold or silver cases) to be understood as jewellery?" Those adms which considered the question from the customs or commercial viewpoint answered, generally speaking, in the negative, whereas those which only considered it from the point of view of postal conveyance mostly answered in the affirmative.
Watches may be admitted in small packets provided they are not of gold, silver or other precious metals. Fountain pens and similar objects may, generally speaking, also be admitted in this category of items, provided they are not of precious metals, gold, silver, etc (1939 Buenos Aires Congress, II 549).

[6]) The adms concerned may preclude the insertion of the articles mentioned in the said para even in registered letters, on the basis of para 4, f, and may deal according to their internal legislation with registered letters sent by other adms containing such articles (1939 Buenos Aires Congress, II 522).
An inquiry was instituted at the request of the Greek adm in 1930. "Can the countries of destination impose fines, in accordance with their internal legislation, on addressees in respect of ordinary letters containing money, when the adms of those countries are exceptionally prepared to deliver the said letters to the addressees?". Several adms answered the question directly, giving it as their opinion that although the rule was to return the letter to the sender, the delivery of such items to the addressee could be made dependent on the payment of a fine; however, the latter must not be in the nature of a postal charge, since in that case it would be in contradiction with art 7, para 2, of the Conv, which states that "no postal charge of any kind may be collected other than those provided for in the Convention and Agreements". The majority of adms replying, however, stated that in practice such items were subject to the postal charges fixed for the category of correspondence to which they in fact belonged (registered or insured letters) and that they were then dealt with as underpaid items. Some adms stated that a small fine was imposed on letters containing money in accordance with the internal legislation of their country. Cases where the internal legislation of a country prohibits the import of currency in letters remain open. A second inquiry carried out in 1934 at the request of the Bolivian adm aimed essentially at establishing what

verification measures could be taken to prevent such infringement and what penalties were imposed when such contraventions had been established beyond doubt.
The adms agreed that in such a case they were justified in applying para 4, f. However, by virtue of the principle of the inviolability of correspondence, they unanimously agreed that the postal service was not possessed of the necessary powers to carry out an official verification of the content of items and that the discovery of infringements of this kind was merely fortuitous (accidental opening during handling, claims in respect of correspondence presumed not to have arrived, undeliverable letters, etc). At most, certain adms stated that items suspected of containing currency were submitted to customs control.
According to the replies received, offenders could be brought before the competent legal authorities, the penalties imposed ranging from fines to outright confiscation for the benefit of the State.

[7]) Following a decision by the 1952 Brussels Congress, the provisions in the UPU Acts on narcotics were considered by the ELC and the UN Narcotics Committee. These provisions were judged adequate. The words "opium, morphine, cocaine and other narcotics" were replaced by "narcotics and psychotropic substances" which is the term used by the United Nations Division of Narcotic Drugs, particularly since the entry into force on 16 August 1976, of the 1971 Convention on Psychotropic Substances (1979 Rio de Janeiro Congress, II 1466, prop 2033.2/Rev 1). See also Det Regs, art 111, note 8.
In an inquiry conducted by the IB among postal adms on smuggling narcotics and psychotropic substances by post, at the request of the CCC-UPU Contact Committee and of the EC (May 1983), a number of difficulties emerged, particularly as regards the attitude to be adopted by the intermediate country having regard to the freedom of transit when closed mails are suspected of containing narcotics or psychotropic substances. At its 10th meeting, the CCC-UPU Contact Committee shared the views expressed by the IB as regards the procedure that should be followed in such cases, although the CCC would have preferred to carry out an inquiry among Customs administrations on that subject. These views were submitted to the 1984 Hamburg Congress in the form of a formal opinion which was adopted (formal opinion C 55 reproduced at the end of this volume) (II Congress/C 4 – Rep 4, prop 2500.4).

[8]) Since the 1952 Brussels Congress, the UPU has been concerned at the illegal conveyance of dangerous substances by post. The ELC and then the EC have published several recommendations to ensure application of the general prohibition set out in this art, particularly with a view to safeguarding the security of the aircraft carrying mail (circs 174/1959, 169/1961, 50/1970, 166/1970 and 141/1973). In addition to explosive or flammable substances, 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. On this point, IATA expressed its disquiet at the fact that mail inserted in mailbags could contain dangerous articles without it being possible to check them and suggested that the relevant UPU regulations be brought into line with its own. Aware of the importance and urgency of the problem, the EC decided (resolution CE 2/1978) to include the "List of definitions of dangerous articles drawn up by IATA" in the List of Prohibited Articles as part IV (pink sheets). (In accordance with resolution CE 1/1983, the IATA list has been replaced by an ICAO list.) In addition, the EC approved informative measures (slides, posters, booklets), prepared in cooperation with WHO and IATA for the benefit of users and postal officials, for the effective application of the regulation (cf IB circ letter 3410.8(C)1500 of 4 December 1979 and 3410.8(C)178 of 8 February 1980). In addition, a warning against the insertion of dangerous articles into postal items was introduced on the back of the C 1 and the C 2/CP 3 forms (see note on these forms). See also art 71, note 5, concerning ICAO and IATA measures with regard to the security of air transport.
To take account of the scientific and business needs of research organizations and commercial enterprises, the 1984 Hamburg Congress, in resolution C 15 reproduced at the end of this volume, instructed the EC to study the feasibility of providing for the dispatch by the post of items containing a "small quantity" of certain hazardous materials.

[9]) In decision C 56 the 1974 Lausanne Congress instructed the CCPS to undertake a study on the protective measures to be applied in order to ensure the safety of postal staff involved in handling items presumed to be dangerous (booby-trapped items). The results of a preliminary inquiry opened on this subject by circ 252/1972 were published in circs 253/1972, 26/1973, 38/1973, 39/1973 and 259/1973. The actual CCPS study was the subject of a confidential report to adms (cf IB circ letter 4435-312.1(D)80 of 17 January 1978) and recommendation C 76 adopted by the 1979 Rio de Janeiro Congress (II, 1344, prop 0004 and Congress – Doc 16).

[10]) It is at the discretion of each adm to decide what is meant by the term "obscene" (1906 Rome Congress, II 143).

[11]) Items sent by a collector of impressions to a fictitious address, in order that they shall be returned to sender as undeliverable, add to the work of the distributing offices. However, a prop to prohibit items of this kind was rejected, because it only concerns rare cases which must be regulated by the provisions of the internal service (1934 Cairo Congress, I 88, 1286, prop 95). See also 1937 Rep, pp 9 and 10.

[12]) Non-admission for conveyance or transit of correspondence items should be notified to the adms so that the public may be informed of the prohibition in good time. Formal opinion expressed at the 1920 Madrid Congress (II 215). Cf Det Regs, art 111, para 2, f.

[13]) An inquiry was instituted in 1941 at the request of Argentina into the provisions governing the importation by post of postage stamps, whether cancelled or not, in the various countries of the Union. Replies received show that in general items containing stamps are admitted without restriction, although in most cases they are subject to customs duty. In some countries an authorization or import licence issued by a government body is required.

[14]) Information about current prohibitions in Union member countries are communicated to the IB which updates the List of Prohibited Articles on that basis. However, this information is too often not set out in a clear and precise enough manner, so that some items may have been wrongly admitted. This has caused them to be returned to origin or, occasionally, seized and, hence, the lodging of complaints. This new para was introduced by the 1984 Hamburg Congress to remedy the difficulties mentioned. At the same time, in order to supplement this effort, the Hamburg Congress also asked the EC, in resolution C 54, to undertake a study on amending the presentation of the List of Prohibited Articles with a view to making it easier and more reliable to consult (II Congress/C 4 – Rep 5, props 2036.3 and 2000.3).

[15]) In this connection, see the IB opinion in Rep 1976, p 67.

[16]) This last sentence was added by the 1984 Hamburg Congress so that the adm of origin should be properly informed about the reasons causing the seizure of the item and thus be able to inform the sender precisely (II Congress/C 4 – Rep 5, prop 2036.6).

Article 37
Customs control (Conv 38 and 39; Det Regs 116) [1] [2]

The postal administrations of the countries of origin and destination shall be authorized to submit letter-post items to customs control, [4] according to the legislation of those countries. [3]

[1]) In implementation of 1964 Vienna Congress resolution C 27, the EC and the Customs Co-operation Council (II 114, Congress – Doc 2, section 21) set up a joint Customs/Post body – called the CCC-UPU Contact Committee – to seek ways of simplifying customs formalities in the postal service. Reconstituted successively after the 1969 Tokyo and 1974 Lausanne Congresses, this

Contact Committee concentrated mainly on the revision and use of customs declarations forms, on reducing the number of C 2/CP 3 declarations to be attached to postal items, the customs treatment of printed papers, the system of routeing customs declarations relating to postal parcels, etc (cf Conv, Det Regs, art 116, notes 7 to 10 and Parcels, Det Regs, art 106, note 5 as well as Congress – Doc 1, para 19, of 1979 Rio de Janeiro). In addition, the results of an inquiry into the measures taken by both Customs and Post to introduce cooperation between the customs and postal authorities at national level were communicated to adms by IB circ letter 3710(B 2) 1180 of 23 August 1978. The "Annex concerning customs formalities in respect of postal traffic" adopted by the CCC in 1977 and which constitutes Annex F.4 to its "International Convention on the simplification and harmonization of customs procedures" known as the "Kyoto Convention" was attached to that circ letter.
A consultation carried out by the IB, on the initiative of the CCC-UPU Contact Committee, on the customs treatment of postal items (including parcels) showed that the application of the norms and recommendations contained in Annex F.4 to the International Conv on the Simplification and Harmonization of Customs Procedures (Kyoto Conv) would help to resolve the problems which arose at national level.
The 1984 Hamburg Congress therefore adopted a formal opinion to encourage 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 Customs Conv (formal opinion C 40 reproduced at the end of this volume) (II Congress/C 4 – Rep 5, prop 2000.11).

[2]) In resolution C 49 (reproduced at the end of this volume), the 1984 Hamburg Congress authorized the EC to reconstitute the CCC-UPU Contact Committee in order to continue the study of common problems (II Congress/C 4 – Rep 5, prop 2000.10).

[3]) At the request of the CCC-UPU Contact Committee, the 1974 Lausanne Congress replaced the terms "according to their legislation", which might have been understood to refer to the postal legislation of each country, by "according to the legislation of those countries", to make it quite clear that the conditions of submission of items to the Customs depended on any national law which the Customs was required to apply (II 1313, prop 2031.1).

[4]) Each country has the right to submit for customs inspection letters which appear to contain dutiable articles and have not been declared as such (1929 London Congress, I 1406. Cf also decision of 1947 Paris Congress, II 472, rejection of prop 479).

Article 38
Presentation-to-Customs charge (Conv 24, 37 and 39; Det Regs 116)

Items submitted to customs control in the country of origin or of destination, as the case may be, may be subjected either for submission to Customs and customs clearance or for submission to Customs only, as a postal charge, to the special charge laid down in article 24, paragraph 1, m. ([1]) ([2])

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[1]) The 1969 Tokyo Congress considered that it was justifiable to authorize postal adms to collect the customs clearance charge on every item submitted to customs control, even if it was not subject to customs duties. Whatever the result of the customs control, the cost incurred by the Post for submitting the items to the Customs is in fact the same (II 1463 and 1621, props 2075 and 2172).

[2]) The 1974 Lausanne Congress adopted the following recommendation:
"Wherever possible adms of destination shall reduce the presentation to customs charge or shall even forbear from collecting it in the case of books, catalogues, newspapers, journals and

periodicals representing, in their opinion, an educational, scientific, cultural or economic value for their public" (II 1314 and 1315, prop 2032.2). In addition, in decision C 40 the Lausanne Congress instructed the CCC-UPU Contact Committee to consider the subject of this recommendation by enlarging its study to the customs field so as to promote the free circulation of ideas and information. The result of the Contact Committee study, which was ratified by the EC is given below:
"... As regards the presentation-to-Customs charge, it was recognized that this was a purely postal matter on which the Customs could not express a view. Whether such a charge should be collected on these items or not was therefore left for postal administrations to decide. Exemption from customs duties for such items was provided for under the UNESCO Florence Agreement. In addition, this question which was a fiscal matter, was outside the Contact Committee's competence" (1979 Rio de Janeiro Congress, II 118).

Article 39
Customs duty and other fees (Conv 37 and 38; Det Regs 116)

Postal administrations shall be authorized to collect from the senders or addressees of items, as the case may be, the customs duty and all other fees which may be due. (1) (2) (3)

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1) The expression "customs duty" is to be interpreted in a wide sense so as to cover all import duties and charges that Customs adms are responsible for collecting in application of the national legislations of each country (CCC-UPU Contact Committee Rep 1972). See also art 7, note 1.

2) In all cases the internal legislation is applicable (1929 London Congress, I 577).

3) The adms undertake to use their good offices with the appropriate national authorities to ensure that books, catalogues, newspapers and periodicals shall not, in view of their cultural value, be subject to customs duty (1957 Ottawa Congress, II 64, 458 and 1159, prop 790).

Article 40
Items for delivery free of charges and fees (Conv 24; Det Regs 117, 140 and 197) (1)

1 In the service between those member countries whose postal administrations have notified their agreement to that effect senders may, by means of a previous declaration at the office of origin, undertake to pay the whole of the charges and fees to which the items are subject on delivery. So long as an item has not been delivered to the addressee, the sender may ask after posting that the item be delivered free of charges and fees.

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

3 The administration of origin shall collect from the sender the charge provided for in article 24, paragraph 1, n, which it shall retain as payment for services rendered in the country of origin.

4 In the case of a request made after posting, the administration of origin shall also collect the additional charge laid down in article 24, paragraph 1, n, ii. If the request is to be forwarded by telegraph, the sender shall pay in addition the telegraph charge. (2)

5 The administration of destination shall be authorized to collect on each item the commission charge laid down in article 24, paragraph 1, n, iii. This charge shall be independent of that prescribed in article 38. It shall be collected from the sender on behalf of the administration of destination.

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

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1) This art was re-arranged by the 1979 Rio de Janeiro Congress in order to list in a logical sequence the various charges which may be collected for such items and to adapt these charges to the costs entailed by this service; the special charge which the country of origin collects from the sender becomes the basis for fixing the rates for such items (II 1470, props 2021.19 and 2037.1).

2) Collection of the air surcharge if the request is to be forwarded by air was abolished since the request has to be sent by the quickest route (air or surface) (1979 Rio de Janeiro Congress, II 1470, prop 2037.1).

Article 41
Cancellation of customs duty and other fees (Conv 39)

Postal administrations shall undertake to seek from the appropriate services in their country cancellation of customs duty and other fees on items returned to origin, destroyed because of total damage to the contents or redirected to a third country. (1)

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1) If the addressee refuses to accept a small packet, the adm of destination will waive the purely postal charges, such as the express delivery charge, in order to avoid unnecessary and costly accounting (1929 London Congress, II 189). See art 34, para 6.

Article 42
Inquiries (Conv 24; Det Regs 146 to 148) (1)

1 Inquiries from users shall be entertained within a period of a year from the day after that on which the item was posted. (2)

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

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

4 Unless the sender has already paid the charge for an advice of delivery, the special charge laid down in article 24, paragraph 1, o, [3] may be collected on each inquiry. If a request is made for transmission by telegraph, the telegraph charge for transmitting the inquiry and, where applicable, **in relations between two countries which admit this procedure, that for transmitting** the reply shall be collected in addition to the inquiry charge. [4] If telegrams are used for the reply, the telegraph charge shall be that for a reply-paid telegram, calculated on a fifteen-word basis. When telex is used, the telegraph charge to the sender shall normally be the same amount as that charged for forwarding the inquiry by telex. [5]

5 If the inquiry relates to several items posted at the same time at the same office by the same sender and addressed to the same addressee, only one charge shall be collected. However, in the case of registered items or insured letters which had, at the sender's request, to be forwarded by different routes, a separate charge shall be collected for each of the routes used.

6 If the inquiry has been occasioned by a service error, the special charge referred to in paragraph 4 shall be refunded by the administration which collected it; however, in no case may this charge be demanded from the administration which is responsible for paying the indemnity. [6]

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[1]) The 1974 Lausanne Congress abolished "requests for information" which are now treated as inquiries (II 1301, prop 2036.1).

[2]) The 1979 Rio de Janeiro Congress rejected props for setting a minimum period before an inquiry could be admitted (II 1471, props 2039.3 and 2039.6).

[3]) COD money orders are treated as ordinary items as regards payment of a charge not exceeding 2 fr for an inquiry (1939 Buenos Aires Congress, II 557).

[4]) The EC decided not to adopt a prop that an optional provision be inserted in the Conv for allowing the telephonic transmission of inquiries. It considered that telegraphic transmission was more reliable and that the absence of any provision in no way prevented adms that so wished from using telephonic transmission under a bilateral agreement (decision CE 32/1971).

[5]) Provision adopted by the 1979 Rio de Janeiro Congress partly to set out the conditions applicable to replies by telegram and partly to enable adms which do not operate a telecommunications service but are telex subscribers to use the latter (II 1471, prop 2039.2). See also art 33, note 4.

[6]) The 1979 Rio de Janeiro Congress supplemented this provision (II 1472, prop 2039.4) on the lines advocated by the 1934 Cairo Congress, which further stipulated (I 1296, prop 175) that this charge should not involve any accounting between adms.

Chapter II

Registered items and insured letters (1)

1) In resolution C 65 (reproduced at the end of this volume), the 1984 Hamburg Congress instructed the CCPS to undertake a study of the international registered and insured services aimed at simplifying and developing a uniform service (II Congress/C 4 – Rep 7, prop 2000.20).

Article 43
Admission of registered items
(Conv 44, 48, 49, 50, 52, 55; Det Regs 131, 147 and 161)

1 The letter-post items specified in article 18 may be sent as registered items.

2 A receipt shall be handed over free of charge to the sender of a registered item at the time of posting.

3 If the internal legislation of the countries of origin and of destination allows, (1) registered letters in closed envelopes may contain coin, bank notes, currency notes or securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver, whether manufactured or not, precious stones, jewels and other valuable articles. (2)

1) With this clarification, the 1979 Rio de Janeiro Congress underlined the optional nature of this provision which made it possible to delete art VIII of the Prot to the 1974 Lausanne Conv (II 1500, props 2040.2 and 2040.3).

2) Following the incorporation of art 19, para 16, of the 1974 Lausanne Conv into art 36, para 3, of the 1979 Rio de Janeiro Conv, it became necessary to replace the reference to that art by a list of the articles admitted optionally which a registered letter might contain (1979 Rio de Janeiro Congress, II 1500, prop 2040.1). Information in this regard is given in the Compendium of Information (Conv).

Article 44
Charges on registered items (Conv 24 and 43)

1 The charge on registered items shall be paid in advance. It shall be made up of:

a the postage charge, according to the category of item;

b the fixed registration charge laid down in article 24, paragraph 1, p.

2 In cases where exceptional security measures are required, administrations may collect the special charges provided for in article 24, paragraph 1, p, column 3, ii. (1)

3 Postal administrations prepared to cover risks of force majeure shall be authorized to collect the special charge laid down in article 24, paragraph 1, r.

[1]) See art 24, note 8.

Article 45
Admission of insured letters
(Conv 46 to 49, 51, 53 and 56; Det Regs 132 to 136, 147, 149) ([1])

1 Letters containing securities, ([2]) valuable documents or articles ([3]) ([4]) and called "insured letters" may be exchanged with insurance ([5]) of the contents for the value declared by the sender. This exchange shall be restricted to those member countries whose postal administrations have declared their willingness to admit such items, whether reciprocally or in one direction only. ([6])

2 A receipt shall be handed over free of charge to the sender of an insured letter at the time of posting.

3 Administrations shall take the necessary measures to provide, as far as possible, the insured letter service at every office in their countries.

[1]) By recommendation C 65 entitled "Introduction and extension of the insured items service", the 1974 Lausanne Congress instructed the EC to consider, if need be in collaboration with the CCPS:
- the possibility of making the Insured Letters Agr obligatory;
- the reasons preventing certain countries from acceding to that Agr and implementing the insured parcels service (II 1388, 1389 and 1391, props 4000.1, 4000.3 and 4000.6).

The study was carried out by the EC which first of all noted, following two consultations, that the reasons preventing certain adms from implementing the insured letters and parcels services were mainly the following: no equivalent services in the domestic system, lack of demand, shortage of qualified staff, lack of security facilities, customs control and foreign exchange, liability.
With regard to the possibility of making the provisions of the Insured Letters Agr obligatory, it was agreed that the most appropriate method would be to incorporate those provisions in the Conv, where they would be compulsory, with a reservation being inserted in the Fin Prot to the Conv for countries which were not able to implement such a service immediately or in the near future. So designed, the draft incorporation was submitted to the 1979 Rio de Janeiro Congress by the EC as prop 2000.1. In the foreword to that prop, it was pointed out that the incorporation was in keeping with recommendation C 65 for it was calculated to give a fresh impetus to the introduction and extension of the insured items service. On the one hand, the regulations on insured letters would be combined wherever possible with those on letter-post items, and, on the other hand, the countries which had not yet acceded to the Insured Letters Agr but which wanted to implement that service would no longer have any diplomatic formalities of accession to go through; they would merely have to notify the IB that they waived the reservation made on their behalf in the Fin Prot to the Conv.
The 1979 Rio de Janeiro Congress adopted prop 2000.1, provided, however, that the exchange of insured letters remained optional, since amendment 2000.19/Rev 1 was also adopted (II 1433,

1501, 1747). As a result no reservation was inserted in the Prot to the Conv for countries which do not implement the insured letters service; information in this regard is given in the Compendium of Information (Conv).

[2]) In addition to securities (bank notes, cheques, bearer-bonds and instruments negotiable at banks), "papers representing a value" are also accepted in practice (1934 Cairo Congress, I 1287; II 294). See art 36, note 4.

[3]) The 1974 Lausanne Congress abolished insured boxes as a separate category of insured items and gave general application to the authorization to include valuable articles in insured letters (II 1388 and 1389, props 4001.2 and 4001.3). Those countries which implement the insured letters service but do not accept articles subject to customs duty in these items are indicated in art XIII of the Prot.

[4]) The abolition of the insured boxes category does not prevent users from sending valuable articles packed in boxes (see Det Regs, art 132, para 2); moreover, provided the make-up rules are observed, users cannot be obliged to use boxes for the transmission of valuable articles (1974 Lausanne Congress, II 1389).

[5]) The term "insurance" must not be understood in the technical sense. See art 51, note 8.

[6]) See end of note 1.

Article 46
Insured letters. Insured value (Det Regs 133)

1 In principle, the amount of the insured value shall be unlimited.

2 Nevertheless, every administration may limit the insured value, so far as it is concerned, to an amount which may not be less than **7000** francs **(2286.83 SDR),** or to the amount adopted in its internal service if that amount is less than **7000** francs **(2286.83 SDR).** ([1])

3 In the service between countries which have adopted different maxima, the lower limit shall be observed by both. ([2])

4 The insured value may not exceed the actual value of the contents of the item, but it shall be permissible to insure only part of that value; ([3]) the amount of the insurance for papers whose value resides in the cost of their preparation may not exceed the cost of replacing the documents in case of loss.

5 Fraudulent insurance for a value greater than the actual value of the contents of an item shall be liable to the legal proceedings prescribed by the legislation of the country of origin. ([4])

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[1]) The 1878 Paris Insured Letters Agr fixed the limit at 5000 g fr for letters. This was increased to 10 000 fr by the 1885 Lisbon Congress. It was maintained at the same amount by all subsequent Agrs. However, the 1920 Madrid Agr and subsequent Agrs include in the Prot a derogatory provision whereby adms may lower this limit to 5000 fr or to the level adopted in the internal service when that level is below 5000 fr. The 1969 Tokyo Congress transferred this derogatory provision, which is of a permanent nature, to the Agr, substituting it for the limit of 10 000 fr (II 1522, prop 5000). See also Det Regs, art 109, note 8. In view of the general depreciation of national

currencies and the effort to be made to increase insured letter traffic, the 1984 Hamburg Congress decided to raise this amount to 7000 francs or 2286.83 SDR (II Congress/C 4 – Rep 6, prop 2046.1).

[2]) a It is at the discretion of each country, in order to prevent the flight of capital and particularly the export of securities, to limit the amounts which may be sent by insured letters (Const, art 24).

b A country may limit the insured value to an amount lower than that admitted on acceptance (1934 Cairo Congress, II 296).

c The countries of origin and destination may adopt a maximum value in excess of the maximum adopted by an intermediary country (1924 Stockholm Congress, II 516).

[3]) As it is optional, and not compulsory, for the public to insure the value for which indemnity is to be available in case of loss, the sender need not insure it at all; logically, therefore, he is also free to insure only part thereof (1878 Paris Congress, reasons, p 302).

[4]) However, insurance of a value lower than the actual value cannot be considered fraudulent, since this is authorized by para 4 and consequently cannot be made the subject of legal proceedings (1906 Rome Congress, II 379). See also art 51, note 8.

Article 47
Charges on insured letters (Conv 24 and 46) [1])

1 The charge on insured letters shall be paid in advance. It shall be made up of:

a the ordinary postage charge;

b the fixed registration charge laid down in article 24, paragraph 1, p;

c the insurance charge laid down in article 24, paragraph 1, q. [2]) [3]) [4])

2 In cases where exceptional security measures are required, administrations may collect the special charge provided for in article 24, paragraph 1, p, column 3, ii. [5])

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[1]) Consequent on the incorporation in the Conv of the provisions of the 1974 Lausanne Insured Letters Agr (1979 Rio de Janeiro Congress, II 1433, prop 2000.1).

[2]) The insured letters are subject to a pro rata insurance charge which is retained by the adm levying it and which, up to the 1952 Brussels Congress, amounted to a maximum of 50 c (0.16 SDR) for each 300 fr (98.01 SDR) insured value, whatever the country of destination. The 1957 Ottawa Congress maintained the maximum charge of 50 c (0.16 SDR) but reduced the fractions to 200 fr (65.34 SDR). In view of the increase in costs, the 1974 Lausanne Congress raised this charge to 1 g fr (0.33 SDR) at most.

[3]) Redirection or return to origin does not involve the levying of new insurance charges (1924 Stockholm Congress, II 513).

[4]) The insurance charge levied in one country shall be standard for all other countries (1924 Stockholm Congress, II 509), unless there is a Special Agr within the meaning of art 8 of the Const.

[5]) 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 the normal precautions are taken (1974 Lausanne Congress, II 1404 and 1405, prop 4007.6). See also 1974 Lausanne Congress recommendation C 63 concerning the security of valuable items conveyed by the post (III 887 to 893).

Article 48
Advice of delivery (Conv 24; Det Regs 135)

1 The sender of a registered item or insured letter may apply for an advice of delivery on payment at the time of posting (1) of the charge laid down in article 24, paragraph 1, s. This advice of delivery shall be returned to him by the quickest route (air or surface). (2)

2 When the sender inquires about an advice of delivery which he has not received within a normal period, neither a second charge nor the charge prescribed in article 42 for inquiries shall be collected.

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1) As a measure of simplification, the 1974 Lausanne Congress abolished requests for advices of delivery made after posting and allowed the principle of the systematic return of advices of delivery by air, without surcharge, as is already the case for C 8 and C 9 inquiries. After posting, an inquiry made on a C 9 form is the only possible measure, since the proper delivery of the item is duly certified by the delivery office in table 3 of that form (II 1304, prop 2038.1).

2) Clarification added by the 1979 Rio de Janeiro Congress (II 1501, prop 2042.1).

Article 49
Delivery to the addressee in person (Conv 24; Det Regs 136)

1 In the service between those administrations which have given their consent, (1) registered items and insured letters shall, at the sender's request, be delivered to the addressee in person. (2) Administrations may agree to allow this option only for registered items and insured letters accompanied by an advice of delivery. In both cases, the sender shall pay the special charge laid down in article 24, paragraph 1, t.

2 Administrations shall make a second attempt to deliver such items only if there is a presumption that it will be successful **and if the internal regulations so permit.** (3) (4)

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1) Information on this subject is given in the Compendium of Information (Conv).

2) Inquiry made at the request of Turkey in circ 108/1968 on internal provisions governing delivery of registered items bearing the words "To be delivered to the addressee in person" to highly placed persons and dignitaries of the State and to other persons whom the postal service is unable to reach direct.
In most of the countries which took part in the consultation, such delivery is made through intermediary persons (head of departmental staff, secretary, aide-de-camp) duly authorized by means of a power of attorney. Some adms have had forms printed for this purpose. In some countries, the addressee gives a receipt on the delivery book direct and on the advice of delivery through the intermediary of a secretary or usher. In the more common cases, an addressee who has not given a power of attorney to a member of his staff is asked by advice to collect his item at the post office. After a given period of time, uncollected items are returned to origin with an appropriate endorsement.

[3]) Under the system of previous Convs, adms were obliged to make two attempts at delivery. The 1974 Lausanne Congress considered that a second attempt was only justified when there was a presumption that it would be successful (II 1307 and 1520, prop 2039.1).

[4]) Clarification added by the 1984 Hamburg Congress to avoid any contradiction with the internal regulations (II Congress/C 4 – Rep 6, prop 3049.1).

Chapter III

Liability ([1]) ([2])

[1]) General note. The question of liability has 3 main aspects: the Post's liability towards the claimant, the liability of the sender, and the liability of adms towards the adm which, having compensated the claimant, claims restitution. But there is a fourth, more subordinate aspect concerning the relations of adms with the users and relations between adms: the right of recourse of adms against their officials.

I. Liability of the Post

The liability of the postal service towards the entitled person is governed by arts 50 to 54. For details see notes to these articles.

II. Liability of the sender

The sender's liability to the postal service is governed by art 54.

III. Reciprocal right of adms to lodge a complaint

The adm of origin, having compensated the claimant either on the lump-sum basis prescribed in art 50, by settlement out of court or by decision of the court, shall, under certain conditions, have the right to lodge a complaint against other adms participating in the transport. Arts 55 and 56 deal with this liability. Any dispute which may arise in this connection between the adms concerned can only be settled by arbitration, as provided for under art 32 of the Const, or by negotiation. Since the very beginning of the UPU, the principle that payment of compensation must be made in the shortest possible time and not later than one year from the day on which the complaint was lodged, has been recognized (1874 Berne Treaty, art 5, subpara vi). The revision undertaken at the 1920 Madrid Congress reduced the time to six months for ordinary cases and to nine months for "distant countries". The 1952 Brussels Congress standardized the two periods on the basis of the shortest one. Any difference of opinion between the adms concerned in the transport as regards liability must not delay compensation of the sender.
The adm of the country of origin, officially responsible for replying to the sender, would not be able to observe this provision if the prior consent of other adms concerned, which might deny liability, was required. If the adm of origin were to wait, it would incur the risk of having action taken against it by the claimant and of having judgement passed by a tribunal not concerned with its right to lodge a complaint against the other adms participating in the transport. Moreover, since, in the case of insured letters, a settlement made amicably is always desirable, the adm of origin shall be authorized to compensate the claimant according to its own judgement, without prejudice to its right to lodge a complaint. It would therefore appear to follow that if the adm of origin, faced with a demand for compensation, settled the matter with the claimant, the adms against which the complaint was lodged would have to accept the settlement as a fait accompli. However, the provisions of the Acts of the UPU (Conv, arts 58 and 59 and Parcels Agr, arts 43 and 44) are not explicit on this question.
For more details, see arts 55 and 56, notes.

IV. Claims against defaulting employees

This question is not the subject of any provision. It was raised at the 1939 Buenos Aires Congress, which expressed the wish that "adms should carefully consider all extenuating circumstances when deciding on the responsibility of staff handling postal items" (II 71 and 557).

[2]) In order to ensure the uniform development and interpretation of the rules governing liability, the 1964 Vienna Congress standardized the provisions relating to registered items, insured letters and postal parcels (II 1059, 1230 and 1231, props 3141, 6021 to 6024, 7261 to 7267).

Article 50
Principle and extent of liability of postal administrations. Registered items (Conv 55; Prot XIV; Det Regs 104, para 5)

1 Postal administrations shall be liable only ([1]) for the loss ([2]) of registered items. ([3]) ([4]) Their liability shall be as binding for items conveyed à découvert as for those forwarded in closed mails.

2 Total theft of or total damage to the contents of registered items shall be equated with the loss thereof, provided that the packing was recognized as sufficient to guarantee the contents effectively against accidental risks of theft or damage. ([5])

3 Administrations may undertake to cover also risks which may arise from a case of force majeure. They shall then be liable towards senders of items posted in their country for any loss due to a case of force majeure occurring at any time during transmission of the items, including redirection or return to origin. ([6])

4 If a registered letter is lost, the sender shall be entitled to an indemnity the amount of which shall be fixed at 60 francs **(19.60 SDR)** per item. This amount may be raised to 300 francs **(98.01 SDR)** for each special bag of printed papers such as are mentioned in article 19, paragraph 8, sent registered. ([7]) ([8]) ([9]) ([10])

5 The sender may waive this right in favour of the addressee. The sender or the addressee may authorize a third person to receive the indemnity if internal legislation allows this.

6 Notwithstanding paragraph 4, the addressee shall be entitled to the indemnity after taking delivery of a totally rifled or totally damaged item. He may waive his rights in favour of the sender.

7 The administration of origin shall have the option of paying senders in its country the indemnities prescribed by its internal legislation for registered items, provided that they are not lower than those laid down in

paragraph 4. However, the amounts laid down in paragraph 4 shall remain applicable:

i in the event of recourse against the administration liable;

ii if the sender waives his rights in favour of the addressee. ([11])

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[1]) By specifying that adms are liable only for the loss of registered items, the 1964 Vienna Congress clarified the principle of non-liability for ordinary letter-post items; until then it could only be deduced from the absence of corresponding provisions in the Conv (II 1059, prop 3141).

[2]) Where, through the fault of the Post, an item is delivered to a person other than the addressee, this is also "loss" within the meaning of this para. The question who can, in the circumstances, be considered the entitled person on behalf of the addressee is a matter for internal legislation. Cf arbit awards cited in the 1929 Journal, pp 109 et seq and 1936 Journal, pp 63–66.
Subject to the cases mentioned in para 2, if a registered item is rifled, this is not considered as loss. As no special packaging is prescribed in order to prevent rifling, the Post assumes no liability; moreover, it does not wish to encourage the transmission of articles of value as registered items, since an insured items service exists for the purpose.
The Post is not liable for delay in dispatch, transmission or delivery of an item (1929 London Congress, I 1580).

[3]) The principle of liability for the loss of registered items exempt from postal charges, including those which concern prisoners of war, has been upheld (1929 London Congress, II 583).

[4]) Adms assume no liability for carrying out subsequent instructions given by entitled persons as provided for in art 33 of the Conv and art 8 of the COD Agr, unless these instructions reach the offices concerned in due time (1939 Buenos Aires Congress, II 550).

[5]) The previous provision adopted by the 1974 Lausanne Congress (II 1307 and 1308, prop 2040.4) was optional. Considering that registered letters often contain bearer securities and that small packets were introduced specifically for the dispatch of goods, it was accepted that strict application of para 1 is too rigorous when a user has delivered to him a registered item without any contents or whose contents have lost all value owing to accidental deterioration during conveyance and is refused any indemnity although the damage suffered is, in fact, equivalent to loss. On the basis that this provision is applied by many adms and has proved its usefulness, the 1979 Rio de Janeiro Congress made it obligatory (II 1503, prop 2044.2 (para 2) and 2044.3). The Rio de Janeiro Conv also laid down that the irregularities should be established before delivery of the item was taken by the addressee, or by the sender in the case of return to origin. Noting, however, that, in most cases, total damage or total theft of the contents of a registered item can be established only after delivery has been taken and after the item has been opened, the 1984 Hamburg Congress decided to delete this obligation (II Congress/C 4 – Rep 6, prop 2050.2).
The adms which agree, within the meaning of para 2, to total theft of or total damage to registered items being equated with the loss are listed in the Prot, art XIV.

[6]) A formal provision adopted by the 1979 Rio de Janeiro Congress to fill a gap, since the option for adms to cover the risks arising from a case of force majeure was previously only mentioned indirectly, viz in relation to the insurance charge and the charge for cover against risks due to force majeure (cf art 24, para 1, q and r) (II 1503, 1504, props 2044.5 and 4010.1).

[7]) As registration is not intended for items of material value, it corresponds solely to the interest attached by the sender to delivery of the item. Payment of the amount due in case of loss is thus in the nature of a cash indemnity in respect of such prejudice to the sender's interest and is not a refund (1878 Paris Congress, p 498).

[8]) An amount of 50 fr (16.33 SDR) was fixed in the early days of the UPU and maintained until the 1947 Paris Congress. During the intervening period, proposals for reductions, either concerning

the loss of items of all kinds or for the loss of reduced rate correspondence, were submitted on several occasions. See 1885 Lisbon Congress, II 78 and 79; 1891 Vienna Congress, p 399; 1897 Washington Congress, p 425; 1906 Rome Congress, II 115 and 116; 1920 Madrid Congress, II 201 and 202; 1929 London Congress, II 211 and 212; 1934 Cairo Congress, I 1292 and 1293; 1939 Buenos Aires Congress, II 96 and 97. However not until the 1947 Paris Congress was the amount of 50 fr (16.33 SDR) reduced to 25 fr (8.17 SDR) after fairly long discussion (II 327–329). The 1969 Tokyo Congress raised to 40 fr (13.06 SDR) the amount of the indemnity per item and to 200 fr (65.34 SDR) the indemnity for special bags (II 1464, prop 2087). The 1979 Rio de Janeiro Congress raised these two amounts to 60 (19.60 SDR) and 300 fr (98.01 SDR) respectively (II 1502, prop 2044.4). A proposal to increase the amount of the indemnities by 66⅔ percent was rejected by 1984 Hamburg Congress Comm 4 (Letter Post – Regulatory aspects). An appeal on this subject made in plenary meeting was, in the end, withdrawn by its sponsors (II Congres/C 4 – Rep 6, prop 2050.4, Congress – Doc 105, Congress – PV 19).

[9]) The equivalent of these amounts in the national currency of each country is published in the Compendium of Information (Conv).

[10]) If the sender demands an amount inferior to the standard indemnity, he shall not receive more than the sum requested (1929 London Congress, II 211, prop 198). A proposal on integrating the first sentence of this note into the Conv received 51 votes for, 51 against (7 countries abstained) at the 1984 Hamburg Congress. It was therefore rejected (II Congress/C 4 – Rep 6, prop 2050.3).

[11]) Optional provision introduced by the 1979 Rio de Janeiro Congress (II 1504, prop 2044.6) to enable adms of origin to apply their internal regulations with regard to liability, if they are more favourable to users.

Article 51
Principle and extent of liability of postal administrations. Insured letters (Conv 56)

1 Postal administrations shall be liable ([1]) ([2]) ([3]) ([4]) for the loss of, theft from ([5]) or damage to insured letters, except as provided for in article 53. Their liability shall be as binding for letters conveyed à découvert as for those forwarded in closed mails.

2 Administrations may undertake to cover also risks which may arise from a case of force majeure. They shall then be liable towards senders of letters 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 items, including redirection or return to origin. ([6])

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 the amount of the insured value in gold francs **or SDRs.** ([7]) ([8]) In case of redirection or return to origin by surface of an insured air letter, liability shall be limited, for the second journey, to that applicable to items sent by that route.

4 Notwithstanding paragraph 3, the addressee shall be entitled to the indemnity after delivery of a rifled or damaged insured letter. ([9])

5 The indemnity shall be calculated according to the current price, converted into gold francs, **or SDRs,** of articles of value of the same kind at the place and time at which they were accepted for conveyance; failing a current price, the indemnity shall be calculated according to the ordinary value of articles whose value is assessed on the same bases.

6 When an indemnity is due for the loss, total theft or total damage of an insured letter, the sender, or, by application of paragraph 4, the addressee shall also be entitled to repayment of the charges and fees paid, with the exception of the insurance charge which shall be retained in every case by the administration of origin. ([10])

7 The sender may waive his rights as prescribed in paragraph 3 in favour of the addressee. ([11]) Conversely, the addressee may waive his rights as prescribed in paragraph 4 in favour of the sender. The sender or the addressee may authorize a third party to receive the indemnity if internal legislation allows this.

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[1]) On the other hand, they are not liable for any delay incurred in the dispatch, transport, or delivery of an item. This is a principle (1929 London Congress, I, 1580).

[2]) The 1939 Buenos Aires Congress agreed to the following interpretation: "Adms assume no liability for the implementation of subsequent instructions received from the claimant unless they have arrived within the prescribed time at the offices concerned" (II 98, 553, props 407 and 550, prop 131). In other words, adms assume liability for the execution of instructions concerning withdrawal from the post, alteration or correction of address, for the cancellation or modification of the amount to be cashed on delivery, if they arrive within the prescribed time at the offices concerned. However, it should be recognized that, within the meaning of the proposal which gave rise to this interpretation and which is in the nature of an exception to a rule, this explanatory provision should be restrictively applied, to the effect that only a serious error on the part of the office of destination shall entail postal liability.

[3]) The liability of adms also extends to postage-free items. These, however, will certainly become increasingly rare, since adms have every interest in reducing, if not ceasing, the sending of cash or bank notes as soon as more practical means of transfer of funds are available. Such methods are developing constantly (comment, 1929 London Congress, II 424).

[4]) Where rerouteing is involved as a result of an incorrect transmission or return to sender and although no supplementary insurance charge is levied for this (see art 47, note 3), the liability of the adms participating in the conveyance shall be nonetheless binding (1878 Paris Congress, p 513).

[5]) In principle the postal service is answerable for the theft of an insured item which has been mailed in accordance with postal regulations. The burden of proof of theft rests with the claimant; if need be, he must rely on the facts ascertained by the postal service during transmission or by the consignee after he has taken delivery (art 53, para 1, b). In return, if the adm states that the theft occurred prior to the mailing, the onus is on the Post. (See award, 1924 Journal, p 98.) However, it is assumed that an insured item does not contain values higher than the ones declared. Consequently, if the sender claims for a higher value, he must provide proof of this (1934 Cairo

Congress, I 1351). This may arise in the case of an item, part of the contents of which have been stolen and the remaining values of which are still equal to or higher than the insured value.
If the sender claiming compensation cannot agree with the adm to which he entrusted the item, he may institute proceedings before a competent tribunal. Arbitration according to the provisions of art 32 of the Const does not debar him from recourse to the law, particularly since he is not a party to the compromise or the arbitration procedure. (See also Const, art 32, note.) If there has been a theft from an item which had the same weight on arrival and departure and the outside of which bears no visible traces of damage, the consignee can usually only ascertain the damage after taking delivery and after having opened the envelope. Here are three typical examples of such critical cases:

a A French ruling concerning an item in the internal service (1921 Journal, pp 77 to 79). In 1913 the addressee of a letter with an insured value of 8000 fr took delivery and signed the receipt. There was nothing to show that anything had been removed, but on opening the letter the addressee found only some newspaper cuttings. The sender claimed that he had included in the envelope eight 1000 franc notes and he sued the adm for the insured value. His claim was dismissed. One of the grounds upon which the court of appeal based its ruling was that "delivery of the letter followed by a receipt in due form given by the addressee to the adm exempted the latter from liability. This exemption, however, merely amounted to an assumption that transmission had been made in due order and it was up to the sender to prove that the theft, for which he was claiming against the adm, had occurred". The first question then was whether theft had in fact occurred. However, even assuming that theft had occurred, the adm could still clear itself by providing proof that the theft occurred before the mailing. On this second point, the examining magistrate, having reconstituted the letter with the enclosures (cuttings) the addressee claimed it contained, verified the weight, which was between 31 and 32 g, and which corresponded to the weight established by the counter clerk when the letter was mailed. It was then established that an envelope of the same make but containing eight 1000 franc notes would have weighed appreciably less than the letter containing the newspaper cuttings. It followed therefore that if the theft had occurred, it would have been before delivery to the Post. In such conditions the claimant would have been nonsuited, even if he could have proved theft. But this he was unable to do. The state of the envelope did not bear out the assertion that the wax seals had been prised open and resealed, and it was impossible to tell whether some particular marks on the envelope were due to manipulation before or after the seals had been affixed. The hypothesis of theft was therefore not admitted and the tribunal concluded that the claim had been submitted and maintained in conditions incompatible with good faith. The claimant, whose ill-founded claim was dismissed, was sentenced to pay the adm the amount of 500 francs for damages.

b A German ruling concerning an item in the internal service (1924 Journal, p 97 ff). A letter with an insured value of 2000 marks was opened by the addressee a few hours after delivery and found to contain nothing but seventeen blank postal forms. A minute examination revealed that an incision had been made on one side of the letter and that the original contents had evidently been removed through the slit and replaced by worthless forms. The slit had been so skilfully re-stuck that on the outside the letter bore hardly any trace of violation. Moreover, when checked at the post office of destination, the weight of the letter corresponded to that entered at the time of posting. The sender (a savings bank) asserted that, according to the insured value, the letter had contained forty bank notes of 50 marks and that they had been replaced by the forms during postal transmission. The adm contested this and stated that on delivery to the addressee the seals on the letter had been intact and the weight identical with that indicated at the time of posting. The adm won its case. One of the grounds upon which the ruling was based was that "the Post was responsible unless it produced evidence that the envelope did not contain the articles of value when posted". There was convincing proof that the weight, which was 68 to 69 g when the letter was posted and when received, was 10 g lower than it would have been had the letter in fact contained

forty bank notes of 50 marks. Hence the presumption that the letter probably did not contain forty bank notes of 50 marks at the time of posting. Further, the postal service adduced the following circumstances in support of the fact that the theft had probably occurred before posting: a chemical analysis of the glue used to re-stick the envelope had shown that the substance differed from the glue used at post offices. Moreover, the postal forms substituted bore the same distinctive features as a supply of forms found in a room used by some messenger boys employed by the sender. The young employees handling letters to be posted were not fully supervised, and one of them had remained alone with the item in question for about a quarter of an hour. He had asked to be allowed to attend to it outside office hours. It is true that these circumstances might in themselves not be sufficient to constitute the onus of proof resting with the postal service, but combined with the conclusion drawn from a comparison of weights, they confirmed the probability that the theft had been committed outside the post office and, in addition, indicated where the culprit should be sought.

c A still more critical example, drawn from the international service (1934). A letter weighing 72 g with an insured value of 300 g fr, was sent by a Swiss bank to a private individual in a small Romanian locality. Customs examination at the post office on the Romanian frontier confirmed the weight of 72 g. When weighed at the office of destination, the result was the same. Moreover, the letter showed no trace of violation on the outside. Having been notified, the addressee called for the letter at the post office and opened it at the counter in the presence of the postmistress and another witness. It was found to contain, in an inside envelope, 100 Swiss fr and 6500 lei, which at the time more or less corresponded to the insured value; but it also contained some sheets of white paper. The overall weight, which was once more checked, was still 72 g. As the envelope bore no visible trace of having been tampered with and as its contents agreed with the insured value, the addressee established these facts but did not lodge an official claim.

The sender, however, asserted that in the outside envelope he had enclosed a grey envelope with five Swiss bank notes of 20 fr, two consignment notes, one form for acknowledgement of receipt, and a second grey envelope containing sixteen bank notes of 1000 lei, one note of 500 lei, two consignment notes and one form for acknowledgement of receipt. Consequently, ten bank notes of 1000 lei (equivalent to about 300 fr), one grey envelope, two consignment notes and one acknowledgement of receipt were missing and had been replaced by some sheets of white paper having the same weight.

When the sender claimed compensation from the adm of origin, the wrapping materials were sent back to the adm, which, after carefully examining the envelope, noted that it in fact showed signs inside of having been illicitly opened. The offender had probably raised one of the side flaps by means of an appropriate instrument after skilfully removing the two wax seals affixed; once the operation had been carried out, the seals had been carefully re-stuck. Thus there were no apparent signs of violation, and even inside they could be detected only by the expert eye. There were also traces of a glue different from that used in the make-up of the envelope. The examination of the sheets of paper which had been substituted led to no positive conclusion as to their origin. Thus the fact that there had been a violation could no longer be denied. The sender's statement regarding the contents of the envelope was recognized as well-founded. The adm of origin, being unable to prove that the theft had occurred before postage, indemnified the sender without waiting for him to institute legal proceedings.

[6]) See art 50, note 6.

[7]) Cf Parcels Agr, art 39, note 9.

[8]) a Insured value lower than actual value.

Where partial theft occurs in such a case and the remaining value is still covered by the insured value, the sender claiming indemnity must produce evidence that the item actually contained values exceeding those declared. Once sufficient proof to that effect is established,

the claimant may ask for full compensation in respect of the loss sustained up to the amount of the insured value. The contrary opinion, ie that indemnity cannot be claimed should the residual value be not lower than the amount declared, is set aside (1934 Cairo Congress, I 1351).

b Proportional indemnity. Insurance (see Parcels Agr, art 39, note 7).

c Proposals made on various occasions to the effect that the indemnity should be pro rata to the real value of the loss, were not adopted. In postal transmission, the insured value does not constitute an insurance contract but a clear guarantee in respect of the actual loss up to the amount of the insured value (1920 Madrid Congress, II 483 and 1934 Cairo Congress, I 1351, prop 715).

d In no case shall the sender be entitled to an indemnity exceeding the insured value (1878 Paris Congress, 441). Consequently, a serious fault on the part of the postal service could not constitute grounds for a request for additional indemnity.

[9]) A provision analogous to that of art 39, para 8, of the Parcels Agr. It should be noted that its application is subject to the conditions laid down in art 53, para 1, a and b (II 1548, prop 5039).

[10]) An adm which makes charges in respect of claims shall, where appropriate, refund them to the parties concerned (1906 Rome Congress, II 379).

[11]) When adopting this provision, the 1964 Vienna Congress confirmed the view adopted by the 1934 Cairo Congress, which had up to then appeared as a note (II 1230, prop 6008).

Article 52
Non-liability of postal administrations. Registered items (Det Regs 147)

1 Postal administrations shall cease to be liable for registered items which they have delivered, according either to the conditions laid down in their regulations for items of the same kind or to those set out in article 11, paragraph 3. **Liability shall, however, be maintained when total theft or total damage is discovered either prior to or at the time of delivery of the registered item or when, internal legislation permitting, the addressee, or the sender if it is returned to origin, makes reservations on taking delivery of a totally rifled or totally damaged item.** (1)

2 **Postal administrations** shall not be liable:

i for the loss of registered items:

a in cases of force majeure. (2) The administration in whose service the loss occurred shall decide according to the laws of its country whether the loss is due to circumstances amounting to a case of force majeure; these circumstances shall be communicated to the administration of the country of origin if the latter administration so requests. (3) Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of force majeure (article 50, paragraph 3); (4)

b when they cannot account for items owing to the destruction of official records by force majeure, provided that proof of their liability has not been otherwise produced; (5)

c when the sender has made no inquiry within the period prescribed in article 42, paragraph 1; ([6]) ([7])

ii for registered items which, as notified by the administration of the country of destination, ([8]) have been detained or seized under the legislation of that country;

iii for registered items confiscated or destroyed by the competent authority in the case of items whose contents fall within the prohibitions specified in article 36, paragraphs 2, 3, b, and 4; ([9])

iv for registered items which have suffered damage arising from the nature of the contents of the item.

3 Postal administrations shall accept no liability for customs declarations in whatever form these are made, or for decisions taken by the Customs in accordance with article 36, paragraph 4, f, on examination of letter-post items submitted to customs control. ([10])

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[1]) The 1979 Rio de Janeiro Congress had decided that the total theft of or total damage to the contents of a registered item was equivalent to the loss of the item and entailed the liability of adms (art 50, para 2). In order to insert into the Conv the provisions relating to the implementation of this decision, ie to apply to registered items the provisions laid down in such cases for insured letters (art 53, para 1, a and b of the Conv) and postal parcels (art 40, para 1, a and b of the Parcels Agr), the 1984 Hamburg Congress added this last sentence to para 1 of this art (II Congress/C 4 – Rep 6, prop 2052.1).

[2]) 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 (cf Postal Parcels Agr, art 40, note 5). In the Const, art 32, note 5, Summary of arbitration award N° 7, a case of "force majeure" was, for example, admitted. 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. Cf also the opinion of the IB, 1946 Rep, pp 20 and 21.
The question of defining "force majeure" has been raised several times at postal Congresses without, however, having been resolved. (Cf in particular, 1924 Stockholm Congress, II 222–224.) At the 1947 Paris Congress, a fresh discussion took place on this subject and a suggestion to include in the minutes a statement that "events which can be avoided if the customary precautions are taken shall not be considered as force majeure" was rejected (I 119, prop 87 and II 330–333). At the 1952 Brussels Congress, a proposal to recognize the existence of liability where a case of force majeure coincides with a service error, was rejected (II 519 and 520, prop 155).

[3]) As the decision lies solely within the competence of the legislation of the country in which the loss has occurred, the circumstances constituting a case of force majeure need not automatically and in all cases be notified to the adm of origin. It is sufficient if such information is available on request (1964 Vienna Congress, II 1063, prop 3068).

[4]) The dispatching country which has undertaken to cover risks arising from force majeure is liable in all cases, unless it exercises its right of recourse where the corresponding adm on whose territory or in whose service the loss has occurred also accepts liability for risks arising from force majeure (1924 Stockholm Congress, II 751, art 51).

[5]) On the other hand, an adm which has destroyed the official records before the period of retention prescribed in Det Regs, art 107, has expired, and which cannot otherwise prove delivery of a registered item, remains liable for the loss (1924 Stockholm Congress, II 310).

[6]) In a case on which the opinion of the IB had been requested, the adm of destination admitted that the article forming the subject of the inquiry had been lost in its service; it declined, however, to pay compensation to the adm of origin, stating that the inquiry had reached it more than a year after the posting of the article. As the sender had made his inquiry at the office of origin 8 months after posting the registered letter, ie within the period prescribed in art 42, para 1, the adm of origin could not refuse compensation to the entitled person. As the one-year period concerns relations between claimants and adms, but not the transmission of inquiries from one adm to another, the adm which was liable could not, in the opinion of the IB, refuse to compensate the dispatching adm in accordance with art 58 for the indemnity paid by the latter to the sender (1926 Rep, pp 11–13).
Any country which, under art 52, para 2, i, c, is exempt from all liability for the loss of a registered item, may decline to invoke this clause where satisfactory proof is furnished that the delay was inevitable (1947 Paris Congress, II 482).

[7]) At the 1957 Ottawa Congress a proposal to exempt the adm from liability where the sender, duly notified of his right to compensation, allowed the period fixed by the internal legislation to expire without claiming the prescribed amount, was rejected on the grounds that this was a matter for the legislation of each country (II 469, prop 398).

[8]) Addition made by the 1979 Rio de Janeiro Congress to specify that it is enough if the administration of the country of destination notifies confiscation under the legislation of its country for postal adms to be relieved of all liability (II 1505, prop 2045.2).

[9]) By transferring this provision, which previously appeared under subparagraph i, the 1979 Rio de Janeiro Congress wished to specify that the legal confiscation of a registered item in the country of destination is not a loss in the sense of art 50, para 1, and that, for that reason, adms are not ipso facto liable for such items (II 1505, prop 2045.2).

[10]) 1964 Vienna Congress, II 1063 and 1102, props 3142 and 4042. See, however, Det Regs, art 116, para 7.
Provisions relating to seizure by the Customs of postal items on the grounds of false declaration are usually published in the List of Prohibited Articles (Det Regs, art 111, para 2, f).

Article 53
Non-liability of postal administrations. Insured letters (Det Regs 107)

1 Postal administrations shall cease to be liable for insured letters which they have delivered, according either to the conditions laid down in their internal regulations for items of the same kind or to those set out in article 11, paragraph 3; liability shall, however, be maintained: [1])

a when theft or damage is discovered either prior to or at the time of delivery of the item [2]) or when, internal legislation permitting, the addressee, or the sender if it is returned to origin, makes reservations on taking delivery of a rifled or damaged item;

b when the addressee or, in the case of return to origin, the sender, although having given a proper discharge, notifies the delivery

administration without delay ([3]) that he has found theft or damage and furnishes proof that such theft or damage did not occur after delivery.

2 Postal administrations shall not be liable:

i for the loss, theft or damage of insured letters:

a in case of force majeure. The administration in whose service the loss, theft or damage occurred shall decide according to the laws of its country whether the loss, theft or damage was due to circumstances amounting to force majeure; these circumstances shall be communicated to the administration of the country of origin if the latter administration so requests. Nevertheless, the administration of the dispatching country shall still be liable if it has undertaken to cover risks of force majeure (article 51, paragraph 2); ([4])

b when they cannot account for items owing to the destruction of official records by force majeure, provided that proof of their liability has not been otherwise produced;

c when such loss, theft or damage has been caused by the fault or negligence of the sender or arises from the nature of the contents of the item;

d in the case of items whose contents fall within the prohibitions specified in article 36, paragraph 4, in so far as these items have been confiscated or destroyed by the competent authority because of their contents;

e in the case of items which have been fraudulently insured for a sum greater than the actual value of the contents;

f when the sender has made no inquiry within one year from the day after that on which the item was posted;

ii for insured letters seized under the legislation of the country of destination;

iii in the case of sea or air conveyance when they have made it known that they are unable to accept liability for insured letters on board the ships or aircraft used by them; they shall nevertheless assume in respect of the transit of insured letters in closed mails the liability which is laid down for registered items.

3 Postal administrations shall accept no liability for customs declarations in whatever form these are made or for decisions taken by the Customs on examination of items submitted to customs control. ([5])

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[1]) Art 12, para 9, of the Insured Letters Agr (1897 Washington text and 1906 Rome text) laid down that the liability of adms ceased in respect of insured items once the interested party had "given a receipt and taken delivery". As a result of court decisions and arbitration awards in cases in dispute, the text was enlarged (1920 Madrid Congress). The decisions, which are still valid for purposes of interpretation, are the following:

a Arbit (1910 Rep, p 6). The addressee of a letter with insured value realized, only after having signed for it and taken delivery but before leaving the post office counter hall, that worthless printed matter had been substituted for the insured values. The adm did not contest the fact that the letter had been tampered with while in the hands of the postal service. In the circumstances, a strictly literal interpretation of the text would have been unfair. The sole purpose of the above provision was to prevent the lodging of false claims, which in the case under review did not apply. The liability of the adm was therefore confirmed, despite the proper receipt made out by the recipient before he realized the theft.

b Swiss ruling (1916 Journal, pp 40 and 41). An addressee who takes delivery of an item must be in a position to check the contents and, where appropriate, lodge a claim. The right of verification cannot, it is true, be granted over an unlimited period, for the postal service is entitled to protect itself against fraudulent requests for indemnity. Whether or not the verification and the claim were made in due time depends on the specific circumstances surrounding each case. As a rule, they should be made in continenti, that is to say forthwith, in the presence of the postman or counter official, and should be linked with the act of taking delivery of the item (in this connection, see German ruling, 1911 Journal, pp 1 to 8). In any case, the procedure should be such as to make it impossible for the addressee to resort to any dubious methods between the time he takes delivery of the item and lodges a claim. From this standpoint, it must be granted that in the present case the addressee took possession of the item in a manner which definitely relieved the postal service of responsibility. The item was not verified in the presence of a post office official or at the post office, and it was in the addressee's possession for at least fifteen hours before it was checked and a claim lodged against the postal service. The protection of the postal service against fraudulent requests for indemnity would become a mockery if, in the circumstances, it were not recognized that the demand for indemnity had lapsed within the meaning of the Agr (Federal tribunal).

[2]) Adopted by the 1969 Tokyo Congress, the beginning of this subpara is aimed at maintaining the sender's right to compensation where the theft or damage in respect of an insured item has been notified officially (II 1547, prop 5020).

[3]) The words "without delay" should be interpreted as "immediately" (1947 Paris Congress, II 663).

[4]) Payment of the indemnity is deferred until sentence is passed, where the courts have to establish whether the disaster or accident was due to causes beyond control (1906 Rome Congress, II 370).

[5]) See Det Regs, art 116, note 12.

Article 54
Sender's liability (Conv 36) ([1])

1 The sender of a letter-post item shall be liable within the same limits as administrations themselves ([2]) for any damage caused to other postal items as a result of the dispatch of articles not acceptable for conveyance or by the non-observance of the conditions of acceptance, provided there has been no fault or negligence on the part of administrations or carriers. ([3])

2 The acceptance by the office of posting of such an item shall not relieve the sender of his liability.

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

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[1]) The aim of the adoption of this art by the 1964 Vienna Congress (II 1063, prop 3143) was to introduce for the letter post a liability similar to that existing for parcels since the 1934 Cairo Congress. Asked to give its opinion on this provision, the IB stated that the conditions for applying this article are as follows:

i The damaged item must belong to one of the categories for which postal adms accept liability.

ii There must be a direct relationship of cause and effect between the damaged item and the item which caused the damage.

iii The damage must have been caused by one item to another item without this being due to the fault or negligence of the postal adms or carriers.

iv The item which caused the damage does not conform to the provisions relating to make-up or is prohibited under Conv, art 36. NB. Under para 2 of this art, acceptance of the item by the office of posting does not relieve the sender of liability.

See IB opinion, Rep 1975, pp 61–62.

[2]) The expression "within the same limits as administrations themselves" must be understood to mean that the indemnity is payable up to 60 fr (19.60 SDR) per damaged registered item. As for the payment of the indemnity, this shall fall to the adm of origin or the adm of destination of the damaged item, as the case may be, on behalf of the adm of posting of the item which caused the damage, whose responsibility it is to recover the amount of the indemnity from the sender responsible. See IB opinion in Rep 1975, pp 61–62.

[3]) See IB opinion in 1966 Rep, pp 60–61.

Article 55
Determination of liability between postal administrations. Registered items (Det Regs 165)

1 Until the contrary is proved, liability for the loss of a registered item shall rest with the postal administration which, having received it without comment and being furnished with all the prescribed means of inquiry, cannot prove either delivery to the addressee or, where appropriate, correct transfer to another administration. ([1])

2 Until the contrary is proved and subject to paragraph **4,** an intermediate administration or administration of destination shall be relieved of all liability:

a when it has observed article 4 and the provisions for inspection of mails and establishment of irregularities;

b when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in article 107 of the Detailed Regulations

having expired; this reservation shall not prejudice the rights of the claimant;

c when, in the case of individual entry of registered items, correct delivery of the lost item cannot be proved because the administration of origin did not observe article 157, paragraph 1, of the Detailed Regulations concerning the detailed entry of registered items on the C 12 letter bill or on the C 13 special lists. (2)

3 When the loss occurs in the service of an air carrier, the administration of the country which collects the conveyance dues in accordance with article 86, paragraph 1, 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 in accordance with article 86, paragraph 2, it shall itself seek reimbursement of the indemnity from the air carrier. (3)

4 If, however, the loss occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally. (4) (5) (6) (7) (8)

5 When a registered item has been lost owing to force majeure, the administration in whose territory or service the loss occurred shall not be liable to the dispatching administration unless the two countries undertake to cover risks of force majeure. (9)

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.

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. (10)

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1) The phrase "another administration" was substituted by the 1957 Ottawa Congress for the previous phrase "the following administration", in order to clarify liability for the loss of a registered item (II 470, prop 568).

2) A provision adopted by the 1969 Tokyo Congress to relieve intermediate adms and adms of destination officially of all liability when C 12 and C 13 forms are not completed properly (incomplete information, illegible numbers, etc) (II 1464 and 1465, prop 2090).

3) The 1984 Hamburg Congress considered that the provisions already laid down in art 42, para 3, of the Postal Parcels Agr could also be applied without inconvenience to letter-post registered items and accordingly decided to add this new para to this art (II Congress/C 4 – Rep 7, prop 2055.1).

4) This provision applies also when the question of liability gives rise to disagreement between two or more adms other than the adm of origin (1934 Cairo Congress, I 1296, prop 177).

5) When a closed mail has been lost, the adms of transit may, within the limits fixed by art 50, be held responsible for the registered items included in the mail, provided they are immediately

notified of non-reception (1885 Lisbon Congress, II 100 and 101. Cf also 1929 London Congress, I 1440 and II 215 and 216, prop 221).

[6]) The Preparatory Committee of the 1929 London Congress expressed the opinion that if an adm declared that it had transmitted an inquiry to another adm which denied having received it, the two adms would have to share the damage equally (1929 London Congress, I 1440). See also Det Regs, art 147, note 3.

[7]) Cf Const, art 32, note 5, Summary of arbitration awards Nos 10, 15, 17, 19, 22 and 25.

[8]) When the exchange of registered articles takes place under the bulk advice system, by agreement in accordance with the provisions of art 156, para 2, g, of the Detailed Regulations of the Vienna Convention, the liability for paying the indemnity which may be due for the loss of an article shall be shared equally between the administrations of origin and destination of the mail presumed to have contained the lost item, unless the liability of an intermediate administration can be established, or unless either the administration of origin or the administration of destination admits or discovers that the loss occurred in its own services.
Adms which have subscribed to an agreement to deal with registered articles on the bulk advice system cannot be relieved of their liability by citing unilateral proofs based on an entry or an individual acknowledgement, accidental or otherwise, made by their services.
The entry in detail of some registered items, in particular, constitutes a unilateral derogation of the bulk advice principle and cannot be invoked by the administration which had practised it in order to be relieved of its share of liability (1969 Tokyo Congress, formal opinion C 50).

[9]) Cf art 52, note 4.

[10]) Action taken by the adm liable for compensation in respect of loss against staff in fault. Formal opinion: In view of the working conditions prevailing in post offices and considering that as a result of these conditions loss, pilfering and damage to postal items as well as other irregularities occurring during handling of such items are in most cases inevitable occurrences due to service conditions, the 1939 Buenos Aires Congress expressed the formal opinion that adms should take these conditions into account when assessing the liability of staff handling postal items (I 73, II 71).

Article 56
Determination of liability between postal administrations. Insured letters (Det Regs 165) [1])

1 Until the contrary is proved, liability shall rest with the postal administration which, having received the item without comment and being furnished with all the prescribed means of inquiry, cannot prove either delivery to the addressee or, where appropriate, correct transfer to another administration.

2 Until the contrary is proved, and subject to paragraphs **4, 7** and **8,** an intermediate administration or administration of destination shall be relieved of all liability:

a when it has observed the provisions of article 165 of the Detailed Regulations, on individual inspection of insured letters;

b when it can prove that it was not informed of the inquiry until after the destruction of the official records relating to the item in question, the period of retention prescribed in article 107 of the Detailed Regulations

having expired; this reservation shall not prejudice the rights of the claimant.

3 Until the contrary is proved, an administration which has forwarded an insured letter to another administration shall be relieved of all liability if the office of exchange to which the item has been consigned has not sent to the dispatching administration, by the first available mail after inspection, a report stating either that the whole packet of insured articles or the particular item is missing or has been tampered with.

4 If the loss, theft, or damage occurs in course of conveyance without it being possible to establish in which country's territory or service it happened, the administrations concerned shall bear the loss equally; ([2]) if, however, the theft or damage has been established in the country of destination or, in the case of return to sender, in the country of origin, it shall be for the administration of that country to prove:

a that neither the packet, envelope or bag and its fastening, nor the wrapping and fastening of the item bore any apparent trace of theft or damage; ([3])

b that the weight established at the time of posting has not varied.
When such proof has been furnished by the administration of destination or of origin, as the case may be, none of the other administrations concerned may repudiate its share of liability on grounds that it handed over the item without the next administration having made any objection.

5 The liability of an administration towards other administrations shall in no case exceed the maximum insured value that it has adopted. ([4])

6 When an insured letter has been lost, rifled or damaged as the result of force majeure, the administration in whose territorial jurisdiction or services the loss, theft or damage occurred shall not be liable to the administration of origin unless the two administrations undertake to cover risks of force majeure.

7 If the loss, theft or damage occurs in the territory or service of an intermediate administration which does not provide the insured letters service or which has adopted a maximum lower than the amount of the loss, the administration of origin ([5]) ([6]) shall bear the loss not covered by the intermediate administration under article 1, paragraph 3, and paragraph **5** of this article.

8 The rule laid down in paragraph **7** shall also apply in case of sea or air conveyance if the loss, theft or damage occurs in the service of an administration which does not accept liability (article 53, paragraph 2, iii).

9 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.

10 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.

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[1]) I. See note 1, General note, chapter III (immediately before art 50), and more especially part III of the note.

II. In order to define liability between adms, this article formulates several presumptions, some of which impute liability to an adm "until evidence to the contrary" is produced by that adm, while others release the adm from liability "until evidence to the contrary" is produced by the adm exercising the right of recourse. Thus any adm involved in one of the cases referred to in para 1 or in the second sentence of para 4 of the present article shall be presumed liable until evidence is produced to the contrary.

On the other hand, any adm involved in one of the cases referred to in para 2 or para 3 shall be presumed exempt from liability unless there is evidence to the contrary.

In some cases liability is shared (see paras 4, 7 and 8).

III. Arbit awards. The four arbit awards summarized below relate to the determination of liability regarding insured letters:

a Falsified substitution of mail. Arbit (1932 Rep, pp 18 et seq; 1933 Journal, pp 1 et seq). A mail exchanged between two adjacent countries and containing 203 letters with a total insured value of 19 400 g fr was falsified and substituted for the authentic mail. The bag arrived in perfect condition but contained only wrapping paper. The detailed inquiry conducted by the arbitrators revealed that the weight of the mail conveyed to the frontier was 2.5 kg, whereas the authentic mail weighed 5.4 kg and that not the falsification alone but the substitution of a false mail for the authentic mail too must have occurred before transmission, ie in the country of origin. The adm of that country was therefore held responsible.

b Non-delivery to addressee. Arbit (1935 Rep, pp 8 et seq; 1935 Journal, pp 43 et seq). Two letters, with an insured value of 1000 fr each, were addressed to two different persons, according to the documents of the sender and the adm of origin. Both letters, however, were delivered to one of the addressees, who, although unable to substantiate his statement, claimed that they were intended for him. The adm of destination contested that there had been any error in delivery as it was of the opinion that the two letters were addressed to the same person. The arbitrators considered it less likely that the error had been made by the adm of origin than by the adm of destination. The latter was therefore required to refund the amount of the indemnity which had been paid to the sender by the adm of origin.

c Equal sharing of loss.
Arbit (1934 Rep, pp 8 et seq; 1934 Journal, pp 273 et seq). A letter of an insured value of 15 000 g fr, which was routed through two transit countries, was inserted by the first transit country into an insured mail proceeding direct to the country of destination. When the mail arrived at the post office of destination, although the outside of the bag was in perfect condition, the letter had disappeared. Among other considerations, it should be noted, first, that responsibility on the part of the adm of the second transit country cannot be inferred, since its service conveyed to the service of destination, in sound external condition and without any comment or reservation on the part of the latter adm, the mailbag containing the insured letters forwarded by the preceding adm; secondly, it received no verification note from the adm of destination. The adm which made up the bag infringed the provisions of art 8, para 2, of the Det Regs of the 1929 London Agr, inasmuch as it failed to affix wax seals to the packet of insured items. When the mail was opened, the adm of destination did not strictly comply with the provisions of the Det Regs of the Agr, art 9, para 3, Agr, art 20, para 1, iii and Conv, Det Regs, art 58, para 3. In the circumstances, it was out of the question that the

liability should be borne by only one of two adms concerned. Moreover, as it was impossible to determine the country and the service in which the insured letter was lost, the amount of the indemnity was to be equally shared by the two adms.
Arbit (1931 Rep, pp 10 et seq; 1931 Journal, pp 91 et seq). Three insured letters transmitted from the same office of origin to the same office of destination were rifled in the same manner, ie pieces of newspaper were substituted for the values. The office of destination failed to send the dispatching adm a formal report on the irregularity by the first mail following verification. In the circumstances, since the adm of destination did not free itself of responsibility by producing evidence to the contrary, it was deemed liable. Moreover, the letters had been sent in special envelopes sold by the adm of origin for insured items. In several respects the envelopes had not corresponded to the regulations, and this had contributed to the theft which had occurred. In the circumstances, the two adms involved had to share liability equally.

[2]) Should an insured letter be lost in circumstances such as those described and should the loss, after being apportioned equally exceed the amount for which one of the transit countries may be deemed liable under para 6 of this art, the difference must be shared among the adms of all the other countries concerned (1924 Stockholm Congress, II 517).

[3]) The 1929 London Congress expressed the opinion that, where no defect can be observed even after the envelope is opened, there can be no question of theft, and all the adms are relieved of liability (I 1553).

[4]) See note 2 above.

[5]) In such a case, it is not fair that the loss should be borne by an intermediate adm (1957 Ottawa Congress, II 638, prop 645).

[6]) The 1969 Tokyo Congress abolished the co-liability of the adm of destination (II 1549, prop 5022).

Article 57
Determination of liability between postal administrations and air carriers. Insured letters ([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 in accordance with article 86, paragraph 1, shall reimburse the administration of origin for the indemnity paid to the sender, subject to article 1, paragraph 3, and article 56, paragraph 5. It shall be for the former administration to recover this amount from the air carrier in question. Where the administration of origin settles the conveyance dues direct with the air carrier in accordance with article 86, paragraph 2, it shall itself seek reimbursement of the indemnity from the air carrier.

[1]) Because of the importance of determining the liability between postal adms and air carriers, the 1984 Hamburg Congress considered that a separate art should be devoted to this subject. The text of this new art is taken from the former para 3 of art 56 (II Congress/C 4 – Rep 7, prop 2056.91).

Article **58**
Payment of indemnity (Prot XVI)

1 Subject to the right of recourse against the administration which is liable, the obligation to pay the indemnity shall rest either with the administration of origin or, in the cases mentioned in article 50, paragraph 5, and in article 51, paragraph 7, with the administration of destination.

2 This payment shall be made as soon as possible and, at the latest, within a period of six months from the day following the day of inquiry. (1)

3 When the administration responsible for the payment does not undertake to cover risks of force majeure and when, at the end of the period prescribed in paragraph 2, the question of whether the loss (2) is due to such causes has not been decided, it may, exceptionally, postpone payment of the indemnity for another six months. (3)

4 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 five months to pass: (1) (4) (5)
- without finally settling the matter, or
- without informing the administration of origin or destination, as the case may be, that the loss (2) appeared to be due to a case of force majeure, (6) or that the item had been detained, confiscated or destroyed by the competent authority because of the nature of its contents or seized under the legislation of the country of destination. (7) (8)

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1) With regard to the day of inquiry, the date from which the five-month period is to be reckoned and the application of this period, according to the opinion it gave (Rep 1976, pp 67 to 69), the IB recalled that, under the 1924 Stockholm Congress decision, "the day of inquiry" is the day on which the formal inquiry is filed, ie the date entered in the appropriate place on the C 9 form or, in the absence of such indication, the date-stamp impression of the post office at which the form is handed in. This question was raised at the 1984 Hamburg Congress which considered that the explanation given above in this note should remove all misunderstanding in this respect (II Congress/C 4 – Rep 7, props 2057.2 and 3547.4).

2) In the IB's opinion this provision applies also to cases of total theft of/or total damage to registered items (art 50, para 2) and to cases of theft from or damage to insured letters (art 51, para 1).

3) In specifying the period for which payment of the indemnity may be postponed, the 1979 Rio de Janeiro Congress (II 1510, prop 2048.5) ratified in this provision 1964 Vienna Congress recommendation CP 1 (III 561).

4) This period was fixed at five months by the 1957 Ottawa Congress in order to distinguish it from the period of six months laid down in para 2 (II 471, prop 804).

5) An adm which has allowed five months to pass without answering a claim may not invoke art 55, para 4, so as to pay only half of the amount of the indemnity (see IB opinion, Rep 1974, pp 53–54).

[6]) Amended by the 1964 Vienna Congress in order to allow adms the possibility, without risk, of settling with the sender on behalf of an adm which is late in replying (II 1063, prop 3144).

[7]) As is laid down for cases of force majeure, the adm of origin must be informed within five months whether an item has been detained, confiscated, destroyed or seized in the country of destination (1979 Rio de Janeiro Congress, II 1506, prop 2048.1).

[8]) The adms which are not obliged to observe this provision are listed in Prot, art XVI.

Article **59**
Reimbursing the administration which paid the indemnity

1 The administration which is liable or on behalf of which payment is made in accordance with article **58** shall be bound to reimburse the administration which paid the indemnity, and which is called the "paying administration", the amount of indemnity paid to the rightful claimant within the limits of article 50, paragraph 4; this payment shall be made within four months of the date of dispatch of the notice of payment. ([1])

2 If the indemnity is due to be borne by several administrations in accordance with articles 55 and 56, the whole of the indemnity shall be paid to the paying administration, within the period mentioned in paragraph 1, by the first administration which, having duly received the item claimed for, is unable to prove its correct transfer to the next service. It shall rest with this administration to recover from the other administrations which are liable each one's share of the indemnity paid to the rightful claimant.

3 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. ([2])

4 The creditor administration shall be reimbursed in accordance with the rules for payment laid down in article 12. ([3])

5 When liability has been admitted, as well as in the case provided for in article **58,** paragraph 4, the amount of the indemnity may also be automatically recovered from the administration which is liable 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.

6 Immediately after paying the indemnity, the paying administration shall communicate to the administration which is liable the date and the amount of payment made. 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 and the

administration which received it shall no longer be entitled to claim reimbursement of any indemnity paid. (4)

7 The administration whose liability is duly established and which has at first declined to pay the indemnity shall assume all additional costs (5) resulting from the unwarranted delay in payment.

8 Administrations may agree to settle periodically for the indemnities which they have paid to the rightful claimants and which they have accepted as justified.

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1) This provision remains applicable if it later transpires that the registered item inquired after was delivered to the addressee (authentic interpretation of the 1957 Ottawa Congress, II 64, 471 and 1160, prop 569).

2) Application of the principle of reciprocity in the payment of indemnities to reduce administrative work (1974 Lausanne Congress, II 1310 and 1311, props 2045.2 and 2045.3).

3) In respect of the charge for inquiry, cf art 42, note 6.

4) Clarification made by the 1979 Rio de Janeiro Congress to commit the paying adm to observe the time limit set for reimbursing the amount of the indemnity paid (II 1511, prop 2049.8).

5) By "additional costs" are understood, for example, interest, bank charges and differences in exchange rates, even if under certain conditions the last two categories normally devolve also on the creditor adm (see Det Regs, art 103, para 7). Administrative expenses as well as legal expenses incurred by the creditor adm through any action undertaken in the interest of the adm responsible or in its own interests may also be included in "additional costs".
In short, it is for the creditor adm to decide in each individual case which charges it considers as additional costs. The one condition which it must adhere to strictly in determining them is the following: there must be a direct relation of cause and effect between the unjustified delay in the payment of compensation by the debtor adm on the one hand, and the charges borne by the creditor adm on the other. The extent of the "additional costs" will depend on the actual circumstances in each case. (Documents of the Executive Council of the UPU, CE 1965 – Doc 12, section V.)

Article **60**
Possible recovery of the indemnity from the sender or the addressee

1 If, after payment of the indemnity, a registered item or an insured letter or part of that item or letter previously considered as lost is found, the sender or, where article 50, paragraphs 5 and 6, and article 51, paragraph 7, apply, the addressee shall be advised that the item is being held at his disposal for a period of three months on repayment of the amount of the indemnity paid. (1) At the same time he shall be asked to whom the item is to be delivered. In the event of refusal or failure to reply within the prescribed period, the same approach shall be made to the addressee or the sender as the case may be. (2)

2 If the sender or the addressee takes delivery of the item against repayment of the amount of the indemnity, that sum shall be refunded to the

administration or, where appropriate, administrations which bore the loss, within one year of the date of such repayment.

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

4 When proof of delivery is supplied after the period of five months laid down in article **58,** paragraph 4, the indemnity paid shall continue to be borne by the intermediate administration or administration of destination if the sum paid cannot, for any reason, be recovered from the sender. ([3])

5 In the case of subsequent discovery of an insured letter the contents of which are found to be of less value than the amount of the indemnity paid, the sender shall repay the amount of this indemnity against return of the item, without prejudice to the consequences of fraudulent insurance as mentioned in article 46, paragraph 5.

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[1]) It is understood that the entitled person shall have the right to retain the indemnity he has received if he declines to take delivery of an item which has since been found (1934 Cairo Congress, I 1295, prop 1229).

[2]) This provision was simplified by the 1979 Rio de Janeiro Congress which considered it superfluous to notify the sender and the addressee at the same time; according to the previous provision, only the one who had received the indemnity should be advised (II 1511, prop 2050.1).

[3]) If proof of delivery is excessively delayed it may sometimes be difficult to recover the amount of the indemnity paid to the sender (1964 Vienna Congress, II 1064, props 3074 and 3145).

Chapter IV

Allocation of charges. Transit charges and terminal dues

Article **61**
Allocation of charges (Conv 64) ([1])

Except where otherwise provided by the Convention ([2]) and the Agreements, each postal administration shall retain the charges which it has collected.

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[1]) The principle of the non-sharing of charges expressed in art 61 was based on the assumption that a letter will in general entail a reply and that therefore the total of letters sent from one country to another will approximate to that of letters sent in the opposite direction. Assuming this to be the case, it was clearly superfluous to divide the charges between the country of origin and the country of destination.

The principle of non-sharing of charges, once it had been adopted for letters, which are the main source of receipts, was later deliberately extended to items sent at reduced charges (printed papers, etc), although here it was clear at the outset that reciprocity of exchange would not exist.
During the difficult period following the First World War, some adms noted that the incoming mails were considerably heavier than the outgoing ones, with the result that the cost of their operations was not compensated for by reciprocity (1934 Cairo Congress, I 1302–1304, II 137 and 138). As a result, they considered that the principle adopted by the founders had proved inequitable in practice. On the basis of this point of view, they asked for payment for the services performed in connection with the sorting and distribution of mail on arrival.
The principle of such payment was, however, long rejected by the Congresses, which considered that it would be a retrograde step and the abandonment of a fundamental principle of the UPU, namely the balance of the interests of the sender and receiver (1929 London Congress, I 1464, II 231). In particular it was pointed out that although an adm might be at a financial disadvantage in receiving more correspondence than it sent, the country nevertheless profited by it since it was thus receiving more information and useful suggestions from other countries than it was able to give in return. This contributed to its development and served the interests of its citizens.
While the principle of non-sharing of charges between the adms of origin and destination had endured for almost a century, the adoption by the 1964 Vienna Congress of resolution C 13, calling on the EC to carry out a study to correct the imbalance in reciprocal services between countries, indicated that a revision of this principle was inevitable sooner or later (II 726, Congress – Doc 154). The promoters of the resolution argued that the situation had changed since the Union was founded. While it had been possible in those days to talk of reciprocity, by the 1964 Vienna Congress a great many countries received a much larger quantity of mail from abroad than they sent and in so doing had to bear costs which were out of all proportion to any advantages they could gain from the situation. These difficulties were aggravated in some countries because of the size of the territory served and the precariousness of transport means.
Aware of the need to respond to the expectations of the countries placed at a disadvantage by the imbalance in exchanges, but desirous of finding a simple and economical method of payment which would not have any repercussions on the level of charges, the EC concluded its study by proposing for AO surface mail a payment equal to the letter-post transit charges (less postal charges) applied to a weighted average distance to be established by each country (1969 Tokyo Congress, II 447, Congress – Doc 11). The EC suggestion was not approved by the 1969 Tokyo Congress, which instead, accepted by 75 votes to 42 with 4 abstentions a proposal by Colombia for a new provision granting adms requesting compensation a remuneration of 50 c per kg of AO surface mail received in excess (II 1438–1445, prop 2212). The 1974 Lausanne Congress raised the rate of this remuneration to 1.50 fr per kg and, on the proposal of Australia, decided to extend the payment of terminal dues to airmail. The 1979 Rio de Janeiro Congress raised the rate of remuneration in respect of terminal dues to 5.50 g fr per kg of LC and AO, while keeping it at 1.50 g fr per kg for printed papers sent in M bags. The 1984 Hamburg Congress raised these rates to 8 g fr (2.614 SDR) per kg of LC and AO and to 2 g fr (0.653 SDR) per kg for printed papers sent in M bags. See also note to art 64.

[2]) As regards the Conv, reimbursement of charges is made in the following cases:
Art 40. Commission and other possible postal charges for items to be delivered free of charge (Det Regs, art 117).
Art 31. The value of reply coupons exchanged against postage stamps for other adms (Det Regs, art 196).
Reimbursement and sharing of charges levied, the subject of this art, must not be confused with payment of ordinary and extraordinary transit charges, which is calculated, independently of the amount levied, solely on the weight of the mails and the distances transited by them (arts 62 and 63).

Article **62**
Transit charges (Prot XVII to XX and XXII, Conv 63, 65 to 70; Det Regs 170 to 184, 186 to 188 and 190) (1) (2)

1 Subject to article **65,** closed mails (3) exchanged between two administrations or between two offices of the same country (4) by means of the services of one or more other administrations (third party services) shall be subject to the **payment of transit charges as remuneration for the services** (5) **rendered in respect of land transit** (6) **and sea transit.** (7) (8)

2 When a country (9) gives permission (10) for its territory to be crossed by a foreign transport service without the participation of its services in accordance with article 3, **mails** thus forwarded shall not be subject to **the payment of land** transit charges. (8) (11)

3 In the absence of special agreement (12) direct sea conveyance between two countries by the ships of one of them (13) shall be regarded as a third party service. (14)

4 Sea transit shall begin when the mails are deposited on the quay serving the ship in the port of departure and shall end when they are delivered on the quay of the port of destination. (15)

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1) In December 1946 the IB published a general study under the title "The Problem of Transit Charges on Correspondence in the International Postal Service" by its Director, the late Dr Furrer. This study was sent to adms together with circ 39/1947.

2) The 1939 Buenos Aires Congress had set up a Technical Committee on Transit (TCT) and instructed it to seek the fairest bases for fixing transit charges and to suggest the most appropriate methods of simplifying the calculation of payments due under this head. The final result of the TCT's work was contained in a voluminous report, together with proposals, which was sent to Union adms for discussion at the 1952 Brussels Congress. The TCT had submitted four variants to that Congress for each of the two forms of surface transit (by land and sea). (1952 Brussels Congress, I 343–377.)
Nearly all these props were adopted, first by Committee 1 and then by Congress itself. As regards payment of transit charges, Congress approved the following three principles:

a the two categories, LC and AO, with different rates, hitherto applicable in the payment of transit charges, should be abolished and replaced by a single category TO ("all objects"), at a single rate, since from the point of view of transit charges the mail is considered as merchandise sui generis irrespective of its LC and AO composition;

b transit payments should be fixed on the basis of the "cost" of the mail in transit;

c the "cost" consists of two elements: "conveyance charges" and "postal charges".

Having adopted the standpoint of the TCT, which was that the cost of conveyance of mail should be based on a weighted world average of transport prices, and having approved the figures proposed by the TCT for land and sea "postal charges", Congress chose for transit remuneration scales corresponding to curve 2 of the weighted world average prices (commercial prices), calculated by applying to the median length of each step of the scale the weighted world price corresponding to that median length (1952 Brussels Congress, II 558 and 559).

3) Originally, no difference was made between transit in closed mails and transit à découvert; payment was the same per kg of weight. However, the 1878 Paris Congress prescribed that

wherever the number of items was such as to delay the operations of an intermediate adm according to that adm's own declaration, closed mails were compulsory for conveyance in transit. Not until the 1906 Rome Congress was a special charge per item introduced for transit à découvert (letters 6 c, postcards 2½ c, other articles 2½ c per item). The 1929 London Congress fixed a uniform charge of 5 c. Finally, the 1934 Cairo Congress established that transit à découvert should be free; however, the transmission of à découvert items should be strictly limited to cases where the making up of closed mails was not justified (cf Det Regs, arts 151, para 1 and 154, para 1).

[4]) Collection or non-collection of transit charges for the conveyance of mail between the various parts of one country. See Rep 1952, pp 20–25.

[5]) By "services" is meant services performed by a transport organization in the country traversed. This organization may be the Post only or a combination of the Post and the railways or a shipping line of the country in question. It may also consist only of the railways or only of a shipping line of the said country. As it is the country as such and not its adm which shall be paid for its services, it is immaterial whether or not the postal service takes part, provided at least one other transport service of the country is involved.

[6]) Since the 1934 Cairo Congress, the storage of mails in a port no longer gives entitlement to payment of land transit charges. At the 1979 Rio de Janeiro Congress, an exception was made in art XVII of the Prot for mails stored or transhipped in the ports of Balboa or Cristobal in Panama. An exception for mail stored at Aden, which had existed since the 1934 Cairo Congress, was withdrawn by the People's Democratic Republic of Yemen in 1978.

[7]) In the absence of special agreement between the interested parties, the allocation of sea transit charges entails for the service undertaking the transport the obligation to provide for the loading and unloading of mails (1891 Vienna Congress, p 389). Cf also para 4.

[8]) 1979 Rio de Janeiro Congress resolution C 36 instructed the EC to study, among other things, the following points:
- the revision of the rules governing transit charges and the accounting thereof in order to bring them into line with the practice followed;
- possibilities of applying contemporary administrative methods in the field of transit charges accounting.

The most important reason advanced on these two points was the absence in the Acts of provisions to allow the direct settlement of transit charges between the adm of origin of the mails and the shipping companies in the case of mails forwarded in transit by sea.
Following a consultation, the EC considered that the provisions of art 61 of the 1979 Rio de Janeiro Congress Conv should be revised so as to introduce into the Conv and its Det Regs amendments pertaining to transit charges and to enable adms, as is their practice, to settle their accounts with the shipping companies direct.
In the light of the above, the 1984 Hamburg Congress split up and amended art 61 of the 1979 Rio de Janeiro Conv with a view to harmonizing the provisions and presenting them in a manner that is easier to consult, as follows:
Para 1: The last sentence ("These charges shall be payable by the adm of the country of origin of the mail") has been transferred to art 68, para 1 (II Congress/C 5 – PV 4, prop 3065.91), and the table containing the scales to art 63 (II Congress/C 5 – PV 4, prop 3061.91). Additions have also been made to this para to make it clear that the transit charges arise from services rendered in respect of land transit and sea transit (II Congress/C 5 – PV 4, prop 3061.1).
Para 2: It is necessary to state the case provided for in this para concerns solely the payment of land transit charges: if the adm concerned reforwards them by sea, the mails are subject to the payment of sea transit charges (II Congress/C 5 – PV 4, prop 3061.1).
Para 4: This is a provision inherent in the transit charge scales and has therefore been incorporated in the new art 63 (Transit charge scales) (II Congress/C 5 – PV 4, props 3061.1 and 3061.91).

Para 6: This is an important provision which has been transferred to art 69 (Transit charges for diverted or missent mails) (II Congress/C 5 – PV 4, props 3061.1 and 3065.92). A similar provision is being considered for art 87 of the Conv in respect of airmail dispatches.
Para 7: This concerns provisions dealing with application, which will be more suitably placed within the framework of the Det Regs. They have therefore been incorporated in art 173 (Statistical period for the calculation of transit charges and terminal dues. Surface mail), paras 4 and 5 (II Congress/C 5 – PV 4, prop 3061.1, PV 7, prop 3061.7 and PV 8, prop 3570.5/Rev 3).
Paras 3 and 5 of art 61 of the 1979 Rio de Janeiro Conv have been kept in art 62 of the 1984 Hamburg Conv (II Congress/C 5 – PV 4, prop 3061.1).

[9]) The meaning of "country" entitled, to transit charges is not the same as that of "country" constituting under arts 1 and 2 of the Const, members of the UPU with the right to vote, etc. Here "country" means the territory forming an administrative unit in its own right. In this connection the countries are given in the List of Kilometric Distances relating to overland distances for mails in transit, in the List of Shipping Lines published by the IB and in the General liquidation account of transit charges and terminal dues drawn up yearly by the IB (1929 London Congress, II 240 and 241).

[10]) On the postal territory of a member country, nothing may be done without the permission or against the will of the adm of that country. Cf the Summary of arbitration awards, No 8 at Const, art 32, note 5 and Rep 1946, p 21. See also art 3, note 1.

[11]) If no services have been rendered, the right to collect transit charges does not exist (1934 Cairo Congress, II 144). Thus a country which allows a foreign service to cross its territory without its own services being involved may not claim transit charges, since the principle of freedom of transit excludes purely sovereignty rights which do not correspond to a service performed. Postal exchanges are subject to charges in favour of a third country only for transport carried out by the services of that country (1878 Paris Congress, p 10, 1934 Cairo Congress, II 144 and 1974 Lausanne Congress, II 1249 to 1252, prop 2048.1).
Similarly, mails conveyed by a mail-boat which calls at a port in a third country are not liable to transit charges when not transferred by the adm of that country to another ship (cf arbit award N° 2, a, Const, art 32, note 5; see also 1929 London Congress, I 1467, props 307 and II 242).
Moreover, no transit charges are payable for the transhipment of airmail between two airports serving the same town, or for the conveyance of such mail from an airport serving a town to a depot situated in the same town and the return of the same mails for reforwarding (art 82, para 5, a and b). In the absence of special agreement between the adms concerned, the provisions of art 62 apply to airmail corr for any transit by land or sea (art 82, para 5, 1st sentence).

[12]) Although the mail services linking two countries by means of ships belonging to one of them are considered as third-party services, they do not have the status of a third intermediate adm; they are not authorized to make arrangements in respect of transit charges, rebates or exemptions with the debtor country, or to collect such charges. This right is reserved to the country to which the ships belong, that is to say the country which grants them privileges or subsidizes them either by subsidies as such or in the form of bonuses (contract services). It follows that the debtor country is not authorized to compel foreign mail ships to convey mails free of charge, not even in return for facilities granted for loading and unloading in its ports or by invoking regulations in its internal service (see Const, art 32, note 5, Summary of arbitration awards N° 2, a). Cf also 1885 Lisbon Congress, II 63, 68, 372–374; 1891 Vienna Congress, pp 693–697.
In this connection, the 1920 Madrid Congress adopted the following provision (art 3, para 3): "The High Contracting Parties undertake not to impose, for postal purposes, any special obligations on mail-boats carrying out regular mail conveyance services and depending on a country belonging to the Union, in exchange for any advantages and privileges which may exist or might be introduced in favour of any category whatsoever of merchant ships, in particular in respect of formalities and operations on departure from or arrival at ports."

At the 1924 Stockholm Congress (II 264), this provision was admittedly abolished; at the same time it was made clear that the abolition was not to be interpreted as meaning that internal legislation could exempt a country from paying transit charges due under the Convention, and that this did not change anything in respect of the Convention and Statute on the International Régime of Maritime Ports concluded at Geneva on 9 December 1923, in particular art 2 thereof, which reads as follows:

"Subject to the principle of reciprocity and to the reservation set out in the first paragraph of article 8, every contracting State undertakes to grant the vessels of every other contracting State equality of treatment with its own vessels, or those of any other State whatsoever, in the maritime ports situated under its sovereignty or authority, as regards freedom of access to the port, the use of the port and the full enjoyment of the benefits as regards navigation and commercial operations which it affords to vessels, their cargoes and passengers.

"The equality of treatment thus established shall cover facilities of all kinds, such as allocation of berths, loading and unloading facilities, as well as dues and charges of all kinds levied in the name or for the account of the Government, public authorities, concessionaries or undertakings of any kind."

[13]) By "special agreement" is meant an agreement between the contracting parties of the Convention and not an agreement between one such party and a third party. Cf Const, art 32, note 5, Summary of arbitration awards N° 2.

[14]) In 1968, the EC carried out a restricted consultation on the sea conveyance of postal dispatches the result of which was published as "Examples of causes and procedure that could be included in contracts for the carriage of mail by sea", ref CE/C 4 – Doc 46 and Adds 1 and 2. This documentation is available to postal adms, in English and French, from the IB Information and Documentation Service (circ 92/1969).

[15]) With a view to clarifying the meaning of the term "quay", reference should be made to the reason given in support of prop 402 submitted by Overseas France to the 1957 Ottawa Congress. It was stressed in those reasons "that it clearly seems to have been the intention of the drafters of prop 167, accepted at the 1952 Brussels Congress, that sea transit charges covered mail conveyance from the moment when the mails are deposited on the quay to be taken over by the vessel until the moment when they are handed over on the quay of the country of destination". It is perfectly clear from this reasoning that the term "quay" can only mean the actual quay in the port of the place of embarkation or disembarkation. This interpretation was confirmed by the 1979 Rio de Janeiro Congress (II 1516, prop 2052.3/Rev 1). See also note 7.

Article 63
Transit charge scales [1])

1 The transit charges provided for in article 62, paragraph 1, shall be calculated in accordance with the scales set out in the following table: [2])

2 The distances used to determine the transit charges according to the table in paragraph 1 shall be taken from:

- **the "List of Kilometric Distances relating to land sectors of mails in transit" provided for in article 111, paragraph 2, c, of the Detailed Regulations, as regards distances traversed by land;**
- **the "List of Shipping Lines" provided for in article 111, paragraph 2, d, of the Detailed Regulations, as regards distances traversed by sea. [3])**

Distances traversed 1			Charge per kg gross 2	3
			Gold francs	**SDR**
i Distances traversed by land expressed in kilometres				
		Up to 300 km	**0.50**	**0.163**
Above	300 up to	600	**0.68**	**0.222**
	600	1000	**0.85**	**0.278**
	1000	1500	**1.03**	**0.336**
	1500	2000	**1.20**	**0.392**
	2000	2500	**1.37**	**0.448**
	2500	3000	**1.52**	**0.497**
	3000	3800	**1.70**	**0.555**
	3800	4600	**1.91**	**0.624**
	4600	5500	**2.12**	**0.693**
	5500	6500	**2.34**	**0.764**
	6500	7500	**2.57**	**0.840**
	7500 for each additional 1000 km		**0.19**	**0.062**
ii Distances traversed by sea				
a Expressed in nautical miles				
		Up to 300 nautical miles		
Above	300 up to	600		
	600	1000		
	1000	1500		
	1500	2000		
	2000	2500		
	2500	3000		
	3000	3500		
	3500	4000		
	4000	5000		
	5000	6000		
	6000	7000		
	7000	8000		
	8000 for each additional 1000 n.m.			
b Expressed in kilometres after conversion on the basis of 1 nautical mile = 1.852 km				
		Up to 556 km	**0.47**	**0.154**
Above	556 up to	1 111	**0.59**	**0.193**
	1 111	1 852	**0.67**	**0.219**
	1 852	2 778	**0.74**	**0.242**
	2 778	3 704	**0.81**	**0.265**
	3 704	4 630	**0.86**	**0.281**
	4 630	5 556	**0.91**	**0.297**
	5 556	6 482	**0.95**	**0.310**
	6 482	7 408	**0.99**	**0.323**
	7 408	9 260	**1.04**	**0.340**
	9 260	11 112	**1.10**	**0.359**
	11 112	12 964	**1.16**	**0.379**
	12 964	14 816	**1.20**	**0.392**
	14 816 for each additional 1852 km		**0.04**	**0.013**

[1]) In order to take account of the developing situation of transport prices, the 1979 Rio de Janeiro Congress, in resolution C 28, instructed the EC: a to update the scales of transit charges fixed in art 61 of the Conv, by the method used in drawing them up, as short a time as possible before the next Congress; b to continue the economic study on the structure of the scales; and c to seek ways of reflecting, if necessary, in these scales the development of all factors entering into consideration for drawing them up.
The study led to the following conclusions:

- the transit charge scales should be updated using the traditional method of calculation;
- a variant of the new scales based on the prices actually paid by adms for mail transport (instead of the commercial transport prices of 15 commodities comparable to mail) should be drawn up;
- a coefficient of increase to ensure the economic stability of the scales throughout the period of application of the Acts of the next Congress should also be calculated and applied to the new scales.

The 1984 Hamburg Congress approved these conclusions and accepted the variant of the updated scales by the EC, based on the prices actually paid for mail transport with application of a coefficient of variation corresponding to the developments of the prices actually paid for mail transport, as well as postal costs, over half the five-year period from May 1978 to May 1983 (II Congress/C 5 – PV 3, Congress – Doc 9 and prop 3061.5).
Lastly, in resolution C 41 (reproduced at the end of this volume), the 1984 Hamburg Congress defined the principles and methods for calculating the transit charge scales (II Congress/C 5 – PV 4, prop 3000.1). In resolution C 50 (reproduced at the end of this volume), it also instructed the EC to recalculate the transit charges for the next Congress and seek ways of making the results obtained as reliable as possible (II Congress/C 5 – PV 4, prop 3061.2/Rev 1).

[2]) Table containing the transit charge scales transferred from art 61, para 1, of the 1979 Rio de Janeiro Conv (1984 Hamburg Congress II Congress/C 5 – PV 4, prop 3061.91). See note 8 to art 62 of the Conv.

[3]) Provision transferred from art 61, para 4, of the 1979 Rio de Janeiro Conv (1984 Hamburg Congress, II Congress/C 5 – PV 4, props 3061.1 and 3061.91). See note 8 to art 62 of the Conv.

Article **64**
Terminal dues (Conv 65, 67 and 70, Det Regs 170 to 177, 179, 182 to 190) ([1])

1 Subject to article **65,** each administration which, in its exchanges by air and surface means with another administration, receives a larger quantity of letter-mail items than it sends shall have the right to collect from the dispatching administration, as compensation, a payment for the costs it incurs for the excess international mail received.

2 The payment provided for in paragraph 1, per kilogramme of mail received in excess, shall be:

a **8** gold francs **(2.614 SDR)** for LC and AO items (excluding the printed papers sent by special bags referred to in article 19, paragraph 8);

b **2** gold francs **(0.653 SDR)** for the printed papers sent by special bags (M bags) referred to in article 19, paragraph 8.

3 Any administration may waive wholly or in part the payment provided for in paragraph **1.**

[1]) In resolution C 13, the 1964 Vienna Congress instructed the EC to undertake a study of the cost of dispatching, forwarding and delivering letter-post items with a view to arriving at a more accurate method of apportioning costs in all countries. Two consultations undertaken on this account revealed that while Union adms did not wish to question the principle of the non-sharing of charges expressed in the Conv, art 61, 40 countries against 45 would have accepted the possibility of compensation on a reciprocal basis, provided that a simple and inexpensive system could be found. In view of the very mixed result of the consultation, the EC felt unable to draw conclusions fully in line with resolution C 13. It nevertheless considered that it was under an obligation not to ignore the urgent request of the minority countries and to give Congress the opportunity to state its views on the substance of the matter directly by submitting to it a preliminary outline of a payment method which could offer a possible solution and providing in particular for the adoption of a rate of payment provisionally fixed at the level of letter-post transit charges, less the postal costs (1969 Tokyo Congress, II 447, Congress – Doc 11).

The EC suggestions were not approved by the 1969 Tokyo Congress, which on the proposal of Colombia, accepted by 75 votes to 42 with 4 abstentions the new art 49 of the Tokyo Conv (art 53 of the Lausanne text) granting administrations requesting compensation a remuneration of 50 c per kg of surface mail received in excess of mail dispatched (II 1438–1445, 1600, prop 2212). Congress then adopted resolution C 47 instructing the EC to continue the terminal dues study.

The conclusions of the study undertaken by the EC acting on the above-mentioned resolution were submitted to the 1974 Lausanne Congress in prop 2047.1, which contained various changes to be made in the Tokyo texts for regulating the payment procedure for terminal dues and a rise from 50 c to 1 fr of the rate of remuneration of such dues, while retaining the principle that only the imbalance noted in surface exchanges gave entitlement to compensation.

Prop 2047.1 was considered in Congress Comm 5 together with a series of amendments from Australia aimed at extending the principle of compensation to airmail and two other amendments (New Zealand and Lesotho) advocating a gradual increase in terminal dues rates up to 2 fr and 4 fr respectively. After extensive discussion, it was decided to include airmail in calculating the imbalance of exchanges and to raise the remuneration rate for terminal dues to 1.50 fr per kg (1974 Lausanne Congress, II 1267 to 1286, props 2047.1, 2049.1, 2049.2 and 2049.3). Aware of the development of all rate matters, Congress then passed resolution C 53 instructing the EC to continue the study of terminal dues in cooperation with the CCPS. This resolution was aimed, among other things, at establishing a rate formula for fixing the rate of terminal dues by taking account not only of the weight of mails, but of all cost factors, especially conveyance costs and handling costs according to the number of items contained in the mails, including special bags of printed papers, as well as at seeking ways to reflect in the Conv the development of this rate during the period between Congresses. The report of a Restricted Working Party (Canada, Colombia, Great Britain), set up by the EC to study a rate formula for fixing the rate of terminal dues, concluded that, in view of the numerous obstacles to be overcome, it was neither possible nor practical to establish a simple mathematical formula on the basis of the data contained in resolution C 53. For most market-economy and planned-economy developed countries, international mail normally accounted for only a small proportion of total volume (1 to 8 percent); in most cases in those countries, international mail constituted marginal traffic not causing serious economic constraints. On the other hand, in a large number of developing countries where inward international mail – which brings no revenue to the country of destination – exceeds the total volume of domestic and outward mail, the situation is completely different. The imbalance has an immediate impact on the postal infrastructure, the financial situation and the level of development of the postal services in those countries.

For all these reasons and with the aim of preserving the spirit of solidarity among member countries, the report concluded that a uniform terminal dues rate for all countries was not equitable and proposed a series of recommendations, the main one of which aimed at establishing a three-tier rate of payment:

- developed countries: 1 g fr per kg;
- least developed countries: 4.50 g fr per kg;
- other countries: 2.50 g fr per kg.

Because of the importance of this question and the many divergent opinions which had been expressed in the EC, the latter considered that it should consult all adms.

At its 1979 session, the EC, having noted the results of that consultation and other contributions made in the form of papers by some countries, finally decided not to fix a three-tier terminal dues rate for countries according to their level of development and to recommend to the 1979 Rio de Janeiro Congress:

- that terminal dues rates should be fixed by category of item, with a single rate for LC and AO and a different, more favourable rate for M bags; it should be left to Congress itself to fix the rates on the basis of the available data and proposals submitted on the subject;
- that the terminal dues study and the possibility of a coefficient of increase applicable to terminal dues rates should be continued by the next EC.

Nine proposals, based on the following principles, were submitted to the 1979 Rio de Janeiro Congress:

- a single rate for all categories of item;
- different rates per category of item (LC, AO and M bags) and per category of country (developed, least developed, others);
- different rate per category of country (developed, least developed, others);
- three separate rates based on the categories of item (LC, AO, M bags);
- two different rates (LC/AO, M bags);
- two different rates for LC/AO and M bags but gradually increasing until 1985.

After lengthy discussion, Congress finally adopted a prop submitted by the Latin American countries setting two separate rates for LC/AO and M bags in accordance with the EC recommendation (II 1480 to 1498, prop 2053.10).

Aware of the development of all rates questions, Congress also adopted resolution C 35 instructing the EC to continue the terminal dues study, as well as resolution C 36 and decisions C 64 and C 65 containing elements in relation to the question of terminal dues.

Acting on instructions from the 1979 Rio de Janeiro Congress, the 1980 EC set up a restricted Working Party, that was representative of the interests of all countries, consisting of Argentina, Brazil (reporting country), France, Kenya, Spain, Thailand, USSR and the United States of America. The study, the results of which were submitted to the 1984 Hamburg Congress, was based on a concept called "the equivalence principle" and introduced a system designed to establish financial equilibrium out of a situation of imbalance of exchanges between countries.

The final report by Brazil (reporting country) had been approved by the Working Party and then by the EC. In addition, a supplementary study by the United States of America showed that, on the basis of the situation of the international postal services in 1982, revenue based on the basic charges in the Conv could be used to a certain extent in place of mail handling and delivery costs.

In the conclusions of its final report on the terminal dues study (Congress – Doc 10), the EC invited Congress:

i to fix the rates of terminal dues by applying the equivalence principle in accordance with the following criteria:
   - a establishment of world average rates per kg;
   - b calculation of separate rates for LC, AO and M bags on the basis of the composition of the mail as determined during the global sampling carried out between November 1982 and May 1983;
   - c use, for the calculation of these rates, of the price system in force, composed of the basic charges laid down in the Conv and the median values of the special service charges applied by adms (for reference purposes, the terminal dues rates calculated in accordance with the price system in force before the updating of the basic charges by Congress are as follows: LC rate: 25.81 g fr/kg; AO rate: 3.09 g fr/kg; M bags rate:

0.82 g fr/kg; the new rates, after the 50 percent increase in charges decided on by the 1984 Hamburg Congress, would have been LC rate: 37.24 g fr/kg; AO rate: 4.57 g fr/kg; M bags rate: 1.22 g fr/kg);

ii to decide in favour of the stability of the rates between Congresses, ie in favour of not adjusting the rates to be fixed until the next Congress;

iii to approve prop 3062.4 and add the rates fixed;

iv to adopt the draft resolution providing the legal basis for the principles of calculating terminal dues rates and instructing the EC to study the procedure to be applied in any adjustment of these rates (prop 3000.4);

v to take note of the results of the study on the costs aspect;

vi if appropriate, to decide on the advisability of using inflation as a method of fixing the terminal dues rates.

The 1984 Hamburg Congress also had before it five other proposals from member countries about terminal dues rates.

After discussion, Congress adopted the proposal by Sri Lanka based on point vi of the EC recommendations and introducing rates of 8 g fr/kg for LC/AO mail and 2 g fr/kg for M bags. (II Congress/C 5 – PVs 1, 2 and 3; Congress – Doc 10 and prop 3062.2.) As a result only points i a, ii, v and vi of the final report by the EC were adopted by Congress. Points i b and c, setting separate rates for LC, for AO and for M bags, in application of the equivalence principle, as well as point iii stemming therefrom, lapsed. The draft resolution, which was the subject of point iv, had to be amended in accordance with the decisions taken; the version finally adopted is resolution C 42 (reproduced at the end of this volume), instructing the EC to continue the study on terminal dues (II Congress/C 5 – PVs 3 and 5, prop 3000.7).

Article **65**
Exemption from transit charges and terminal dues

Undelivered postal items returned to origin and dispatches of empty mailbags shall be exempted from land and sea transit charges and from surface-mail terminal dues. Dispatches of empty mailbags shall also be exempted from airmail terminal dues. (1)

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1) The last sentence was added by the 1979 Rio de Janeiro Congress to specify the difference between the weights of surface mail and airmail to be taken into consideration for terminal dues accounting. Surface items exempted from postal charges were at the time, in addition to dispatches of empty mailbags exempt from surface-mail terminal dues; however, this exemption extended only to dispatches of empty mailbags for airmail terminal dues accounting (II 1518, prop 2054.2). At the 1984 Hamburg Congress, in order to simplify statistical operations, the exemption from transit charges and terminal dues granted to items exempted from postal charges up to then, was abolished. On the other hand, the same exemption was granted to undelivered items returned to origin (II Congress/C 5 – PV 6, prop 3063.1 and 3063.3).

Article **66**
Extraordinary services (Prot XXII)

The transit charges specified in article **63** shall not be applicable to conveyance by extraordinary services specially established or maintained by a postal administration at the request of one or more other administrations. The conditions of this class of conveyance shall be regulated by mutual consent between the administrations concerned. (1)

1) Apart from "extraordinary services" properly speaking, there are "services giving rise to special charges". Cf Prot, arts XVII to XX.

Article **67**
Accounting for transit charges and terminal dues (Det Regs 170 to 190)

1 **Accounting** for transit charges and surface-mail terminal dues (including those relating to surface mails conveyed by air) shall **be done for each administration according to the annual weight of each of the two categories LC/AO and M bags. These weights shall be calculated from the annual actual number of LC/AO bags and M bags and from the average weight of bags of both these categories as determined from their actual weight during a statistical period. The procedures for this statistical operation shall be laid down in the Detailed Regulations.** (1) (2)

2 Accounting for airmail terminal dues shall be done for each administration according to the annual actual weight of each of the two categories LC/AO and M bags.

3 The administrations concerned may agree to account for surface mail or surface mail conveyed by air on the basis of the actual weight or in some other way. They may also agree on a different periodicity from that laid down in the Detailed Regulations for the statistical period. As regards airmail terminal dues, administrations may agree to apply in their reciprocal relations a simplified statistical method to determine such dues. (3)

4 **The debtor administration shall be exempted from any payment** when the annual balance does not exceed:
- 25 gold francs **(8.17 SDR)** for transit charges; and
- **500** gold francs **(163.35 SDR)** for terminal dues for surface **mail** and **airmail** taken separately. (4)

5 Every administration shall be authorized to submit for the consideration of a committee of arbitrators **any annual** results which in its opinion differ too much from reality. The arbitration shall be arranged as laid down in article 127 of the General Regulations. (5)

6 The arbitrators shall be empowered to fix in a fair and reasonable manner the transit charges or terminal dues to be paid.

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[1]) At the 1979 Rio de Janeiro Congress, several delegations challenged the reliability and validity of the system of triennial statistics for calculating transit charges and surface-mail terminal dues. This led the Congress to adopt resolution C 62 instructing the EC to conduct a study in this field and propose any improvements to the current statistical system that might be necessary. This study culminated in proposals aimed at replacing the existing triennial statistics system by one of the following systems:

a permanent counting of bags classified by rate and weight categories;

b permanent counting of bags and determination of the proportions of rate and weight categories on the basis of annual statistics of one month;

c permanent counting of bags classified by rate categories and determination of the proportions of weight categories on the basis of annual statistics of one month;

c1 permanent counting of LC/AO bags and M bags and determination of the average weight of bags in each of these two groups, as well as of the proportions in weight of LC and AO, according to the actual weight of the bags classified by rate (LC, AO and M bags) categories in periodical statistics of one month;

c2 permanent counting of LC/AO bags and M bags and determination of the average weight of bags in each of these two groups, as well as of the proportions in weight of LC and AO, according to a classification of the bags by rate (LC, AO and M bags) categories and by weight categories in periodical statistics of one month.

The EC decided to submit to Congress two of the systems described above: system a, with two variants using 3 or 4 weight categories and system c1, with an annual statistical period.
The 1984 Hamburg Congress decided to replace the triennial statistical system laid down in the 1979 Rio de Janeiro Conv, art 61, para 1, by system c1.
In view of the decision to keep a single terminal dues rate for LC/AO mail and another lower rate for M bags (see Conv, art 64), determining the proportions of LC and AO in total mail became unnecessary. The sole aim of the statistical period provided for in the system adopted is therefore determining the average weights of LC/AO and M bags on the basis of the actual weight of the bags sent by each country during the statistics (1984 Hamburg Congress, II Congress/C 5 – PV 4, Congress – Doc 11 and prop 3065.6/Rev 1).

[2]) This provision is not compulsory for extraordinary services (1906 Rome Congress, II 271). It applies however to "services giving rise to special charges" (cf Prot, art XVIII, note 1).

[3]) This provision was introduced by the 1979 Rio de Janeiro Congress to take account of the practice whereby some adms prefer to prepare accounts for surface-mail transit charges and terminal dues on some other basis than the statistics. For instance, adms which pay sea conveyance charges direct to shipping lines on the basis of actual weights can also use the relevant data for accounting with any transit countries and with countries of destination. As regards airlifted surface mail, the relevant actual weight appears on the C 18bis delivery bill. The statistics are superfluous in such cases. (II 1534 to 1536, prop 2056.4.)

[4]) The 1984 Hamburg Congress agreed to revert to a limit of exemption from terminal dues set in financial terms, as had been the case prior to the 1979 Rio de Janeiro Congress. Indeed, in view of the adoption of different terminal dues rates for LC/AO and for M bags, the application of a limit of exemption set in terms of weight for each of these categories of mail would lead to very different amounts (II Congress/C 5 – PV 4, prop 3065.6/Rev 1).

[5]) Cf Const, art 32, note 5, Summary of arbitration awards No 21.

Article 68
Payment of transit charges

1 The transit charges shall be borne by the administration of origin of the mails and shall be payable, subject to paragraph 3, to the administrations of the countries which are crossed or whose services take part in the land or sea conveyance of the mails. (1)

2 When the administration of the country which is crossed does not take part in the land or sea conveyance of the mails, the applicable transit charges shall be payable to the administration of destination if it bears the costs related to such transit. (2)

3 The charges for the sea conveyance of mails in transit may be settled directly between the postal administrations of origin of the mails and the shipping companies or their agents, subject to the prior agreement of the postal administration of the port of embarkation concerned. (3)

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1) Provision taken from the 1979 Rio de Janeiro Conv, art 61, para 1, reworded and adapted (1984 Hamburg Congress, II Congress/C 5 – PV 4, prop 3065.91). See also Conv, art 62, note 8.

2) Some adms are not in a position to provide land or sea transit. In such circumstances, an adm of destination, with the prior agreement of the transit adm, stands the transport costs of the transit mail intended for it. This new provision introduced by the 1984 Hamburg Congress is aimed at enabling the adm of destination to obtain reimbursement of the transit charges if it has had to pay them (1984 Hamburg Congress, II Congress/C 5 – PV 4, prop 3065.93).

3) Provision introduced by the 1984 Hamburg Congress following a consultation conducted by the EC on the settlement of transit charge accounts (II Congress/C 5 – PV 4, prop 3065.91). See also Conv, art 62, note 8.

Article 69
Transit charges for diverted or missent mails

For the payment of transit charges, diverted or missent mails shall be considered to have followed their normal route; consequently, administrations concerned in the conveyance of such mails shall not be entitled on that account to demand a payment from the dispatching administrations, but the latter shall remain liable for the appropriate transit charges to the postal administrations whose services they normally use. (1)

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1) Provision taken from 1979 Rio de Janeiro Conv, art 61, para 6 (1984 Hamburg Congress, II Congress/C 5 – PV 4, prop 3065.92). See also Conv, art 62, note 8.

Article **70**
Exchange of closed mails with military units placed at the disposal of the United Nations and with warships or military aircraft (Det Regs 169, 179)

1 Closed mails may be exchanged between the post offices of any member country and the commanding officers of military units placed at the disposal of the United Nations, and between the commanding officer of one of those military units and the commanding officer of another military unit placed at the disposal of the United Nations, through the intermediary of the land, sea or air services of other countries.

2 Closed mails may also be exchanged between the post offices of any member country and the commanding officers of naval or air units or warships or military aircraft of the same country stationed abroad, or between the commanding officer of one of those naval or air units or of any of those warships or military aircraft and the commanding officer of another unit or of another warship or military aircraft of the same country, through the intermediary of the land, sea or air services of other countries.

3 Letter-post items enclosed in the mails referred to in paragraphs 1 and 2 shall be confined to items addressed to or sent by members of military units or the officers and crews of the ships or aircraft to or from which the mails are forwarded. The rates and conditions of dispatch applicable to them shall be fixed, according to its regulations, by the postal administration of the country which has made the military unit available or to which the ships or aircraft belong.

4 In the absence of special agreement, the administration of the country which has made the military unit available or to which the warships or military aircraft belong shall be liable to the administrations **concerned** for the transit charges for the mails, calculated in accordance with article **63, for the terminal dues, calculated in accordance with article 64,** and for air conveyance dues, calculated in accordance with article **83.**

Part III

Air conveyance of letter-post items (1) (2) (3) (4) (5) (6)

Section I

Airmail correspondence (7)

Chapter I

General provisions

Article **71**
Airmail correspondence (Conv 1, 18 and 72) ([8])

Letter-post items conveyed by air **with priority** ([9]) shall be called "airmail correspondence".

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[1]) The provisions at present incorporated in part III of the Conv as well as in part III of its Det Regs were worked out by the 1927 Hague General Conf (see Const, art 16 and note 2 below) and included in the Conv for the first time as annexes by the 1929 London Congress.
The 1957 Ottawa Congress expressed itself in favour of integrating the "Provisions on air conveyance" in the Convention, in the form of a special chapter, and it instructed the ELC to ascertain the procedure to be followed in accordance with this decision (II 528–531, props 973, 919 and 615). As the "Provisions on air conveyance" were themselves divided into general and detailed provisions, the draft prepared by the ELC sought to transfer the former to the Convention and the latter to the Detailed Regulations, in both cases immediately following part II, "Provisions concerning the letter post". The draft thus prepared was adopted by the 1964 Vienna Congress (II 682 and 1130, prop 5000).
The "airmail provisions" were also revised twice:

i The 1952 Brussels Congress entrusted to the IB the redrafting of the provisions, instructing it:
   a to send the draft of the reworded text to all administrations for their opinion;
   b to submit the final draft to the ELC for consideration and possible approval. (II 768 and 769, prop 423.)

   These various steps were taken and the 1957 Ottawa Congress adopted the final draft submitted to it by the ELC. In addition, the adms prepared their proposals for Congress on the basis of the redrafted text (II 528, prop 116).

ii The 1964 Vienna Congress instructed the EC to make a substantive revision of the airmail provisions (II 1199). The EC's work was formalized in some 60 separate proposals. These proposals, which had been submitted to EC member countries for written opinions in 1967, were adopted almost in toto by the 1969 Tokyo Congress.

[2]) Up to the 1957 Ottawa Congress, the Prot (see 1952 Brussels Prot, art XV, paras 2 to 4) included provisions for the possibility of convening a Conf, consisting of the representatives of the adms directly concerned, with a view to modifying proposals concerning airmail correspondence, at the request of at least three adms. The provisions proposed by the said Conf were to be submitted through the IB to the vote of the member countries; the decision was by majority of votes cast. Consequently, in addition to the first 1927 Hague Conference called to establish airmail provisions, restricted Confs took place in Brussels 1930, Prague 1931 (Preparatory Comm), The Hague and Paris 1937 and Brussels 1938, with a view to encouraging the development of air conveyance. No actual proposals resulted from the restricted Confs. However, the 1938 Brussels Conference established provisions on the air conveyance of non-surcharged mail, which were later applied by a certain number of European adms (Doc, European Air Mail Conference, 1st and 2nd part, 1930 to 1938).

In fact, provisions concerning airmail post have always been revised at Congresses in the same way as the other Acts of the Union. Starting with the 1947 Paris Congress, a special Comm (until the 1964 Vienna Congress it was Comm 1bis; thereafter Comm 6) was set up to consider proposals in respect of all the airmail provisions.
Moreover, the creation of the ELC (at the 1947 Paris Congress) enabled any question affecting airmail to be broached between Congresses. Noting that the special procedure for revising the airmail provisions had thus, become pointless, the 1957 Ottawa Congress deleted the corresponding provisions from the Prot (II 375, prop 530).

[3]) Contacts with ICAO and IATA were considered necessary by the 1947 Paris Congress for settling some matters affecting airmail (II 1090, 1112 and 1113). A IATA-UPU Contact Committee set up after the joint IATA-UPU Conference at Cairo in January and February 1951, met for the first time in September 1951 at Cheltenham (Great Britain). Since the 1952 Brussels Congress, the Contact Committee has been reconstituted successively by the ELC and EC after each Congress. It has met in 1955 in Cairo, in 1956 in Rome and Berne, in 1957 in Lausanne, in 1959 in The Hague, in 1960 in Berne, in 1961 in Cairo, in 1962 in Montreux and in 1966, 1967, 1969, 1971, 1973, 1975, 1978, 1980, 1984 and 1985 in Berne.
The postal members of the IATA-UPU Contact Committee reconstituted after the 1984 Hamburg Congress are: Australia (Chairman), Benin, Germany, Fed Rep of, Norway, Polish People's Rep, Saudi Arabia, United States of America and Zambia.
In 1959, the Contact Committee set up a IATA-UPU Working Party to study certain technical questions in depth. Subsequently, this "Joint" Working Party has been reconstituted by each Contact Committee for the preliminary study of the problems assigned to the latter. The postal delegation to the Joint WP, which meets fairly often as needed, is, in principle, the same as the Contact Committee delegation.

[4]) The idea of maximizing the air conveyance of mail was first mooted at the 1964 Vienna Congress in connection with the fixing of basic airmail conveyance rates (cf Conv, art 83, note 1, c). Subsequent Congresses considered it expedient to devote special studies to "maximization". For instance, in implementation of 1969 Tokyo Congress resolution C 68 (III 754), the EC and CCPS, as well as ICAO and IATA, each undertook studies in depth on the question. For its part, the CCPS came to the conclusion that the ways in which each adm would consider it possible to maximize the air conveyance of mail were largely dictated by national considerations. This policy was confirmed by the studies carried out by the EC under 1974 Lausanne Congress resolution 62 (III 883 to 887) and 1979 Rio de Janeiro Congress resolution C 73 (III 930). Indeed, these studies mainly give a list of the new services introduced by adms. The IATA-UPU Contact Committee also prepared "Definitions and principles for the execution of maximizing services" (see 1984 Hamburg Congress – Doc 16 and annex 2 thereto).
In resolution C 18, reproduced at the end of this volume, the 1984 Hamburg Congress instructed the EC to continue the study on maximization. For the regulations on new maximization services, see note 7 below.

[5]) The 1952 Brussels Congress expressed the formal opinion that ICAO should make a thorough study of the problem of the air conveyance of dangerous substances (II 633, prop 334). After ICAO said that the solution of the problem was primarily a matter for the carriers, the ELC held talks with IATA, which had drawn up draft regulations for its member companies. At its 1956 session, the ELC was informed of a request by IATA that postal provisions should be brought into line with those of its own regulations, which had entered into force on 1 January 1956. After discussion, the ELC concluded that art 59 of the Brussels Conv (present art 36) contained a provision which was more general in scope and even stricter than that of IATA and that, consequently, no change was justified (1956 ELC Docs, p 548).
In 1959, however, in order to satisfy requests from IATA and other sources, the ELC decided to recommend that adms should put into effect certain additional measures with a view to strengthening, so far as they were able, the security of airmail conveyance (circs 174/1959 and 169/1961).

In 1970, following an explosion aboard an aircraft detonated by a device placed in a mailbag, IATA and ICAO brought up another aspect of the problem – that raised by acts of unlawful interference with civil aviation (see circ 50/1970). In view of certain resolutions passed by the ICAO General Assembly at its 17th (Extraordinary) session in June 1970, which directly referred to postal items (circ 166/1970), the 1972 EC decided to approach adms to find out what security measures at all levels had been introduced by various countries. The results of this inquiry were distributed in circ 141/1973.
In 1974 the problem arose again in a more general context, when IATA reiterated its request that the UPU should bring its regulations into line with those laid down for carriers – to avoid dangerous or potentially dangerous substances being sent by airmail without their being able to be identified. As regards the measures taken by the 1979 Rio de Janeiro Congress to solve this problem following joint work with IATA and WHO, see art 36, note 8.

[6]) In resolution C 29, b, the 1964 Vienna Congress instructed the EC "to inquire into the possibilities of laying down uniform standards for the conveyance by air of insured items" (III 299 and 300). The UPU suggested a uniform limit of 5000 fr but IATA said that it could not accept such a prop until airlines' liability towards third-party users of the Post had been clarified. Considering that the Warsaw Convention was the appropriate instrument in which that problem could be settled, the 1969 Tokyo Congress expressed the formal opinion (C 70) that adms should lend their good offices to the governments of their countries with a view to amending or supplementing that Convention in the sense desired by IATA (III 754 and 755). In September 1975, the International Conference on Air Law in Montreal adopted an amendment to art 2 of the Warsaw Convention (Montreal Protocol No 4) whereby, in the carriage of postal items, the carrier shall be liable only to the postal adm.

[7]) In decision C 97, the 1979 Rio de Janeiro Congress instructed the EC to undertake a study on the basis of several props designed to lay down in the Acts, on the one hand, the principle of the right of transit adms to the costs incurred by reforwarding by air surface mail from other adms and, on the other hand, the level of this payment (III 960).
An inquiry conducted in September 1981 enabled the EC to observe that third adms rarely intervene in the reforwarding by air of surface mail and that such cases are governed by bilateral agreements. A clear trend towards keeping the status quo thus emerged. In a second inquiry in 1982, on several aspects of maximization, a large number of adms did, however, favour the introduction of general, simple regulations for surface airlifted mail.
The plan adopted for that purpose by the EC was to divide the arts in part III of the Conv and those in part III of the Det Regs into two new sections entitled:
- airmail correspondence;
- surface airlifted mail (S.A.L.).

This plan was adopted by the 1984 Hamburg Congress (II Congress/C 6 – Reps 3 and 5, prop 4000.7). See also Conv, art 89 and Det Regs, arts 223 to 225.

[8]) The 1964 Vienna Congress deleted the list of items admitted for air conveyance appearing in the Ottawa "Provisions concerning airmail", art 1, subparas a, b, c and e. This list is, however, given below, as a reminder:
a all items, whether COD or not, referred to in art 15 (now art 18);
b all items coming under the Agr on subscriptions to newspapers and periodicals;
c money orders, COD money orders, sums to be collected and documents showing that the sum has been collected, advice of delivery, payment and registration;
e insured letters in relations between countries admitting the exchange of such items by air, whether COD or not.

It was considered superfluous to draw up a special list of items admitted for air conveyance because of the integration of the "Airmail provisions" in the Conv and its Det Regs. All the items mentioned in art 18 are, in fact, admissible for air conveyance, since the rules governing this means of transport have become an integral part of the Conv.

Moreover, the items mentioned under a, b, c and e are already mentioned in various articles of the Conv as having been admitted for air conveyance. Thus, art 1 of the Conv deals in para 3 with air services for insured letters.

[9]) The 1984 Hamburg Congress adopted the concept of "priority" to distinguish "airmail correspondence" (letter-post items conveyed by air) from surface airlifted mail (cf note 7 above). The term "priority" covers not only the priority accorded to mail by airlines but also the priority handling given airmail corr by adms under art 79 of the Conv (II Congress/C 6 – Reps 3 and 5, prop 4000.7).

Article **72**
Aerogrammes (Conv 73; Det Regs 201)

1 Each administration may admit aerogrammes, which are airmail letters. ([1])

2 An aerogramme shall consist of a sheet of paper suitably folded and gummed on all sides, ([2]) the dimensions of which, in that form, shall be the following:

a minimum dimensions: identical to those prescribed for letters;

b maximum dimensions: 110 × 220 mm;

and such that the length is equal to or greater than the width multiplied by $\sqrt{2}$ (approximate value: 1.4).

3 The front of the aerogramme shall be reserved for the address, the prepayment and service notes or labels. It shall bear the printed indication "Aerogramme" and may also bear an equivalent indication in the language of the country of origin. An aerogramme shall not contain any enclosure. It may be registered if the regulations of the country of origin so permit.

4 Each administration shall fix, within the limits defined in paragraph 2, the conditions of issue, manufacture and sale of aerogrammes.

5 Items of airmail correspondence posted as aerogrammes, but not fulfilling the conditions fixed above shall be treated in accordance with article **77.** Administrations may, however, forward them in all cases by surface. ([3])

[1]) The 1979 Rio de Janeiro Congress considered it necessary to specify the category of letter-post items to which aerogrammes belong (II 1602, prop 3059.1).

[2]) All-round sealing of aerogrammes, prescribed as an optional provision by the 1969 Tokyo Congress (II 1096 and 1097, 1502 and 1503, props 4090 and 4104), was made compulsory by the 1974 Lausanne Congress (II 1350, prop 3055.1). It is designed inter alia to facilitate mechanical treatment of such items.

[3]) A preventive measure adopted by the 1957 Ottawa Congress and particularly aimed at discouraging certain users who habitually enclose articles in aerogrammes (II 541–543, prop 317).

Article **73**
Surcharged and unsurcharged airmail correspondence (Conv 74) ([1])

1 Airmail correspondence shall be divided, as regards charges, into surcharged airmail correspondence and unsurcharged airmail correspondence. ([2])

2 In principle, airmail correspondence shall be subject, in addition to the charges authorized by the Convention and various Agreements, to surcharges for air conveyance; the postal items mentioned in articles 16 and 17 shall be liable to the same surcharges. All such correspondence shall be described as surcharged airmail correspondence.

3 Administrations shall be permitted not to collect a surcharge for air conveyance, provided that they inform the administrations of the countries of destination of the fact; ([3]) items accepted under these conditions shall be described as unsurcharged airmail **correspondence.**

4 With the exception of those originating from the bodies of the Universal Postal Union and from the Restricted Unions, items on postal service mentioned in article 15 shall be exempt from air surcharge. ([4])

5 Aerogrammes, as described in article **72,** shall be subject to a charge at least equal to that applicable in the country of origin to an unsurcharged letter of the first weight step in the international service.

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[1]) In resolution C 29, c, the Vienna Congress instructed the EC "to undertake a study aiming at the abolition of the distinction made in part III of the Convention between surcharged and unsurcharged airmail correspondence and, if necessary, to submit a redrafted text on those lines to the next Congress". (II 1131 and 1325, prop 5027.)
The work done revealed that the two categories of airmail are subject to distinct procedures, particularly with regard to prepayment, and that a distinction should therefore be made between them so as to avoid any misunderstanding. That being the case, the EC decided to maintain the status quo (see 1969 Tokyo Congress – Doc 2, II 139).

[2]) The 1964 Vienna Congress deleted "aerogrammes", which appeared in the Ottawa "Airmail provisions", art 3, para 1, as a third category of airmail correspondence. Aerogrammes do not, as regards charges, constitute a special category, but belong either to surcharged airmail corr or unsurcharged airmail corr, according to whether or not they are subject to a charge higher than that applicable to a letter of the first weight step (II 1139 and 1324, prop 5003). See also Conv, art 72, note 1.

[3]) The 1952 Brussels Conv prescribed that adms were not obliged to collect a surcharge, provided they informed the countries of destination and transit. The 1957 Ottawa Congress discontinued the obligation to inform countries of transit (II 546 and 547, prop 924).

[4]) The IB is not exempt from payment of air surcharges even on items sent by it to the adms of the Union.
The ELC considered, firstly that the Swiss adm alone could not be expected to bear such air surcharges in its capacity of adm of origin, and secondly, that it would be difficult to ask air companies to convey the above-mentioned airmail items free of charge since these companies might in turn require exemption from postal charges in compensation. It was therefore of the opinion that the case should be considered as regulated by the status quo, which is as follows:
IB circulars, reports, etc, are usually sent by surface route. Those adms which have expressly requested that all these publications should be sent by air are responsible for the air surcharges in agreement with the IB. If, on the other hand, the IB considers that a communication is sufficiently urgent to justify general forwarding by airmail, the charges are paid by the IB and shared by the members of the Union.
As regards letters which the IB forwards by air to adms at the formal request of one of them, the ELC expressed the opinion that the requesting adm should bear the airmail charges (Summary Record, April 1948 ELC session, p 16).
As a result of the 1969 Tokyo Congress decision to grant UPU bodies and the Restricted Unions exemption from payment of postage (cf art 15), the latter have been assimilated, in respect of air surcharges, to the system applied previously to the IB (II 1517, prop 4096).

Article **74**
Air surcharges (Conv 73, 75 to 77, 80; Prot XXI)

1 Administrations shall fix the air surcharges to be collected for forwarding. They may adopt, for fixing of surcharges, smaller weight steps than those laid down in article 19.

2 The surcharges shall be related to the air conveyance dues. As a general rule, the total sum of the surcharges shall not exceed the costs payable for such conveyance. ([1])

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

4 Administrations may fix average air surcharges each relating to a group of countries of destination.

5 Air surcharges shall be paid before dispatch.

6 In calculating the air surcharge for an airmail item, each administration shall be authorized to take into account the weight of any forms used by the public which may be attached to the item. The weight of the advice of delivery shall always be taken into account.

[1]) To safeguard the public interest, the 1947 Paris Congress expressed the formal opinion that air surcharges should be closely linked with conveyance dues (II 614 to 616, prop 797) and this principle was introduced into the actual texts at the 1952 Brussels Congress (II 734 to 736, props 1274, 1501).

With a view to making the texts more flexible and promoting maximization, the 1979 Rio de Janeiro Congress took the following measures:

a deleting the word "closely" in front of "related" (II 1623, prop 3061.1);

b stating, in decision C 32 that the present text and art 8, para 2, of the Parcels Agr are to be interpreted as meaning that the total surcharges relating to letter-post items and air parcels shall not exceed the dues payable for the conveyance of all categories of items: LC, AO and CP (III 906).

Article **75**
Combined charges (Conv 74, 77, 80 and 81) (1)

1 Notwithstanding article **74,** administrations may fix combined charges for the prepayment of airmail correspondence, taking into account:

a the cost of the postal services rendered by them;

b the cost of the air conveyance.

Administrations have the option of taking as the cost mentioned in a, the basic charges set in accordance with article 19. When the weight steps adopted for fixing the combined charges are smaller than those laid down in article 19, the basic charges may be reduced in the same proportion. (2)

2 With the exception of articles **77** and **80,** the provisions relating to air surcharges shall apply by analogy to combined charges. (3)

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1) The concept of combined charges for the prepayment of airmail correspondence was introduced by the 1957 Ottawa Congress, thus officially sanctioning a fairly widespread practice without, however, specifying the method of calculating these charges (II 544–546, props 923 and 934).
During the review of the substance of the airmail provisions (see Conv, art 71, note 1), the EC made a preliminary study of combined charges. In view of, on the one hand, the diversity of the methods adopted to establish combined charges and, on the other hand, the practice as regards underpayment, redirection, etc, the Tokyo Congress adopted resolution C 77 instructing the EC "to study afresh and in depth all aspects of the method of fixing combined charges and enunciate the principles and methods to be adopted (III 765).
The EC considered it expedient to expand the range of this study to include the methods of calculating air surcharges. During the work, a tendency emerged towards replacing air surcharges and combined charges by a new system of "airmail postage rates" separate from that of basic charges. In conclusion, however, the EC decided, in accordance with resolution C 77, to prepare props designed to supplement the provisions concerning combined charges. The 1974 Lausanne Congress endorsed these proposals and introduced the present art, which takes account of the views expressed by adms in the two consultations in July 1971 and October 1972 (II 1352, prop 3057.91). See also Conv, art 77, note 1 and art 80, note 3.
1974 Lausanne Congress – Doc 14 contains a summary of the data provided by adms in 1971 concerning the methods of calculating air surcharges and combined charges.

2) Para 1 sanctions the two calculation methods generally used for establishing combined charges, viz:

– the so-called "simple" combined charge, calculated by adding together the basic charge components (prepayment charge for surface conveyance fixed on the basis of Conv, art 19 and Prot, art III) and air conveyance costs;

– the so-called "global" combined charge calculated without regard to the basic charge on the basis of all costs relating specifically to airmail, eg handling of inward and outward air corr, including surface conveyance and air conveyance costs.

Lastly, the possibility of splitting the basic charges, introduced by the last sentence, is designed to settle, for adms using "simple" combined charges, the problem of working out a theoretical basic charge. In addition, it also sanctions very widespread usage.

[3]) This provision makes it possible to apply to combined charges the rules relating to air surcharges. The term "by analogy" refers particularly to art 74, para 2. In this connection operative paragraph 1, of 1969 Tokyo Congress recommendation C 78 called on adms using combined charges "to fix charges fairly, following the principle stated in the Tokyo Convention, last sentence of article 57, para 3 (close relation between the proceeds from air surcharges and air conveyance costs). When the method of calculation does not allow a clear distinction to be made between the 'air surcharge' and the 'basic charge', it is for the administration concerned to decide how this principle shall be applied" (III 766).

Arts 77 and 80 are exceptions to the rule because they contain provisions peculiar to combined charges.

Article **76**
Methods of denoting prepayment (Conv 28)

Apart from the methods laid down in article 28, the prepayment of surcharged airmail correspondence may be denoted by an indication that full postage has been prepaid, for example: *"Taxe perçue"* ("Amount collected"). This indication shall appear in the top right-hand part of the address side and be authenticated by a date-stamp impression of the office of origin.

Article **77**
Unpaid or underpaid surcharged airmail correspondence (Conv 27 and 30; Det Regs 139 and 201)

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

a in the event of complete absence of prepayment, surcharged airmail correspondence shall be treated in accordance with articles 27 and 30; items on which the payment of postage is not obligatory before dispatch shall be forwarded by the means of transport normally used for unsurcharged correspondence;

b in the event of underpayment, surcharged airmail correspondence shall be forwarded by air if the charges paid represent at least the amount of the air surcharge; nevertheless, the administration of origin shall be permitted to send these items by air when the charges paid represent at least 75 percent of the surcharge or 50 percent of the combined

charge. (1) Below these limits, items shall be treated as laid down in article 27. In the other cases, article 30 shall be applicable.

2 If the details required for calculating the amount of the charge to be collected have not been indicated by the administration of origin, the airmail correspondence shall be considered as duly prepaid and shall be dealt with accordingly.

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1) A measure introduced by the 1974 Lausanne Congress with a view to supplementing the provisions relating to combined charges. Most of the adms replying to the October 1972 consultation on surcharges and combined charges considered that the portion of the combined charges which should be paid for the item to be sent by air should be fixed at 50 percent (II 1353, prop 3059.2).

Article **78**
Routeing of airmail correspondence and airmails in transit
(Conv 1, 76; Prot XXIII, XXIV; Det Regs 163, 208, 209) (1) (2) (3)

1 Administrations shall be bound to forward by the air communications they use for the conveyance of their own airmail correspondence the items of this type which reach them from other administrations. (4)

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

3 Closed airmails shall be forwarded by the flight (5) 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.

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, provided that the airlines concerned agree to make the transhipment and that the administration of the transit country is informed of it beforehand. (3)

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1) As regards priority for airmails, the 1947 Paris Congress adopted the following resolution:
"The Executive and Liaison Committee is instructed to contact the International Civil Aviation Organization (ICAO) with a view to obtaining the agreement of airlines that they will definitely undertake to give absolute priority to the mail and to ensure that it is never unloaded from an aircraft to make room for other cargo. The adms to which the air services are responsible undertake, for their part, to urge their airlines to give absolute priority to mail conveyed by air." (II 588–592 and 1090, prop 762.)
Following talks between the ELC Chairman and IATA in 1948, IATA declared its willingness to grant the following priority to airmail:

"IATA would agree that first-class mail should enjoy priority on the following conditions:
"After agreement between airlines and post offices, and for a specific connecting service, the maximum amount to be handed over at each departure will be estimated by statistics and the corresponding capacity (volume and weight) will be reserved in the aircraft. Should the volume of mail exceed this capacity, the carrier will unload the necessary cargo and will accept no seat reservation until the excess mail has been forwarded. A passenger with a reserved seat will not be refused admission, but the airline will do its utmost to convey the additional mail either by surrendering the passengers to another carrier or by using another aircraft.
"For second-class mail, AO, priority will be given only over freight, which will be unloaded by the airlines if necessary; in addition, AO will be given priority over passengers whose seats have not been reserved in advance.
"Air parcels will have priority over freight." (Cf 1948 ELC Docs, p 91.)
The adoption by the 1979 Rio de Janeiro Congress of a single basic air conveyance rate for the three categories of mail, LC, AO and CP required the revision of the above agreement. Therefore, resolution C 34, instructs the EC to reconsider the matter with IATA (III 907).
A draft revised text was prepared by the EC at its 1980 session, but IATA stated that it was unable to commit its members to a long term conveyance priority understanding until such time as the UPU had completed its study on the possibility of adjusting the basic airmail conveyance rate (cf art 83, f, note 1). In the meantime, IATA proposed another degree of priority which the EC considered to be less favourable at its 1981 session. The EC therefore postponed a decision on that subject leaving it to adms to continue to agree with airlines on the national level on the basis of the 1948 Agreement (see Hamburg Congress – Doc 1, para 29, a and IB circ 192/1981).

[2]) As regards the proposal submitted to the 1957 Ottawa Congress suggesting the introduction of the notion "freedom of the air" into the Conv on the lines of "freedom of transit", etc, cf Conv, art 1, note 7. The 1964 Vienna Congress in turn, which had before it the question of freedom of the air, endorsed formal opinion C 4: "...that each member country of the Union should do all it can so that regular international air services are not prevented from loading airmail addressed to any other member country or from unloading airmail sent from any other member country whatever the nationality of the aircraft." (III 300.) Together with this formal opinion, Congress decided that the question of commercial rights should be the subject of a study. It therefore instructed the EC in resolution C 30: "to study the whole question of the 'fifth freedom' and to establish all the necessary contacts with the competent international organizations, in order that airmail traffic may benefit fully." (II 687, 1133–1135 and 1325, prop 5092.)
To give effect to the work done by the EC in this field, the 1969 Tokyo Congress issued formal opinion C 69 which invites adms to approach their national civil aviation authorities in order to obtain special rights for postal traffic when the absence of the fifth freedom delays the conveyance of airmail (III 754).
The 1974 Lausanne Congress passed resolution C 60 (III 882) which affirms the principles of freedom of transit with regard to so-called "hijacking". The mails affected by such 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.

[3]) In implementation of 1974 Lausanne Congress decision C 61 which instructed the EC to consider the question of the routeing and transhipment of airmail dispatches in all its aspects, the EC undertook a detailed consultation of adms in August 1976. It also contacted IATA which, in turn, consulted its member airlines.
The inquiry revealed a trend in favour of relaxing the routeing provisions for the benefit of the adm of origin of the mails. It was however objected that the use of a route other than the one used for its own mails might cause additional expense for the intermediate adm and disturb its operational services; moreover, current legislation in some countries prevents mail from being given to all airlines. The EC therefore decided not to recommend an amendment to the substance of the present para 3 (see, however, note 5 below).

On the other hand, a bigger majority of adms agreed to making direct transhipment of mails between different airlines no longer subject to authorization by the intermediate adm, provided that the adm of the transit country was informed thereof. IATA, for its part, said that the carriers were prepared to perform direct inter-airline transhipment, stressing, however, that it rested with each carrier to take a decision in this respect in the individual case. The 1979 Rio de Janeiro Congress agreed to an EC prop to adopt the procedure set out in para 4 of the present art (II 1624, prop 3065.1).
In order to promote the smooth operation of this new procedure, Congress also approved the practical application formula below, agreed between the EC and IATA to serve as a framework for national agreements to be concluded between adms and carriers:

Practical application formula for the direct transhipment of airmails by the airlines

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

i A postal administration desiring direct transhipment of its mails, at an airport in another administration'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 transhipment procedure.

ii The dispatching administration 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 transhipment cannot take place.

iii If the dispatching administration has not given the instructions referred to in paragraph 2 above, the airline shall immediately hand the mails over to the postal services at the transhipment 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 transhipment of airmails between aircraft of two different airlines

i A postal administration desiring direct transhipment of its airmails between two different airlines at an airport in another administration'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 transhipment 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 administration, which shall advise the intermediate administration of the agreed transhipment before dispatching the mails in question.

v The dispatching administration may arrange with the first airline for the mails to be reforwarded by a specified later flight if, for any reason, the originally scheduled transhipment cannot take place.

vi If the dispatching administration has not given the instructions referred to in paragraph 5 above, the first airline shall immediately hand the mails over to the postal services at the transhipment 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 administration shall reach agreement with the first airline on the number of copies of the AV 7 delivery bill to be supplied to it if the number required for the transhipment exceeds that provided for by the Detailed Regulations of the UPU Convention, and also on the provision of an additional copy of the AV 6 envelope.

viii Following an alteration in the airline timetables, the dispatching administration shall review, in consultation with the first airline, the arrangements made for the transhipment and, where appropriate, advise the intermediate administration of any changes made.

In resolution C 70, reproduced at the end of this vol, the 1984 Hamburg Congress asked adms to see that the practical application formula was observed, in particular as regards the prior informing of the intermediate adms (II Congress/C 6 – Rep 6, props 4000.3 and 4000.11). That same resolution provided for the finalization by the EC at its 1985 session of a replacement delivery bill for the use of airlines dealing with the reforwarding of airmails intended for direct transhipment but which are not accompanied by an AV 7 bill. However, it has not been possible to reach agreement with IATA on the replacement bill and, hence, to draw up the guidelines for its use in time for them to be included in the Annotated Acts of the 1984 Hamburg Congress.

[4]) Under the 1964 Vienna Congress system, the forwarding of unsurcharged airmail correspondence was subject to two conditions, available aircraft capacity and a request from the adm of origin. Considering that these provisions no longer served any useful purpose, the 1969 Tokyo Congress deleted them (II 1504, prop 4008).

[5]) The inquiry on the routeing and transhipment of airmail dispatches mentioned in note 3 above revealed that most adms favoured replacing in para 3 the word "route" by "flight", because, nowadays, they normally ask for their mail to be reforwarded by a specific flight given in the airline timetables. Those which merely indicate the route to be followed by their mails may, of course, continue to do so (1978 EC Docs, pp 347 and 348; 1979 Rio de Janeiro Congress, prop 3065.1).

Article **79**
Priority treatment of airmails (Conv 37 and 73) ([1]) ([2])

Administrations shall take all necessary steps to:

a ensure the best conditions for the receipt and onward transmission of airmails at airports in their country;

b ensure that agreements concluded with the carriers concerning the priority due to airmails are respected; ([3])

c speed up the operations relating to the customs control of airmail correspondence addressed to their countries;

d keep to a strict minimum the time required for forwarding airmails posted in their country to the countries of destination and for having airmails arriving from abroad delivered to the addressees.

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[1]) The special regulation of conveyance from the airport to the postal office is the responsibility of the internal service (1924 Stockholm Congress, II 267).

However, it is nevertheless true that the international service is directly interested. In fact, the advantage obtained by conveyance of mail by air only remains an advantage to the extent that the mail is subsequently given rapid and careful treatment. In this connection, the 1957 Ottawa Congress expressed the formal opinion that postal adms should take steps to speed up the conveyance of mails and airmail correspondence between the airport and the postal office concerned as much as possible (II 604 and 605, prop 979).

[2]) Still with the aim of speeding up the handling of airmail on the ground, the 1979 Rio de Janeiro Congress adopted recommendation C 70 (directed at adms) and formal opinion C 71 (directed at

ICAO and IATA) (III 928 and 929). The most important aspects brought out by these decisions which stem from a study assigned to the CCPS and then to the IATA-UPU Contact Committee, within the framework of maximization, are the following:

a postal facilities at airports to handle an increased volume of mail, including airlifted surface mail and containerized mail;

b consultation of postal adms in the planning, etc of airports and their participation in the ICAO National Facilitation Committees (FAL) and IATA Airport Consultative Committees;

c opening hours of postal services at airports in relation to the arrival and departure times of flights used by mail;

d the close-out times fixed by airlines for handing over outward mails by postal services and handing over inward mails to the postal services;

e transport facilities used between airports and postal establishments in town.

Adms were informed by circ letter 3410.2(C)399 of 31 March 1980 of the action taken by ICAO and IATA on matters concerning them.

[3]) At the same time as instructing the EC to re-examine with IATA the 1948 agreement concerning the priority accorded to airmails by the airlines (cf Conv, art 78, note 1), 1979 Rio de Janeiro Congress resolution C 34 asked the EC to study the possibility of including the principle of this priority in the Acts of the UPU (III 907). The provision adopted by the 1984 Hamburg Congress to that effect on the EC prop covers the agreements on priority concluded at national level independently of the IATA-UPU agreement. It tends to strengthen the position of adms towards carriers and to promote the fast handling of mail (Congress/C 6 – Rep 1, prop 4075.1).

Article **80**
Redirection of airmail correspondence
(Conv 34 and 81; Det Regs 141, 142 and 201 ([1])

1 **Airmail letters and airmail postcards** addressed to an addressee who has changed his address shall be redirected to **their** new destination by **the quickest route (air or surface). Other** airmail correspondence **shall be redirected** by the means of transport normally used for unsurcharged correspondence **except in the cases referred to in paragraphs 2, 3 and 4.** For this purpose, article 34, paragraphs 1 to 3, shall be applicable by analogy.

2 **Items other than airmail letters and airmail postcards may be reforwarded by air at the express request** of the addressee if the latter undertakes to pay the air surcharges or combined charges on the new air route or if such surcharges or combined charges are paid at the redirecting office by a third person; ([2]) in the first case the air surcharge or the combined charge shall be collected, in principle, at the time of delivery of the item and retained by the delivering administration.

3 Administrations which apply combined charges may fix special fees, which must not exceed the combined charges, for the redirection by air under the conditions laid down in paragraph 2. ([3])

4 Correspondence sent by surface on its first transmission may be reforwarded abroad by air, under the conditions laid down in paragraph 2.

Redirection by air of such articles within the country of destination shall be governed by the internal regulations of that country.

5 The special C 6 envelopes and bags used for collective redirection (4) **of airmail letters and airmail postcards, including those dealt with in paragraph 4,** shall be forwarded to the new destination **by the quickest route (air or surface). Those containing other correspondence shall be forwarded** by the means of transport normally used for unsurcharged correspondence, unless the surcharges, the combined charges or the special fees provided for in paragraph 3 are paid in advance to the redirecting office, or the addressee undertakes to pay the charges on the new air route in accordance with paragraph 2.

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1) In order to improve the quality of service to users, the 1984 Hamburg Congress introduced as a rule redirection and return to origin of airmail letters and airmail postcards by the quickest route, ie normally by air. As a result, the surcharges or combined charges for the new routes are collected only on items other than letters and cards. Paras 1, 2 and 5 of the art have been amended accordingly (Congress/C 6 – Reps 1, 5 and 6, prop 4076.1/Rev 1).
At the same time, the 1984 Hamburg Congress, noting that the regulations on the matter were out of step with the practices currently adopted by adms, passed resolution C 82, reproduced at the end of this vol, instructing the EC to review them and bring them up to date.

2 The 1964 Vienna Congress made it possible for a third party (shipping agents, hotels, etc) to request, on behalf of the sender or the addressee, the redirection of airmail correspondence by air against payment of air surcharges or combined charges (II 1144, 1169 and 1336, prop 5032).

3) An optional provision introduced by the 1974 Lausanne Congress to supplement the provisions concerning combined charges (see art 75, notes 1 and 3). Instead of collecting the full combined charge for the new air route in accordance with para 2, the adms concerned may fix special fees for redirection or return to origin. This measure reflects the majority opinion expressed by adms in the October 1972 consultation on surcharges and combined charges (II 1355, prop 3063.2).
For the decisions taken by adms on the subject see the List of Air Surcharges.

4 See Det Regs, art 142.

Article **81**
Return to origin of airmail correspondence
(Conv 35 and 80; Det Regs 143 and 201) (1)

1 Undeliverable **airmail letters and airmail postcards for return to origin shall be returned by the quickest route (air or surface).**

2 Undeliverable airmail correspondence other than airmail letters and airmail postcards shall be returned to origin by the means of transport normally used for unsurcharged correspondence; however, in the event of interruption of those means of transport, the correspondence shall be returned to origin by air.

3 For the return of correspondence to origin by air at the request of the sender, article **80,** paragraphs 2 to **4,** shall be applicable by analogy.

[1]) Cf art 80, notes 1 and 3.

Chapter II

Air conveyance dues ([1])

Article **82**
General principles (Conv 83 to 88)

1 The air conveyance dues for the whole distance flown shall be borne:
a in the case of closed mails, by the administration of the country of origin of the mails; ([2])
b in the case of airmail correspondence in transit à découvert, including missent items, by the administration which forwards this correspondence to another administration.

2 These same regulations shall be applicable to airmails and airmail correspondence in transit à découvert exempt from transit charges.

3 Conveyance dues shall, for a particular sector, be uniform for all administrations which use the sector.

4 Unless agreement has been reached that no charge should be made, air conveyance dues within the country of destination shall be uniform for all airmails originating abroad whether or not this mail is reforwarded by air. ([3])

5 In the absence of special agreement between the administrations concerned, ([4]) article **63** shall apply to airmail correspondence for any transit by land or by sea; nevertheless, no transit charges shall be payable for:
a the transhipment of airmails between two airports serving the same town;
b the conveyance of such mails from an airport serving a town to a depot situated in the same town and the return of the same mails for reforwarding.

[1]) Noting that "rémunérations pour le transport aérien" and "frais de transport aérien" (variously translated as "air conveyance charges", "payment(s) for air conveyance" or "air conveyance costs") were used indiscriminately in the airmail provisions, the 1969 Tokyo Congress decided for the sake of uniformity and accuracy to use the expression "frais de transport aérien" (now translated as "air conveyance dues") in each case (II 1505, prop 4012).

[2]) Cf art 87, para 5.

[3]) The system of a standard payment for air conveyance inside the country of destination was laid down by the 1957 Ottawa Congress (II 588, prop 447).
The 1964 Vienna Congress, in order to make clear that payment for internal conveyance is collected on all airmail arriving at the country of destination, adopted the following text: "whether or not this mail is reforwarded by air" (II 1171 and 1336, props 5035 and 5036).
Noting, moreover, that the application of the system adopted by the 1957 Ottawa Congress had given rise to certain practical difficulties, the 1964 Vienna Congress instructed the EC by its resolution C 32: "to study the problem of the conveyance charges to be collected for internal air conveyance". (II 1171, props 5083 and 5094.)
These props were designed to specify:
- that there is no right to payment for internal air conveyance unless such conveyance was at the request of the adm of origin of the mail;
- no internal air conveyance dues are charged on airmail corr received in transit à découvert for reforwarding.

The author of the props concerned agreed later not to press for consideration of the problem until further notice (1969 Tokyo Congress II 139). See also art 83, notes 5 and 6.

[4]) Cf Det Regs, art 219.

Article **83**
Basic rates and calculation of air conveyance dues relating to closed mails

1 The basic rate applicable to the settlement of accounts between administrations in respect of air conveyance shall be fixed at 1.74 thousandths of a **gold** franc **(0.568 thousandth of an SDR)** at most per kilogramme of gross weight and per kilometre; this rate shall apply proportionally to fractions of a kilogramme. ([1]) ([2])

2 Air conveyance dues shall be calculated according to the actual basic rate ([3]) (less than and at most equal to the basic rate fixed in paragraph 1) and the kilometric distances given in the "List of Airmail Distances" ([4]) and to the gross weight of the mails; no account shall be taken of the weight of *sacs collecteurs.*

3 When dues are payable for air conveyance within the country of destination, they shall be fixed in the form of a single price. This single price shall include all the dues for air conveyance within the country, regardless of the airport of arrival of the mails. It shall be calculated on the basis of the rate actually paid for air conveyance of the mail within the country of destination, but not exceeding the maximum rate specified in paragraph 1, and according to the weighted average distances of the sectors flown by international mail on the internal network. The weighted average distance shall be determined in terms of the gross weight of all the airmails arriving at the country of destination, including the mail which is not reforwarded by air within that country. ([5]) ([6])

4 Dues payable for air conveyance, between two airports in the same country, of airmails in transit may also be fixed in the form of a single price. This price shall be calculated on the basis of the rate actually paid for air conveyance of mail within the country of transit, but not exceeding the maximum rate specified in paragraph 1, and according to the weighted average distances of the sectors flown by international mail on the internal air network of the country of transit. The weighted average distances shall be determined in terms of the gross weight of all the airmails transiting through the intermediate country. ([7])

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

6 The prices for international and internal air conveyance, obtained by multiplying the effective basic rate by the distance, which are used in calculating the dues mentioned in paragraphs 2, 3 and 4, shall be rounded up to the nearest 10 gold centimes **when the number made up by the figure of hundredths and that of thousandths is equal to or greater than 50; they shall be rounded down to the nearest 10 gold centimes in other cases.** ([8])

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[1]) As regards the method of calculating the maximum basic rates per kg-km fixed in para 1, the studies untertaken by the ELC and EC can be summarized as follows:

a The 1952 Brussels Congress decided to refer back to the ELC a theoretical study of the problem of variations in basic airmail conveyance rates (II 712 and 715).
The Subcomm set up by the ELC for this study noted that the problem as a whole fell into two parts: on the one hand, to consider whether the rates fixed for mail conveyance were in accord with costs and, on the other hand, to vary these rates, if possible, by adopting a sliding scale which would establish a close link between these two elements. As regards the latter, the Subcomm considered that the relative stability of running costs experienced for some years did not justify the creation of a sliding scale and that, in addition, its introduction would involve considerable difficulties for adms on the practical level.
As for the main object of the study, the Subcomm established general principles and methods for determining equitable rates for mail conveyance, the structure of the system resting primarily on airlines' average costs per revenue t-km. Since this average cost concerned all categories of air traffic, various adjustments had to be made to find the cost of international air conveyance. The Subcomm also agreed that the basic rate thus obtained should be apportioned between the two categories of mail, ie LC and other articles (AO, Jx and CP).
The ELC accepted in principle the conclusions reached by the Subcomm but left it to adms to decide on their position. The Subcomm's report, entitled "Variations in basic airmail conveyance rates", was distributed to adms in September 1956 and further information (under the same title) in 1957 (see ELC Summary Records 1956, p 15 and 1957, p 17).
The 1957 Ottawa Congress fixed a unit rate of 1 g fr per t-km for AO and CP abolishing the Jx category (II 571 and 572, prop 625).

b The 1957 Ottawa Congress instructed the ELC "to pursue the study started on the subject of basic airmail conveyance rates" (II 60 and 628). This was again a theoretical study which consisted in re-evaluating the data of the 1956 report. The ELC decided to distribute the new report, entitled "Study of basic airmail conveyance rates", to adms making clear that the re-assessment had been made on the basis of a few examples cited by way of illustration (1964 Vienna Congress, II 202 and 203).

The 1957 Ottawa Congress also instructed the ELC to find out what simplifications could be made in the calculation of air conveyance dues, particularly on the basis of distance steps or single rates per country of destination, etc (II 1158, props 627, 955, 956, 957 and 244).
With regard to distance steps, the ELC concluded that this formula would cause financial losses, either for adms or for the airlines, without making any real saving in accounting costs. With regard to the so-called "country to country" rates, the ELC considered that such a system could not be put into general use or covered in the Conv but might at most be conceived of on an optional basis for certain direct links (1964 Vienna Congress II 203).

c In resolution C 31, the 1964 Vienna Congress instructed the EC and CCPS to make a more thorough study of the rates question stressing the increasing importance of the conveyance of mail by air and the necessity to seek, by all possible means, conditions favourable to the development of the traffic, while safeguarding the interests of postal administrations and airline companies (III 300 and 301).
At the end of the work carried out under this resolution, the EC and the CCPS proposed that the guiding principle to be followed in the matter of rates should be "that air conveyance be used as the normal means of mail transport". As for the general principle on which basic air conveyance rates should be calculated, it was proposed to calculate them "on the basis of world airline operating costs, using unit costs per revenue t-km, these costs to be adjusted to exclude items extraneous to the Post and to provide certain additional allowances" (see 1969 Tokyo Congress – Doc 15, II 507 to 539).
In addition, for the first time, the EC formulated a concrete proposal based on its conclusions fixing a world rate of 3 g fr per t-km for LC, the rate for AO remaining unchanged at 1 g fr. The 1969 Tokyo Congress adopted this proposal (II 1506 to 1509, prop 4000). As a result, the 4 g fr rate applicable since the 1952 Brussels Congress to the LC carried on routes outside Europe was abolished. Cf 1964 Vienna Acts – English Annotated Acts, vol I (2nd part), pp 67 and 68, notes 6 and 7.

d In approving Congress – Doc 15 (cf subpara c above), the 1969 Tokyo Congress passed resolution C 71, instructing the EC to revise the basic rates taking into account the guiding principles and methods described in Congress – Doc 15 and to re-examine, in consultation with the Consultative Council for Postal Studies, the adjustments made to the constituent elements of these rates (III 755).
In carrying out this study together with the CCPS, the EC decided to supplement the guiding principle laid down by the 1969 Tokyo Congress with the concept of "taking account of the interest of postal administrations, users and airlines" (decision CE 7/1972). The general method of calculation adopted at the 1969 Tokyo Congress was retained.
In 1973, after completing the various stages of the revision, the EC proposed bringing down the LC rate from 3 to 2.80 g fr per t-km (see 1974 Lausanne Congress – Doc 9 II 300). At its February 1974 session, however, informed by ICAO and IATA about the considerable and unexpected rise in the cost of fuel in the second half of 1973 and its long-term effects on airlines' unit costs, the EC decided to withdraw its proposal and recommend the maintenance of the existing 3 g fr rate (see 1974 Lausanne Congress – Doc 9/Add I II 333). The 1974 Lausanne Congress followed this recommendation (II 1359 to 1361).

e 1974 Lausanne Congress resolution C 62 (III 883 to 886) instructed the EC to revise, in cooperation with the CCPS, the basic airmail conveyance rates, considering several methods and formulae as well as the possibility of fixing an LC/AO/CP rate or an LC/AO rate with a separate rate for CP.
Having studied the various possibilities, the EC agreed, on the proposal of the CCPS, to continue to calculate air conveyance rates according to airline unit operating costs (see subpara c above). Divergent views emerged, however, both in the EC and in discussions with IATA on the application of this formula; nevertheless, agreement on an average rate of 1.74 fr per t-km was reached in the IATA-UPU Contact Commitee in 1978 on the basis of values taken

from various variants of the formula. After reconsidering the question in February 1979, the EC decided not to recommend to the 1979 Rio de Janeiro Congress use of any particular formula, proposing the average rate of 1.74 fr per t-km reached in negotiations with IATA (see 1979 Rio de Janeiro Congress – Doc 23, II 855).

In examining the possibility of adopting an LC/AO/CP rate or an LC/AO rate, the EC collected from some 100 adms statistics on the distribution of their international airmail governed by "UPU" rates among the LC, AO and CP categories. These data showed the financial effects for adms of the adoption of a single LC/AO/CP rate of 1.74 fr and of the application of a series of differential rates (LC/AO, CP; LC and AO/CP). At its February 1979 session, the EC decided to submit five of these solutions, including the single LC/AO/CP rate to the 1979 Rio de Janeiro Congress (see 1979 Rio de Janeiro Congress – Doc 23, II 856 and 858 to 871).

In June 1979, IATA asked the UPU to revise and adjust the 1.74 fr per t-km rate because of the unexpected increase in the cost of fuel which had occurred since 1978 and the prospect of further longer term increases (see 1979 Rio de Janeiro Congress – Doc 23/Add 1, II 872 to 875).

However, the 1979 Rio de Janeiro Congress adopted the single LC/AO/CP rate of 1.74 fr per t-km proposed by the EC (II 1603 to 1617, prop 3071.4).

f The 1979 Rio de Janeiro Congress passed resolution C 30 concerning the continuation of the work on fixing airmail conveyance rates (III 905).

In 1980, IATA asked for an urgent reassessment of the rate of 1.74 g fr adopted by the 1979 Rio de Janeiro Congress, again citing the rise in the cost of fuel. The EC reviewed the situation and, at its 1982 session, considered it inadvisable to consult adms on that subject using the procedure set out in the Gen Regs for consideration of props submitted between Congresses.

Meanwhile, none of the studies conducted jointly with IATA to find a method of calculating the basic air conveyance rate came up with a solution acceptable to both parties. Lastly, considering that IATA had not put forward sufficiently valid arguments to justify an increase in the rate of 1.74 g fr, the EC recommended, at its 1984 session, maintenance of the status quo. This recommendation was accepted by the 1984 Hamburg Congress (II Congress/C 6 – Rep 4 and Congress – Doc 17).

g In resolution C 45, reproduced at the end of this vol, the 1984 Hamburg Congress instructed the EC to continue following up the question of the basic airmail conveyance rate in a general way.

[2]) The list of LC and AO items which appeared in 1974 Lausanne Conv, art 71 (cf note 1, e, above) is given below as a reminder:

LC: letters, aerogrammes, postcards, postal money orders, COD money orders, inpayment money orders, bills for collection, insured letters, advices of payment, entry and delivery;

AO: items other than LC. (The abbreviation "AO" means "autres objets" (other articles). Although the 1964 Vienna Congress had decided, as part of the general revision, to replace the word "objet" (article) by "envoi" (item), the 1969 Tokyo Congress preferred to keep the term "AO", hallowed by usage, to avoid innumerable changes in the texts (see resolution C 76, III 757).

[3]) The EC expressed the opinion that the actual rates (fixed within the limits of the maximum rates prescribed at para 1) which serve for the calculation of the rates per kg published in the AV 1 List (Det Regs, art 226, para 1, b, ii), could vary according to route and in time (see CE 1973 – Doc 10, p 6).

[4]) See Det Regs, art 227, para 1, b.

[5]) Para 3, together with the text of art 82, para 4, defines the system adopted at the 1957 Ottawa Congress for internal air conveyance dues (cf art 82, note 3). The aim is to establish a uniform rate applicable to all airmails from abroad, whether entirely or partly reforwarded by air (II 578 and 767).

To facilitate the establishment of unit prices to be determined as a function of the entire mail received in the country of destination, including that not actually reforwarded by airmail, the 1964 Vienna Congress introduced the concept of "weighted average distances" (II 1176, prop 5041). Since the 1979 Rio de Janeiro Congress adopted a single LC/AO/CP rate (see note I, e), a weighted average distance will have to be established for airmail corr (LC/AO), on the one hand, and CP, on the other, and a separate unit price will, if necessary, have to be fixed for CP.
The two examples below illustrate the calculation of the unit prices per kg of LC/AO.

Examples:

i A postal administration receives from other administrations at its international airport A, 10 000 kg gross of mail over a certain period.

Its air network consists of two routes, namely:
- a route from A to C of 700 km with a place of call at B, situated at 300 km from A and at 400 km from C;
- a route from A to D of 1200 km.

Assuming that the distribution of the mail is as follows: kg
- mail for A (either mail intended for the town of A or mail reforwarded by surface route) 4500
- mail for B 500
- mail for C 1800
- mail for D 3200

the establishment of the weighted average distance is as follows:

mail for A:	4 500 kg ×	0 km =		0 kg-km
mail for B:	500 kg ×	300 km =		150 000 kg-km
mail for C:	1 800 kg ×	700 km =		1 260 000 kg-km
mail for D:	3 200 kg ×	1 200 km =		3 840 000 kg-km
	10 000 kg			5 250 000 kg-km

Weighted average distance: $\frac{5\,250\,000}{10\,000} = 525$ km

Assuming that the rate actually paid for internal air conveyance is 1.50 thousandths of a franc per kg-km, the unit price per kg is:
525 km × 0.0015 g fr = 0.80 g fr

ii If the postal administration receives at a second international airport at M, 6000 kg gross of mail during the same period, the procedure is as indicated under i in order to determine the number of kg-km traversed. Assuming that the number of kg-km to be taken into account is 3 950 000, the calculation of the weighted average distance will be as follows:

Mail unloaded at the airport of A:	10 000 kg	5 250 000 kg-km
Mail unloaded at the airport of M:	6 000 kg	3 950 000 kg-km
	16 000 kg	9 200 000 kg-km

Weighted average distance: $\frac{9\,200\,000}{16\,000} = 575$ km

Unit price per kg: 575 × 0.0015 g fr = 0.90 g fr

The same procedure is followed if the international mail arrives at several international airports.

It should be remembered that, in the above two examples, the weighted average distance is established according to the weight of mail received from abroad over a certain period fixed as the administration concerned considers appropriate. An increase or decrease in the total weight of mails coming from abroad does not affect the weighted average distance provided that the proportions of mail for the various offices (A, B, C, etc) remain unchanged. On the other hand, if the distribution of the total weight of the mails among the various offices changes radically, the weighted average distance will have to be recalculated. In all cases, the internal air conveyance dues for this new weighted average distance are subject to the provisions of art 85.

[6]) With a view to simplifying accounting of internal air conveyance dues, resolution C 58 of the 1974 Lausanne Congress instructed the EC to study the possibility of settling this account on the basis of annual or semi-annual statistical returns (III 881). The EC looked into the idea of holding annual statistics for this purpose in 1977. In conclusion, however, the suggestion was rejected since, on the one hand, AV 7 bills would have to be drawn up in all cases and, on the other hand, adms which so desired could already take advantage of Det Regs, art 218, para 2, to use a statistical procedure (1979 Rio de Janeiro Congress, II 125).
Considering, however, that the principle and method of calculating internal air conveyance dues should be clarified and simplified, the 1979 Rio de Janeiro Congress passed resolution C 31 (III 905 and 906) instructing the EC to carry out a study on that subject.
The EC studied the possibility of making free air conveyance a general practice which would have solved all the problems connected with calculating dues. An inquiry in August 1980 revealed that most adms favoured such a move but that it would be challenged by large countries. With regard to the methods of calculating international air conveyance dues, the EC decided not to propose any change to the existing system as there were no significant enough data on this subject (1984 Hamburg Congress – Doc 1, para 26).
In resolution C 14, reproduced at the end of this vol, the 1984 Hamburg Congress instructed the EC to continue this study.

[7]) An optional provision introduced by the 1974 Lausanne Congress following the study carried out in implementation of 1969 Tokyo Congress resolution C 75, which instructed the EC "to study the questions of costs payable for air conveyance of airmail dispatches transiting one country to a third country" (III 756). This study showed that while most of the adms concerned fix their dues on the basis of the distance actually flown by the transit mails, in accordance with para 2, others apply the weighted average distance principle. Also, there is some degree of uncertainty owing to the absence of any reference in the Conv.
With the exception of the provision appearing at the end of para 3 ("including the mail which is not reforwarded by air..."), the proposed unit rate is similar to that provided for in respect of air conveyance dues in the interior of the country of destination. The factors involved in determining this rate are thus the total weight of mail conveyed by air in transit in the interior of the country, and the sum of the distances used for such transit.
Seasonal fluctuations which might affect the average volume are not, in the view of the Committee that studied the problem, significant enough to justify the use of a compensating factor. It was found that the effect of any marked fluctuation is offset by taking account, in the calculation, of mail volumes and distances relevant to the two periods associated with airline timetables.
The weighted average distance is calculated mutatis mutandis in the manner described in note 8 above (II 1356, prop 3065.7).
The single prices fixed by adms are given in the AV 1 List.

[8]) Mathematical 5/4 rule of rounding off figures introduced by the 1984 Hamburg Congress (II Congress/C 6 – Rep 1, prop 4079.1). See also art 203, para 2, and art 214, para 2, of the Det Regs.

Article **84**
Calculation of and accounting for air conveyance dues for airmail correspondence in transit à découvert
(Conv 82, 83, 85 and 86; Det Regs 213 to 216 and 220 to 222)

1 Air conveyance dues for airmail correspondence in transit à découvert shall be calculated, in principle, as indicated in article **83**, paragraph 2, but according to the net weight of such correspondence. They shall be fixed on the basis of not more than 10 average rates, each relating to a group of countries of destination and fixed according to the weight of mail offloaded at different destinations within the group. (1) The sum of these dues, which may not exceed the amounts which have to be paid for conveyance, shall be increased by 5 percent. (2)

2 Accounting for air conveyance dues for airmail correspondence in transit à découvert shall take place, in principle, on the basis of the data of statistical returns compiled once a year over a period of 14 days. **This period shall be extended to 28 days for mails which are made up less than five times a week or which use the services of the same intermediary country less than five times a week.** (3)

3 Accounting shall take place on the basis of actual weight in the case of misrouted correspondence or correspondence posted on board ship or sent at irregular intervals or in too varying amounts. (4) However, this accounting shall be done only if the intermediate administration asks to be paid for the conveyance of this correspondence.

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1) The 1974 Lausanne Congress confirmed as a rule the system of average rates for groups of countries of destination, reducing the maximum number of such groups from 20 to 10 (II 1419, prop 3066.2). In recommendation C 43, reproduced at the end of this vol, the 1984 Hamburg Congress recommends that adms should reduce the number of such rates to simplify dispatch and accounting operations.

2) In resolution C 33 the 1979 Rio de Janeiro Congress instructed the EC to consider the question of a revision of the 5 percent increase currently applicable to payment for reforwarding à découvert airmail correspondence (III 906). A consultation in August 1980 showed however that this percentage is considered satisfactory by most adms (1984 Hamburg Congress – Doc 1, para 27).

3) The 1964 Vienna Congress introduced a statistical system for drawing up accounts concerning airmail correspondence in transit à découvert, by providing for a statistical period of 14 days every 6 months (II 1185 and 1342, props 5043 and 5114). In a second stage of simplification, the 1969 Tokyo Congress decided to hold such statistics only once a year (II 1511, prop 4044). However, the 1984 Hamburg Congress considered that the period of 14 days was not sufficiently representative in cases where intermediate adms receive dispatches of airmail correspondence à découvert only two or three times a week. It therefore extended the statistical period from 14 to 28 days in such cases (Congress/C 6 – Rep 5, prop 4080.1).

[4]) The phrase "correspondence posted at irregular intervals" includes correspondence which can be transmitted to the adm of transit only by irregular or infrequent sea or air services, and occasional items, such as philately items, items sent on the occasion of a first flight, etc (1964 Vienna Congress, II 1185 and 1342, props 5043 and 5114).

Article **85**
Amendments to dues for air conveyance in the interior of the country of destination and for airmail correspondence in transit à découvert (Conv 83 and 84) ([1])

The amendments made to the air conveyance dues mentioned in article **83,** paragraph 3, and article **84** shall:

a come into effect exclusively on 1 January;

b be notified at least three months beforehand to the International Bureau, which shall communicate them to all administrations at least two months before the date laid down in subparagraph a.

[1]) An art introduced by the 1974 Lausanne Congress to ensure that adms of origin have sufficient advance notice of the amount of dues to be paid to countries of destination (air conveyance within them) and transit countries (redirection of airmail correspondence in transit à découvert). Late communication of changes made in these rates is likely to upset the ratio which must exist (according to Conv, art 74, para 2) between the proceeds from the air surcharges and the dues to be paid for air conveyance (1974 Lausanne Congress II 1356, 1357 and 1375, props 3065.5, 3066.1 and 3066.91).
Whereas the 1974 Lausanne Congress provided for amendments to the rates on 1 January or 1 July, the 1979 Rio de Janeiro Congress preferred to set one date, viz 1 January, to avoid over frequent changes (II 1601 and 1624, props 3073.1 and 3073.2).

Article **86**
Payment of air conveyance dues (Conv 82 to 86, 87 and 88)

1 Air conveyance dues shall be payable, apart from the exceptions provided for in **paragraphs 2 and 4,** to the administration of the country which the air service used comes under. ([1])

2 Notwithstanding paragraph 1:

a the conveyance dues may be paid to the administration of the country in which the airport is situated at which the airmails were taken over by the air carrier, subject to an agreement between this administration and that of the country which the air service concerned comes under;

b the administration which hands over airmails to an air carrier may settle direct with that carrier for the conveyance dues for all or part of the distance flown, subject to the agreement of the administration of the countries which the air services used come under.

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

4 Unless other arrangements have been made, conveyance dues for airmail correspondence directly transhipped between two different airlines in accordance with article 78, paragraph 4, shall be settled by the administration of origin either directly with the first carrier, which shall then be responsible for paying the subsequent carrier, or directly with each carrier involved in the transhipment.

[1]) The 1964 Vienna Congress admitted as a rule the payment of dues to the adm of the country responsible for the airline carrying out conveyance, this method of payment corresponding to the practice followed by most adms (II 1176 and 1340, prop 5044).

Article **87**
Air conveyance dues for diverted or missent mails or bags
(Conv 86 and 88; Det Regs 209 to 211) ([1])

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 delivery bill when:**
- **the actual forwarding route is not known;**
- **the dues for the sectors actually covered have not yet been claimed; or**
- **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:

a by the administration whose services have committed the error in the case of misrouteing;

b by the administration which has collected the conveyance dues paid to the airline when the latter has offloaded in a place other than that shown on the AV 7 delivery bill.

4 Paragraphs 1 to 3 shall be applicable by analogy when part only of a mail is offloaded at an airport other than that indicated on the AV 7 delivery bill.

5 The administration of origin of a mail or bag missent owing to a labelling error shall pay the conveyance dues relating to the whole distance flown in accordance with article **82,** paragraph 1, a.

[1]) Under the agreement arrived at in the IATA-UPU Contact Committee and published in circ 94 dated 29 July 1960, 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 AV 7 as a result of an error committed by the air service, or for any reason other than an error of the postal service.
According to the procedure adopted by the 1964 Vienna Congress to ratify this agreement, 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 AV 7 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. (II 1178, props 5010 and 5099). Noting that this rather cumbersome procedure is no longer applied when the actual route of the mail is known, the 1984 Hamburg Congress confined its application to the special cases listed in para 2 (II Congress/C 6 – Reps 1 and 5, props 4083.1 and 4083.2).

[2]) See Det Regs, art 205.

Article **88**
Air conveyance dues for mail lost or destroyed
(Conv 86 and 87; Det Regs 211)

In case of loss or destruction of mail as the result of an accident occurring to the aircraft ([1]) or through any other cause involving the liability of the air carrier, the administration of origin shall be exempt from any payment in respect of the air conveyance of the mail lost or destroyed, for any part of the flight of the route used. ([2])

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[1]) (This note applies to French text only.)

[2]) Provision agreed with IATA at the 1951 Cheltenham (Great Britain) IATA-UPU Contact Committee meeting and adopted by the 1952 Brussels Congress. The payment is due for the air conveyance of lost or destroyed items as far as the airport where they were loaded on the aircraft having the accident (II 721, 722 and 724, prop 1011). The words "or through any other cause involving the liability of the air carrier" were introduced in a slightly different form by the 1957 Ottawa Congress to cover cases of loss or destruction of mail resulting from negligence or error on the part of the air service (II 619, prop 949).

Section II

Surface airlifted (S.A.L.) mail ([1])

Article 89
Exchange of surface airlifted (S.A.L.) mail ([2])

1 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.

2 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.

3 Surface airlifted mails may be transhipped directly between two different airlines on the conditions provided for in article 78, paragraph 4.

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[1]) Section adopted by the 1984 Hamburg Congress to introduce the provisions relating to surface airlifted mail (cf Conv, art 71, note 7). Congress approved the term "S.A.L.", the abbreviation of the English words "Surface Air Lifted", already very widely used internationally to designate this type of mail (1984 Hamburg Congress, II Congress/C 6 – Rep 3, prop 4000.7).

[2]) Art adopted by the 1984 Hamburg Congress to set out the conditions under which surface mail may be sent by air "with reduced priority" (cf Conv, art 71, note 9). Paras 1 to 3 cover the following cases respectively:
Para 1: S.A.L. mail covers an initial (and sole) international route by air from the country of origin to an airport located in another country. The prior agreement to be concluded with the receiving adm must specify the airport, since not all airports are equipped to receive S.A.L. mail.
Para 2: S.A.L. mail covers a (single) international route by air from an airport located in another country. The agreement to be concluded between the dispatching adm and the adm of transit must regulate, among other things, the charges to be paid for reforwarding by air and the accounting of these charges. The expression "administrations concerned" also includes the adm of destination, which often has views on the forwarding of mail.
Para 3: S.A.L. mail covers two successive international routes by air, with direct transhipment between two aircraft carried out by the airlines at an airport in an intermediate country; in this case, the procedure described in article 78, para 4, are applied. (1984 Hamburg Congress, II Congress/C 6 – Rep 3, prop 4000.7).

Article 90
Reduced air surcharges ([1])

Administrations shall have the option of collecting lower air surcharges for S.A.L. mail than they collect for airmail correspondence under article 73.

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[1]) Option introduced by the 1984 Hamburg Congress to ratify a practice quite common among adms providing S.A.L. services (II Congress/C 6 – Rep 5 and Congress/C 10 – PV 13, props 4000.7 and 4000.9). For the decisions taken by adms in this respect, see List AV 1, part F.

Part IV

Final provisions

Article **91**
Conditions for approval of proposals concerning the Convention and its Detailed Regulations

1 To become effective, proposals submitted to Congress relating to this Convention and its Detailed Regulations must be approved by a majority of the member countries present and voting. At least half of the member countries represented at Congress shall be present at the time of voting. (1)

2 To become effective, proposals introduced between Congresses relating to this Convention and its Detailed Regulations must obtain:

a unanimity (2) of votes if they involve amendments to articles 1 to 17 (part I); 18 to 23; 24, paragraph 1, h, p, q, r and s; 27; 30; 36, paragraphs 2, 3, 5 **and 6;** 43 to 48; 50 to **70** (part II); **91** and **92** (part IV) of the Convention, to any of the articles of its Final Protocol or to articles 102 to 104; 105, paragraph 1; 126; 150; 151, paragraphs 1 and 3; **173; 188** to **190** and **228** of its Detailed Regulations;

b two thirds of the votes if they involve amendments of substance to provisions other than those mentioned under a;

c a majority (3) of the votes if they involve:

i drafting amendments to the provisions of the Convention and its Detailed Regulations other than those mentioned under a;

ii interpretation of the provisions of the Convention, its Final Protocol and its Detailed Regulations, except in case of a dispute to be submitted to arbitration as provided for in article 32 of the Constitution.

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1) Para 1 dealing with conditions of adoption of props at Congress was introduced by the expanded ELC in the draft revised Acts (see Docs of the Gen Rev of the 1959 Conv, pp 415 and 416, Congress – Doc 1, part C, para 25 and Annex 1, g) approved by the 1964 Vienna Congress.

2) The prop to delete "unanimity of votes" was rejected by the 1964 Vienna Congress (II 980 and 981, prop 1826).

3) The 1952 Brussels Congress abolished the terms "absolute majority" and "relative majority", leaving only the term "majority" (II 466).

Article **92**
Entry into force and duration of the Convention

This Convention shall come into force on **1 January 1986** and shall remain in operation until the entry into force of the Acts of the next Congress.

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

Done at **Hamburg, 27 July 1984.**

(For the signatures, see 1984 Hamburg Congress Docs, III, pp 29 to 61.)

Final Protocol to the Universal Postal Convention

At the moment of proceeding to signature of the Universal Postal Convention concluded this day, the undersigned plenipotentiaries have agreed the following: (1) (2) (3) (4)

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1) In accordance with art 22, para 6, of the Const, the Prot to the Conv contains the reservations to the provisions of the latter (see Gen Regs, Prot, Preamble, note 1).

2) An adm may, by unilateral declaration through the intermediary of the IB, waive its right to a derogation granted in its favour in the Prot to the Conv. If, on the other hand, these provisions are to be amended, then, in accordance with Conv, art 85, unanimity of votes is necessary (see 1929 London Congress, II 156 and 567).

3) See also Const, art 22, note 9.

4) For the general practice of the UPU in respect of reservations, the 1974 Lausanne Congress adopted resolution C 32 (III 870). See also Gen Regs, Prot, Preamble, notes.

Article I
Ownership of postal items (Conv 5)

1 Article 5 shall not apply to Australia, Bahrain, Barbados, **Belize,** Botswana, Canada, **Dominica,** Egypt, Fiji, Gambia, Ghana, the United Kingdom of Great Britain and Northern Ireland, the Overseas **Dependent** Territories **of the United Kingdom,** Grenada, Guyana, Ireland, Jamaica, Kenya, Kuwait, Lesotho, Malawi, Malaysia, Malta, Mauritius, Nauru, New Zealand, Nigeria, Papua New Guinea, **Saint Lucia, Saint Vincent and the Grenadines,** Seychelles, Sierra Leone, Singapore, **the Solomon Islands,** Swaziland, Tanzania (United Rep), Trinidad and Tobago, **Tuvalu,** Uganda, **Vanuatu,** Yemen Arab Rep, Zambia and **Zimbabwe.**

2 Nor shall that article 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 II
Exception to the exemption of literature for the blind from postal charges (Conv 17 and 19; Det Regs 129) (1)

1 Notwithstanding article 17, the postal administrations of the Philippines, Portugal, **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 special charges mentioned in article 17 which may not, however, exceed those in their internal service.

2 Notwithstanding article 17, the administrations of Canada, Germany, Fed Rep of, the United Kingdom of Great Britain and Northern Ireland, Japan and the United States of America may collect the special charges listed in article 24, paragraph 1, and the charge for cash-on-delivery which are applied to literature for the blind in their internal service.

3 Notwithstanding articles 17 and 19 of the Convention and article 129, paragraph 2, of the Detailed Regulations, the postal administrations of Byelorussia, India, Indonesia, Lebanon, Nepal, Ukraine, Union of Soviet Socialist Republics, Yemen Arab Rep and Zimbabwe, shall admit sound recordings as literature for the blind only if these are sent by, or addressed to, an officially recognized institute for the blind.

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[1]) A general reservation changed into one listing the countries by name by the 1974 Lausanne Congress (II 1316, prop 2302.1).

Article III
Equivalents **and special charges.** Maximum limits (Conv 8 and 19) ([1])

1 Exceptionally, member countries shall be authorized to exceed the upper limits shown in article 19, paragraph 1, if this is necessary to bring their rates into relation with the costs of operating their services. Member countries wishing to **apply** this provision must notify the International Bureau of their intention as soon as possible.

2 Exceptionally, member countries shall be authorized to exceed the upper limits of the special charges shown in article 24, paragraph 1, whether applied in the internal service or not, if this is necessary to bring the charges into relation with the costs of operating their services. Member countries wishing to apply this provision must notify the International Bureau of their intention as soon as possible.

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[1]) In view of the difficulty of drawing up rates forecasts for the duration of application of the Conv, particularly because of inflationary trends or the very marked currency fluctuations observed in recent years, the 1979 Rio de Janeiro Congress adopted this provision as a safety valve for adms which are required by their governments to operate on a strictly economic basis and which therefore have to levy charges enabling them to cover their running costs (II 1437, prop 2303.1).

Article **IV**
Reduction of postage charges for letter-post items

Postal administrations may allow reduced charges based on their internal legislation for letter-post items posted in their country in accordance with the provisions of their internal legislation.

Article **V**
Ounce and pound avoirdupois

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

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

1) These countries are listed in the List of Equivalents published by the IB.

Article **VI**
Exception concerning the dimensions of items in envelopes (Conv 20)

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

2 The administration of India shall not be obliged to discourage the use of envelopes whose format is larger or smaller than the recommended dimensions when those envelopes are widely used in its country.

3 Notwithstanding article 20, paragraph 1, a, i, the administrations of Denmark, Finland, Iceland, Norway and Sweden shall have the option of considering as standardized items those items with maximum dimensions not exceeding 162 × 235 mm, with a tolerance of 2 mm.

Article **VII**
Small packets (Conv 19) (1)

The obligation to participate in the exchange of small packets exceeding 500 g (2) in weight shall not apply to the administrations of Australia, Bhutan, Bolivia, **Burma, Colombia,** Cuba and Papua New Guinea which find it impossible to operate such an exchange.

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1) A general reservation changed into one listing the countries by name by the 1974 Lausanne Congress (II 1318, prop 2311.1).

2) A consequence of the abolition of samples of merchandise as a separate compulsory category. So as not to reduce the possibilities of exchanging dispatches previously exchanged as samples of merchandise, the 1969 Tokyo Congress restricted to items exceeding the maximum weight of the former samples category the range of the exception contained in this art (II 1403 and 1404, prop 2013).

Article **VIII**
Posting abroad of letter-post items (Conv 23)

The postal administration of **the United Kingdom of** Great Britain **and Northern Ireland** reserves the right to impose a charge, equivalent to the cost of the work it incurs, on any administration which, under the provisions of article 23, paragraph 4, sends to it items for disposal which were not originally dispatched as postal items by the postal administration of **the United Kingdom.** (1)

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1) Great Britain considers that, under art 23, para 4, large quantities of mail could be sent to adms. which originally did not have to handle such mail as postal items. It therefore wishes to be able to have the adm which sends such mail stand the cost it occasions (1979 Rio de Janeiro Congress II 1275, prop 2319.92).

Article **IX**
International reply coupons issued before 1 January 1975 (Conv 31)

From 1 January 1979, international reply coupons issued before 1 January 1975 shall not, in the absence of a special agreement, give rise to a settlement between administrations. (1)

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1) Provision taken from 1974 Lausanne Conv, Prot, art IX, para 3. See also circs 142/1974 and 169/1976.

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

1 Article 33 shall not apply to the **Bahamas,** Bahrain, Barbados, **Belize,** Botswana, Burma, Canada, **Czechoslovakia, Dem People's Rep of Korea, Dominica,** Fiji, Gambia, the United Kingdom of Great Britain and Northern Ireland, the Overseas **Dependent** Territories of the United Kingdom, Grenada, Guyana, Ireland, Jamaica, Kenya, Kuwait, Lesotho, Malawi, **Malaysia, Nauru,** New Zealand, Nigeria, Papua New Guinea, **Saint Lucia, Saint Vincent and the Grenadines,** Seychelles, Sierra Leone, Singapore, **the Solomon Islands,** Swaziland, Tanzania (United Rep), Trinidad and Tobago, **Tuvalu,** Uganda, **Vanuatu** and Zambia, whose legislation does not permit withdrawal from the post or alteration of address of letter-post items at the sender's request. (1)

2 Article 33 shall apply to Australia only in so far as that article is consistent with its domestic legislation.

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1) This information is published in the Compendium of Information (Conv).

Article **XI**
Special charges (Conv 24)

In place of the registration charge laid down in article 47, paragraph 1, b, member countries may apply, for insured letters, the corresponding charge of their internal service (1) or, exceptionally, a charge of 10 francs **(3.27 SDR)** at most.

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1) The term "corresponding charge of their internal service" which replaces the registration charge enables adms which collect a dispatch charge in their internal service to apply it also in the international service (1974 Lausanne Congress, II 1404, props 4007.2/Rev and 4007.8).

Article XII
Prohibitions

1 The postal administrations of Afghanistan, Cuba, Mexico and Pakistan shall not be obliged to comply with the provisions laid down in the last sentence of article 36, paragraph 8, according to which "This notification shall clearly indicate the prohibition under which the item falls and the articles which gave rise to its seizure".

2 The delegations of Afghanistan, Bulgaria (People's Rep), Byelorussia, Cuba, Dem People's Rep of Korea, Polish People's Rep, Sudan, Ukraine, Union of Soviet Socialist Republics and Yemen (People's Dem Rep) reserve, for the postal administrations of their countries, the right to provide the information about the reasons for the seizure of a postal item only within the limits of the information provided by the customs authorities and in accordance with internal legislation.

Article **XIII**
Articles subject to customs duty (1)

1 With reference to article 36, the postal administrations of **Bangladesh** and **El Salvador** do not accept insured letters containing articles subject to customs duty.

2 With reference to article 36, the postal administrations of Afghanistan, Albania, Brazil, Bulgaria (People's Rep), Byelorussia, Central **African Rep,** Chile, Colombia, Dem Kampuchea, Dem People's Rep of Korea, El Salvador, Ethiopia, German Dem Rep, Italy, Nepal, Panama (Rep), Peru, Romania, San Marino, Saudi Arabia, Ukraine, Union of Soviet Socialist Republics and Venezuela do not accept ordinary and registered letters containing articles subject to customs duty.

3 With reference to article 36, the postal administrations of Benin, Ivory Coast (Rep), Mali, **Mauritania,** Niger, Oman, Senegal, Upper Volta and Yemen Arab Rep do not accept ordinary letters containing articles subject to customs duty.

4 Notwithstanding paragraphs 1 to 3, the sending of serums, vaccines and urgently required medicaments which are difficult to procure shall be permitted in all cases. (2)

5 With reference to article 36, the postal administration of Nepal does not accept registered or insured letters containing currency notes or coins except by special agreement to this effect.

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1) Under the system of Convs prior to 1974 Lausanne, the article concerning the prohibitions (present art 36) contained a prohibition in principle applicable to articles subject to customs duty, subject to exceptions which practically made the compulsory admission of articles subject to customs duty general, since the only restriction was on articles imported in letters. Considering that the exception had, in fact, become the rule, the 1974 Lausanne Congress, on the recommendation of the CCC-UPU Contact Committee, abolished the prohibition in principle and its exceptions (see art 36, note 2). As a corollary to this decision, the Lausanne Congress created the present art of the Prot to meet the request of countries which make reservations to the admission in letters of articles subject to customs duty. Para 4 of this provision is taken from art 30, para 3, of the 1969 Tokyo Conv (II 1313, prop 2317.91).

[2]) The words "and urgently required medicaments which are difficult to procure" were added by the 1952 Brussels Congress, which, however, stressed that the word "medicaments" may in no case be used to designate the narcotics – to which have now been added psychotropic substances – mentioned in Conv, art 36, para 4, b (II 526 and 527, prop 1678).

Article **XIV**
Extent of liability of postal administrations

1 The postal administrations of Bangladesh, Belgium, Benin, India, Ivory Coast (Rep), **Lebanon,** Madagascar, Mali, Mauritania, Mexico, **Nepal,** Niger, Senegal, Togo, Turkey and Upper Volta shall be authorized not to apply article 50, paragraph 2. ([1])

2 The postal administration of Brazil shall be authorized not to apply article 50 with respect to liability in cases of damage. ([1])

[1]) The legislation of these countries does not allow them to be liable for the total theft of and/or total damage to registered items (1979 Rio de Janeiro Congress, II 1275, prop 2312.91/Rev 3).

Article XV
Non-liability of postal administrations. Registered items

The postal administrations of Indonesia and Mexico shall not be required to observe article 52, paragraph 1, of the Convention as regards maintenance of their liability in case of total theft or total damage.

Article **XVI**
Payment of indemnity

1 The postal administrations of Bangladesh, **Gabon,** Mexico, **Nepal and Nigeria** shall not be obliged to comply with article 58, paragraph 4, of the Convention in so far as concerns finally settling the matter within a period of five months or informing the administration of origin or destination, as the case may be, when a postal item has been detained, confiscated or destroyed by the competent authorities because of the contents, or has been seized by virtue of its domestic legislation.

2 The postal administrations of Gabon, Lebanon and Madagascar shall not be obliged to comply with article 58, paragraph 4, of the Convention in so far as concerns finally settling a claim within a period of five months. Nor do they agree to the rightful claimants being indemnified, on their behalf, by another administration upon expiry of the above-mentioned period.

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

1 The postal administration of the Union of Soviet Socialist Republics shall be authorized to collect a supplement of **2 gold francs (0.65 SDR)** (1) in addition to the transit charges indicated in article **63,** paragraph 1, i, (distances traversed by land) for each kilogramme of letter-post items conveyed in transit over the Trans-Siberian route.

2 The postal administrations of Egypt and the Sudan shall be authorized to collect a supplement of 50 centimes **(0.16 SDR)** in addition to the transit charges indicated in article **63,** paragraph 1, for each bag of letter-post in transit via Lake Nasser between Shallal, Egypt, and Wadi Halfa, Sudan.

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1) The supplement of 50 centimes applied to mail in transit through the territory of the USSR was increased to 2 gold francs (0.65 SDR) (1984 Hamburg Congress, II Congress/C 5 – PV 7, prop 3314.1).

Article **XVIII**
Special transit conditions for Panama (Rep)

The postal administration of Panama (Rep) shall be authorized to collect a supplement of 2 francs **(0.65 SDR)** to the transit charges mentioned in article **63,** paragraph 1, for each bag of letter post in transit through the Isthmus of Panama between the ports of Balboa on the Pacific Ocean and Cristobal on the Atlantic Ocean.

Article **XIX**
Special transit conditions for Afghanistan

Notwithstanding article **63,** paragraph 1, the postal administration of Afghanistan shall be authorized provisionally, because of its special difficulties as regards means of conveyance and communication, to effect the transit of closed mails and à découvert correspondence across its territory on terms specially agreed with the postal administrations concerned.

Article **XX**
Special storage charges at Panama

Exceptionally, the postal administration of Panama **(Rep)** shall be authorized to collect a charge of 1 franc **(0.33 SDR)** per bag for all mails stored or transhipped in the port of Balboa or Cristobal, provided that that administration does not receive any payment in respect of land or sea transit for those mails. (1)

1) Special storage and transhipment charges must be fixed and legalized by the method adopted for transit charges (1939 Buenos Aires Congress, II 551).

Article **XXI**
Exceptional air surcharge (Conv 74)

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

Article **XXII**
Extraordinary services (Conv 64)

The only services considered as extraordinary services giving rise to the collection of special transit charges shall be the Syria-Iraq motor services. (1)

1) For props designed to have other services considered as extraordinary services, cf 1924 Stockholm Congress, II 299 to 306 and 1929 London Congress, II 244. Since then no props of this kind have been made.

Article **XXIII**
Compulsory routeing indicated by the country of origin (Conv 78)

The postal administrations of **Byelorussia, Romania, Ukraine** and the Union of Soviet Socialist Republics will recognize only the costs of the conveyance effected in accordance with the provision concerning the line shown on the bag labels (AV 8) of airmail dispatches and on the AV 7 delivery bills.

Article **XXIV**
Routeing of closed airmails (Conv 78)

Having regard to article **XXIII,** the postal administrations of **France,** Greece, Italy, Senegal **and Thailand** will forward closed airmails only on the conditions laid down in article **78,** paragraph 3.

Article XXV
Characteristics of postage stamps

The postal administrations of Australia, the Bahamas, Bahrain, Bangladesh, Barbados, Chile, Dem People's Rep of Korea, Egypt, the United Kingdom of Great Britain and Northern Ireland, the Overseas Dependent Territories of the United Kingdom, India, Japan, Kenya, Malawi, Malaysia, Netherlands, New Zealand, Pakistan, Papua New Guinea, Singapore, the Solomon Islands, Sri Lanka, Sudan, Trinidad and Tobago, Vanuatu, Zambia and Zimbabwe shall not be obliged to respect the provisions of article 192, paragraph 4, of the Detailed Regulations of the Convention regarding the obligation to indicate the year of issue on commemorative or charity postage stamps.

Article XXVI
Transmission of printed papers for a single addressee

Notwithstanding article 161 of the Detailed Regulations of the Convention, the postal administrations of Canada and the United States of America shall be authorized not to accept registered special bags of printed papers for a single addressee and not to provide registered handling for such bags received from other countries.

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

Done at **Hamburg, 27 July 1984**

(For the signatures, see 1984 Hamburg Congress, III, pages 29 to 61.)

Detailed Regulations of the Universal Postal Convention

Detailed Regulations
– Forms

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Detailed Regulations of the Universal Postal Convention

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Detailed Regulations of the Universal Postal Convention

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

1) See Const, art 22, note 7.

Part I

General provisions

Chapter I

Rules applicable in common throughout the international postal service

Article 101
Preparation and settlement of accounts (Conv 12; Gen Regs 113) (1)

1 Each administration shall draw up its accounts and refer them in duplicate to the others concerned. One accepted copy, if necessary amended or accompanied by a statement of discrepancies, shall be returned to the creditor administration. This account shall serve as a basis for the preparation, as necessary, of the final liquidation account between the two administrations.

2 In the total of each account made out in gold francs **or in SDRs** on **C 20,** C 20bis, C 21, C 21bis, C 23, C 24, C 31, CP 16, CP 18, AV 5, AV 11 and AV 12 forms, **decimals** shall be ignored in the total or the balance. (2)

3 In accordance with article 113, paragraph 5, of the General Regulations the International Bureau shall arrange the settlement of accounts of all kinds

relating to the international postal service. To this end the administrations concerned shall consult with each other and with the Bureau and decide upon the method of settlement. Accounts of telecommunications services may also be included in these special liquidation accounts. (3)

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1) In recommendation C 65, the 1969 Tokyo Congress invited postal adms to adopt the following uniform presentation for entries in accounts:
2 123 456.78 when there are centimes
2 123 456 when there are no centimes
(1969 Tokyo Congress, III 753.)

2) Decimals may not be ignored in the total or balance in other accounting forms. By "accounts" within the meaning of para 2 are to be understood only the forms expressly mentioned therein, which are used for the settlement of a sum due (1969 Tokyo Congress, II 1477 and 1628, prop 3027).

3) Up to the 1952 Brussels Congress, the Conv included regulations dealing with "liquidation accounts" ("décompte-clearing") (see Gen Regs, art 113, note 6).
The 1952 Brussels Congress abolished the provisions which appeared to be outdated, while maintaining the possibility of clearance through the IB. Moreover, it adopted regulations concerning payments between adms which are generally applicable in the absence of a special agreement between their countries concerning the settlement of international accounts incurred for postal service (II 446–450, 456–461, props 97, 1693 and 1698); cf Conv, art 12, and Gen Regs, art 113, para 5 and Det Regs, arts 102 and 103.

Article 102
Payment of debts expressed in SDRs. General provisions (Conv 8 and 12) (1)

1 Subject to article 12 of the Convention, the rules for payment set out below shall apply to all debts expressed in SDRs (2) and arising out of a postal transaction, whether they result from general accounts or statements drawn up by the International Bureau or from liquidation accounts or statements not drawn up by the Bureau; they shall also relate to the settlement of discrepancies, of interest or, where applicable, of payments on account.

2 Any administration may discharge its liabilities by payments on account, from which its debts shall be deducted when these have been established.

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

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. (4)

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1) Cf art 101, note 3.

2) Cf Conv, art 8, notes 1 and 3.

3) As regards legal succession in settling debts by offsetting, see arbitration award, Const, art 32, note 5, No 26 (1956 Rep, pp 24–28).

4) See art 222, note 1 on delays in the payment of air conveyance dues.

Article 103
Rules for payment (Conv 8 and 12) (1)

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. (2)

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

- for currencies for which the SDR exchange rate is published by the International Monetary Fund (IMF): use the exchange rate in force on the day prior to payment or the most recent rate published; (3) (4)
- for other currencies of payment: convert, as a first stage, the amount in SDRs into an intermediate currency for which the value is published daily by the IMF in terms of the SDR, using the most recent exchange rate published, then convert, as a second stage, the result thus obtained into the currency of payment, applying the latest rate of exchange quoted on the exchange market of the debtor country.

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

5 For the purpose of determining the official or generally accepted foreign exchange market equivalent of a currency, the rate used shall be the closing

rate for currency which can be used in the majority of merchandise trade transactions for spot delivery cable transfers in the official or generally accepted foreign exchange market of the main financial centre of the debtor country on the day prior to payment or the most recent rate quoted.

6 The debtor administration shall transmit, on the date of payment, the amount of the selected currency as computed above by a bank cheque, transfer or any other means, acceptable to both administrations. If the creditor administration expresses no preference, the choice shall fall to the debtor administration.

7 The payment charges (fees, clearing charges, deposits, commission, etc) collected in the debtor country shall be borne by the debtor administration. The charges collected in the creditor country, including payment charges collected by banks in intermediate countries, shall be borne by the creditor administration. When the postal giro transfer system, with exemption from charges, is used, exemption shall also be granted by the office of exchange in the third country or countries acting as intermediary between the debtor administration and the creditor administration when there are no direct exchanges between these. ([5])

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

9 Payment shall be made as quickly as possible and at the latest within six weeks from the date of **dispatch for general liquidation accounts prepared by the International Bureau and from the date of acceptance or the date of notification of official acceptance for other liquidation accounts and accounts** indicating the amounts or balances to be settled; after that period the amounts due shall be chargeable with interest at the rate of 6 percent per annum reckoned from the day following the day of expiry of the said period. ([6]) ([7]) 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.

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[1]) See Conv, art 8, notes 1 and 3.

[2]) Accounts expressed in gold francs are to be converted into SDRs using the linking coefficient of 1 SDR = 3.061 g fr (cf Conv, art 8, note 4). See also No 28 in the summary of arbit awards in note 5 to art 32 of the Const.

[3]) The IMF calculates the daily rates of 43 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, postal 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 postal adms without exception. Publisher's address: International Monetary Fund, Washington DC 20431, United States of America.

[4]) 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 (1979 Rio de Janeiro Congress, II 495).

[5]) 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 (1969 Tokyo Congress, II 1480, prop 3029).

[6]) The 1964 Vienna Congress instructed the EC "to study both the question of the rate of interest on overdue payments and the question whether it is advisable to carry the rate of such interest on overdue payments according to the length of the period elapsing before the accounts are paid" (II 1013, prop 2504). Upon termination of the study, the EC suggested maintaining the status quo (EC decision 14/1966).

[7]) In resolution C 45 the 1979 Rio de Janeiro Congress instructed the EC to carry out a study on the preparation of effective means of expediting the settlement of accounts for the various international postal services (III 916). This study culminated in 1984 Hamburg Congress recommendation C 23 on strengthening technical assistance with regard to international payments.

Article 104
Fixing of equivalents (Conv 7, 8, 19, 24; Prot III; Det Regs 111, para 2, e) [1])

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. [2]) To this end each administration shall be required to notify the International Bureau of the average value of the SDR in the currency of its country under the provisions of paragraph 2.

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

a for a currency for which daily exchange rates with the SDR of the IMF are published: (3) calculate to four places of decimals the average value of the SDR in that currency, based on the day-to-day values applying over a period of at least 12 months ended on the preceding 30 September;

b for a currency for which daily exchange rates with the SDR are not published: calculate to four places of decimals an average value of the SDR in that currency, as in a, but through the medium of conversion to another currency for which daily rates are quoted both for the currency in question and for the SDR;

c for a currency of a country which is not a member of the IMF, for which daily exchange rates with the SDR are not published, and which unilaterally declares an equivalence in accordance with the Convention, article 8, paragraph 4: calculate the average of the daily rates thus unilaterally declared applying over a period of at least 12 months ended on the preceding 30 September;

d as an alternative to b and c, for any currency for which an exchange rate with the SDR is not published daily, the average value of the SDR over a period of not less than 12 months ended in the preceding September may first be calculated for another currency for which daily equivalents in SDRs are published, as in method a, and the resulting average value converted to the currency in question by the closing market exchange rate between the two currencies applying on 30 September; the calculation will be to four places of decimals. The period over which the average is taken should be that also used by the country whose currency is used as the intermediate.

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

4 The International Bureau shall publish a compendium (4) showing, for each country, the equivalents of the charges, the average value of the SDR and the selling price of the international reply coupons mentioned in paragraph 1 and indicating, where applicable, the percentage increase or reduction in postage applied under articles 19, paragraph 1, of the Convention and III of its Final Protocol.

5 Each administration shall notify the International Bureau direct of the equivalent it has adopted for the indemnities prescribed in article 50, paragraph 4, of the Convention. (5)

[1]) Cf Conv, art 8, notes 1, 3 and 4.

[2]) Cf Conv, art 8, note 6.

[3]) Cf art 103, note 3.

[4]) See art 111, para 2, e.

[5]) This equivalent is published by the IB in the Compendium of Information (Conv). See also Conv, art 50, note 8.

Article 105
Postage stamps. Notification of issues and exchange between administrations (Const 20; Conv 9 and 13; Det Regs 192 to 194) ([1])

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 ([2]) shall exchange ([3]) through the intermediary of the International Bureau three sets of each of their new issues ([4]) of postage stamps. ([5]) ([6])

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[1]) Since the beginning of 1976, notification of postage stamp issues and exchange has been made in one bulletin "Postage stamps – Information and distribution" prepared by the IB (see circ 49/1976). More detailed information about issues is published in "Union Postale".

[2]) By "administration" is to be understood all the adms of member countries, including those of the territories within the meaning of the Const, art 3, c.

[3]) The exchange of sets of postage stamps dates back to a decision by the 1878 Paris Congress that a single set was to be transmitted. The 1885 Lisbon Congress increased the number to 3, the 1891 Vienna Congress to 5. The 1906 Rome Congress reduced the number to 3. A prop to stop this exchange was submitted to the 1939 Buenos Aires Congress and rejected (I 243, prop 354; II 134).

[4]) This exchange concerns the new issues notification of which is prescribed in para 1 (1979 Rio de Janeiro Congress, II 1527, prop 2505.1/Rev 1).

[5]) The 1964 Vienna Congress abolished the exchange of "impressions of postal franking machines" and ruled that only postage stamps, blocks and miniature sheets, to the exclusion of postal stationery (postcards, aerogrammes, etc) must be exchanged between adms (II 1014, props 2505.5 and 2505.6). It also abolished the concept of reciprocity in the exchange of postage stamps (II 1015, prop 2507). Moreover, prepayment impressions dispensed by automatic vending machines must be placed on the same footing as franking machine impressions and should not therefore be exchanged between adms (IB circ letter 6601.3 (B 2)142 of 29 January 1982).

[6]) An inquiry was instituted by the IB at the request of Egypt in respect of the use of the postage stamps distributed by the IB (circ 161/1955); replies: circs 208, 241/1955, 89, 209/1956 and 193/1957).

Article 106
Postal identity cards (Gen Regs 115; Conv 11 and 13) (1)

1 Each administration shall appoint the offices or departments which issue postal identity cards.

2 These cards shall be made out on forms conforming to the annexed specimen C 25 which are supplied by the International Bureau.

3 Upon application the applicant shall hand in his photograph and prove his identity. Administrations shall issue the necessary instructions to ensure that cards are issued only after careful inquiry into the identity of the applicant.

4 The official shall **record** the application in a register; he shall **enter** in ink **or a similar substance** and in roman characters by hand or by typewriter, without erasure or alteration, all the particulars required by the form and affix (2) the photograph to it in the space indicated; then he shall affix a postage stamp representing the charge collected, partly on the photograph and partly on the card. He shall then make, in the space reserved for the purpose, a clear impression of the date-stamp (3) or of an official seal, in such a way that it appears partly on the postage stamp, the photograph and the card. Finally, he shall sign the card and issue it to the applicant after having obtained his signature.

5 Administrations may issue identity cards without affixing a postage stamp thereto and record in some other way the amount of the charge collected. (4)

6 Each administration shall retain the right to issue the cards for the international service in accordance with the rules applied to the cards in use in its internal service. (5)

7 Postal identity cards may, after they have been made out, be laminated in plastic material as desired by each administration. (6)

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1) On the recommendation of the EC and CCPS, the 1969 Tokyo Congress adopted a new model of the postal identity card introduced at the 1920 Madrid Congress (II 1400, prop 3016).

2) Text amended by the 1939 Buenos Aires Congress to permit the photograph to be affixed by means of glue or metal eyelets (I 238 and II 181, prop 345).

3) Countries may use an embossing press applied both to the photograph and the card (1924 Stockholm Congress, II 790).

4) On the new-style cards the postage stamp may seem cumbersome. As it does not, in fact, represent any additional guarantee of genuineness, the 1969 Tokyo Congress approved the new para 5 giving adms the option of issuing cards without a postage stamp (II 1400, prop 3015). For those wishing to use this option the cards can be printed without the dotted frame to take the postage stamp and without the indication "postage stamp (partly on the photo)". See circ 38/1971.

5) Internal service identity cards may not be used instead of the C 25 forms supplied by the IB. See 1958 Rep, p 32.

[6]) To prevent any falsification, the new-style postal identity cards may be laminated in plastic material, as desired by each administration, after they have been made out (1969 Tokyo Congress, II 1400, prop 3015).
Laminating is a process consisting of placing the card in an envelope of plastic material which under the dual effect of great hydraulic pressure and a temperature of 160 to 200 °C amalgamates with the paper in such a way that any attempt to make any change whatsoever in the document would automatically damage it.

Article 107
Period of retention of documents (Conv 55, para 2, b)

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.** (1)

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.

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1) This sentence was added by the 1984 Hamburg Congress in order to introduce into the Conv a technology which is in common use (II Congress/C 4 – Rep 7, prop 2507.1).

Article 108
Telegraphic addresses

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

a "Postgen" for telegrams intended for central administrations; (1)

b "Postbur" for telegrams intended for post offices;

c "Postex" for telegrams intended for offices of exchange.

2 These telegraphic addresses shall be followed by the indication of the place of destination and, where appropriate, any other details considered necessary.

3 The telegraphic address of the International Bureau shall be "UPU Berne".

4 The telegraphic addresses indicated in paragraphs 1 and 3, completed as necessary by the indication of the dispatching office, shall also serve as the signature to telegraphic communications. (2)

[1]) For special cases, see the List of Addresses, Heads and Senior Officials of Postal Administrations published by the IB (art 111, para 2, a).

[2]) The attention of postal adms is drawn to the desirability of notifying their national telegraph services of their telegraphic addresses (note on prop 28 of the ELC; 1957 Ottawa Congress, I 301).

Chapter II

International Bureau. Information to be supplied. Publications

Article 109
Communications and information to be forwarded to the International Bureau (Const 8 and 20; Det Regs 111) ([1])

1 Administrations shall communicate to the International Bureau: ([2]) ([3]) ([4])
a their decision on the optional application of certain general provisions of the Convention and of its Detailed Regulations; ([5])
b the expression they have adopted, under articles **193,** paragraph 1, and **194,** to indicate that the postage has been paid; ([5])
c the reduced charges they have adopted under article 8 of the Constitution and details of the services to which the charges apply; ([6])
d the extraordinary conveyance dues collected under article **66** of the Convention together with the names of the countries to which the dues apply and, where appropriate, particulars of the services for which the dues are payable;
e the scale of insurance charges applicable in their service to insured letters in accordance with article 47, paragraph 1, c; ([6])
f the maximum amount up to which they admit insurance by surface and air routes; ([5]) ([7])
g where necessary, a list of their offices which participate in the insured letters service; ([5])
h where necessary, those of their regular sea or air services used for the conveyance of ordinary items by letter post which may be used, with a guarantee of liability, for the conveyance of insured letters; ([5])
i the necessary information concerning customs or other regulations, as well as the prohibitions or restrictions governing the entry and transit of postal items in their services; ([8])
j the number of customs declarations required for items subject to customs control addressed to their country and the languages in which declarations or customs labels may be completed; ([5]) ([9])

k a list of kilometric distances for land sectors followed in their countries by mails in transit;

l a list of the shipping lines operating from their ports and used for the conveyance of mails, with details of the voyages, the distance and duration of the voyage between the port of embarkation and each of the successive ports of call, the frequency of the service and the countries to which the sea transit charges shall be paid if the ships are used;

m any useful information about their organization and internal services;

n their internal postal charges.

2 Any amendment to the information mentioned in paragraph 1 shall be notified without delay.

3 Administrations shall supply the International Bureau with two copies of the documents which they publish, whether relating to the internal or international service. They shall also furnish, as far as possible, other works published in their country concerning the postal service.

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[1]) In resolution C 9 of the 1979 Rio de Janeiro Congress, adms were requested to give the IB the information required six months at least before the entry into force of the Conv. The same Congress adopted formal opinion C 46 asking adms to send the IB information on the procedure for delivering registered items and, if appropriate, insured letters, in their country for publication in the Compendium of Information on the organization and internal services of postal adms.

[2]) The information in question is, generally speaking, the subject of the IB publications mentioned in art 111. Information of an exceptional or special character is always given in a circ.

[3]) As a general rule, any matter of interest to the international postal service or affecting postal relations between the territories of member countries should be notified to the adms of the UPU through the IB. If adms are not notified, or if notifications are irregular, the IB will be unable to render the services expected of it (1874 Berne Congress, p 58).

[4]) In decision CE 38/1972 an urgent appeal was made to Union adms to supply the data required for publication of "Postal statistics" by replying to the questionnaire sent to them each year by the IB. See also art 111, note 10.

[5]) This information is published in the Compendium of Information (Conv).

[6]) This information is published in the List of Equivalents.

[7]) Following 1964 Vienna Congress resolution C 29, b, which instructed the EC to inquire into the possibilities of laying down uniform standards for the conveyance by air of insured items (III 299 and 300), the EC decided:

i to inform UPU members of the airlines which agreed to accept a maximum liability of 5000 fr for the air conveyance of insured items and to ask them, in their turn, to consider the possibility of setting the delcaration of value at the same amount;

ii to ask IATA to continue its efforts to persuade all the airlines to accept a liability of 5000 fr. (1971 EC Documents, decision CE 15.) Cf also Conv, art 71, note 6.

[8]) See Conv, art 36, note 10.

[9]) Adms are asked to approach the customs authorities of their country to reduce to a strict minimum the number of customs declarations to be attached to letter-post items the value of which exceeds 300 g fr (art 116, para 1). Formal opinion of 1952 Brussels Congress (II 808, prop 526) and recommendation ot the CCC-UPU Contact Committee approved by the EC (circ 159/1966). This value was raised to 918.30 g fr (300 SDR) by the 1984 Hamburg Congress.

Article 110
Mutual information between administrations

The administrations of countries which participate in the insured letters service and which provide direct exchanges shall communicate to one another, by means of tables in the form of the annexed specimen VD 1, information concerning the exchange of insured letters.

Article 111
Publications (Const 20; Gen Regs 117; Det Regs 104, 109, 112, 187 and 196) (1)

1 The International Bureau shall publish, on the basis of information supplied in accordance with article 109, an official compendium of information of general interest relating to the implementation of the Convention and its Detailed Regulations (2) 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. (3)

2 It shall also publish, from information supplied by administrations and, if appropriate, by the Restricted Unions as regards subparagraph a, or the United Nations as regards subparagraph f: (4) (5)

a a list of addresses, heads and senior officials of postal administrations and Restricted Unions; (6)
b an international list of post offices; (7)
c a list of kilometric distances relating to land sectors of mails in transit;
d a list of shipping lines;
e a list of equivalents;
f a list of prohibited articles **in which are also mentioned** narcotics prohibited under the multilateral treaties on narcotics (8) **and the definitions of dangerous goods prohibited from conveyance by post drawn up by the International Civil Aviation Organization;** (9)
g a compendium of information on the organization and internal services of postal administrations;
h a compendium of postal administrations' internal charges;
i statistical data relating to the postal services (internal and international); (10)
j studies, opinions, reports and other statements relating to the postal service;

k **the following three catalogues:**
- **International Bureau library catalogue (listing the works acquired by the library);**
- **International Bureau periodicals catalogue (listing the periodicals received at the International Bureau);**
- **International Bureau film library catalogue (listing the films available for loan by the International Bureau to postal administrations);** ([11])

l **a catalogue of postal equipment.** ([12])

3 **It shall also publish:**
- **the Acts of the UPU annotated by the International Bureau;** ([13])
- **the Genesis of the Acts of the UPU; and** ([13])
- **the Multilingual Vocabulary of the International Postal Service.** ([14])

4 Amendments to the various documents listed in paragraphs 1 to 3 shall be notified by circular, bulletin, supplement or other appropriate means. ([15]) ([16])

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[1]) In resolution C 50, the 1979 Rio de Janeiro Congress instructed the EC to carry out a study on the usefulness of the publications listed in arts 111 and 219. In view of the result of this study, the 1984 Hamburg Congress decided to keep most publications without any major change, the IB being instructed to improve and simplify them bearing in mind the suggestions arising out of the inquiry conducted by the EC. In addition, the 1984 Hamburg Congress assigned to the IB the task of rationalizing the content and presentation of the Compendium of Internal Charges and the Compendium of Information on the Internal Services of Adms (I Congress – Doc 1; II Congress – PV 8). In addition, in resolution C 54, reproduced at the end of this vol, it instructed the EC to undertake a study on amending the presentation of the List of Prohibited Articles with a view to making it easier to consult (II Congress/C 4 – Rep 4, prop 2000.3).

[2]) This compendium, known as the Compendium of Information (Conv), contains information concerning: a implementation of optional services; b the application of various special provisions appearing in the Conv; c application of internal legislation as laid down in the Conv; d various other provisions.

[3]) These other compendiums are:

a Compendium of Information (Postal Parcels);

b Compendium of Information (Monetary Articles).

[4]) a A systematic summary in alphabetical order of the documents of UPU Congresses and Conferences was published by the IB in 1932. The 1947 Paris Congress charged the IB to re-edit this work, adding the data relating to the years 1932 to 1947. The same Congress was of the opinion that this new edition could be printed on loose leaves, like the props submitted to it (II 106). In accordance with the 1947 Paris Congress decision, the IB has been publishing the Genesis of the Acts of the UPU since 1 September 1956, a documentary work on the origin, formation and development of universal postal legislation which has replaced the "Summary" (see circ 140/1956). The Genesis of the Acts of the UPU, published on loose leaves, is kept up to date by the addition of current items.

b Following the decision of the 1939 Buenos Aires Congress, the IB has published since 1940, and after each Congress, an annotated edition of the Acts of the UPU (Annotated code) in which are given, in abbreviated form, the origin of the main changes made by Congresses and the reasons for which they were adopted.

c The IB publishes after each Congress and each EC session a volume of those bodies' resolutions, decisions, recommendations and formal opinions. It also periodically updates these resolutions, decisions, etc in the form of Summary Compendia (see 1974 Lausanne Congress, III 833, resolution C 1). The resolutions, decisions, recommendations and formal opinions of the CCPS appear in the "Documents of the CCPS" published after each session.

[5]) The 1957 Ottawa Congress charged the ELC to examine the form and content of all the docs published by the IB with a view to simplifying them as much as possible, and to recommend to the next Congress the discontinuance of documents which had ceased to be useful and possibly the preparation of new ones the publication of which might be considered desirable (II 385, prop 372, Great Britain). At the 1964 Vienna Congress, the ELC proposed abolition of the "List of countries, territories, etc of the world with their geographical position", and of the "World map of postal communications by surface routes, etc", and that the "List of addresses of postal administrations" be merged with the "List of heads and senior officials of the postal administrations". These three props were accepted (II 1016, props 2514, 2515 and 2516). At the same time, endorsing the conclusions of the study carried out by the EC in implementation of 1974 Lausanne Congress decision C 43 (III 875), the 1979 Rio de Janeiro Congress deleted the concept of "distant countries" from the Acts and, consequently, the "List of distant countries and countries treated as such" (II, 1434, prop 2507.1 and Congress – Doc 11).

[6]) The 1979 Rio de Janeiro Congress adopted formal opinion C 49 calling on member countries to supplement that list by giving the names of officials who usually sign international correspondence, together with telephone and telex numbers and days and hours of work.

[7]) After consulting postal adms, the EC decided in 1966 to produce a new edition of the former "Directory of post offices", stocks of which were exhausted, recommending the use of modern data processing equipment to cull the data and prepare the manuscript. That edition, now called the "International List of Post Offices", appeared in 1968. A new edition was published in 1977 following 1974 Lausanne Congress decision C 89 (III 909).

[8]) A consequence of the adoption by the 1957 Ottawa Congress of ELC prop 20 made upon the conclusion of the study on the narcotics problem made with the United Nations Narcotics Committee. The list of these narcotics and psychotropic substances (an abridged list) prepared by the United Nations Division of Narcotics is given in part III of the List of Prohibited Articles. See also note 1 to this art and Conv, art 36, note 7.

[9]) See also Conv, art 36, note 8.

[10]) From 1875 to 1938 a "Statistique générale du service postal" (General statistics of postal services) was published each year. In 1939, these statistics were split into a triennial "Statistique complète" (Complete statistics) and a "Statistique réduite" (Abridged statistics) for the intervening years. In addition, in the past, a "Statistique des expéditions dans le service postal international" (Statistics of dispatches in the international postal service) was published every three years with the complete statistics. In implementation of 1964 Vienna Congress resolution C 35, the complete statistics and the abridged statistics were merged into a single document entitled "Statistique des services postaux" (Postal statistics) and the statistics of dispatches was abolished.
In resolution C 22 (III 857), the 1974 Lausanne Congress accepted the principle of expanding the postal statistics and publishing them in the form of a loose-leaf binder. The IB was instructed, in agreement with the CCPS, to adapt the headings of the statistics to the actual requirements of the Union and to apply these decisions as from 1974, which was done. See also art 109, note 4.

[11]) The 1984 Hamburg Congress decided to publish separately these three catalogues which previously formed the UPU Catalogue, which was thus abolished (II Congress/C 4, Rep 7, prop 2511.2).

[12]) On the proposal of the CCPS, the 1984 Hamburg Congress decided to include in this art this publication which was created by a decision of the CCPS Management Council (1961 Tokyo session) (II Congress/C 4 – Rep 7, prop 2511.3).

[13]) The 1984 Hamburg Congress decided that these two publications would also appear in this art. They were already being published by virtue of Congress decisions (1939 Buenos Aires for the first and 1947 Paris for the second (II Congress/C 4 – Rep 4, prop 2511.2)).

[14]) A publication distributed on the initiative of the 1957 Ottawa Congress which had instructed, on the one hand, the ELC to continue its revision of the Multilingual Vocabulary of the International Postal Service (II 59, 364, 760, prop 683 ELC) and, on the other, the CCPS to prepare, for the ELC, a list of specifically postal terms, peculiar to technical and economic studies (II 61, 62, 249, 364 and 365, prop 684 ELC).

[15]) The 1964 Vienna Congress recommended that "all International Bureau circulars be sent to member administrations of the Union at all times by the most rapid route, air or surface" (II 1017, 1018, recommendation C 9).

[16]) The 1964 Vienna Congress charged the IB to "draw up at the beginning of each year a list of all the documents published during the past year in order that administrations may order those which they lack" (II 1017, recommendation C 8).

Article 112
Distribution of publications (Det Regs 111) ([1]) ([2])

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

a all documents excepting those specified in subparagraph b: three copies, one of which shall be in the official language and the other two either in the official language or in the other language requested in accordance with article 107 of the General Regulations;

b the periodical "Union Postale" and the International List of Post Offices: according to the number of contribution units assigned to each administration under article 125 of the General Regulations. However, where administrations so request, the International List of Post Offices may be distributed at the maximum rate of ten copies per contribution unit.

2 Over and above the number of copies distributed free of charge by virtue of paragraph 1, administrations may purchase International Bureau documents at cost price.

3 Documents published by the International Bureau shall also be sent to the Restricted Unions.

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[1]) Up to the 1964 Vienna Congress, the documents and publications published by the IB were distributed to adms free of charge in proportion to the number of contribution units. But an ELC study revealed that, in many cases, distribution under this formula exceeded actual requirements and the 1964 Vienna Congress adopted a distribution key inversely proportional to the seven contribution classes. As a result, adms in class 1 (25 contribution units) received eight free copies, those in class 2 (20 units) seven free copies and so on.
Under the present system, adopted by the 1974 Lausanne Congress (II 1221, prop 2512.1), each adm is entitled to three free copies under the following rules:

a Adms which are not members of a language group automatically receive three copies in the official language. They may not exchange any of these copies for one or two copies in a language of translation.
b Adms which are members of a language group automatically receive two copies of the documents and publications translated into the language of that group and one copy in the official language. They may not exchange the French copy for a copy in a language of translation. However, they may ask for two copies in the official language and only one in the language of translation of the group to which they belong.
c Adms which are members of two language groups automatically receive one copy in the official language and one copy in each of the languages of the groups to which they belong. They may not exchange the copy in the official language for one in another language of translation.
d Documents and publications which are not translated are supplied in triplicate in the official language.

Documents and publications are translated in relation to the needs expressed by the respective language groups after agreement with the IB. At the moment, conference documents (Congress, EC, CCPS) are all, in principle, translated into English, Arabic, Spanish, Portuguese and Russian. The same applies to circs, circ letters and for most of the publications which form the extension of the Acts (Compendia). For practical reasons and for reasons of economy, some technical publications (liquidation accounts, Postal Statistics, lists consisting mainly of figures, International List of Post Offices) are only partially translated in that they do not appear as separate publications and only the explanatory texts (prefaces, forewords) are given in translation as a supplement to the French version.

[2]) The 1952 Brussels Congress having charged the ELC to study the question of the sale of IB publications to the public (II 142), the ELC decided that all IB publications could be sold to individuals, except for the following, as being of a purely internal character:

i ELC and EC Documents (as from 1947);
ii CTT (Technical Committee on Transit) (Reports for 1949 and 1951);
iii Annual General liquidation account of reply coupons;
iv Annual General liquidation account of transit charges;
v IB circulars;
vi UPU Catalogue (containing general information of every kind in respect of the postal service and documents of the lending service).

However, as regards UPU Congress Docs, the ELC considered that vol II of these docs (minutes, Reps, etc) should only be sold five years after publication, whereas the other vols (props, final Acts) might be sold as soon as they appeared (cf Summary Records, 1953 session, pp 15 and 16).

Part II

Provisions concerning the letter post

Section I

Conditions of acceptance of letter-post items

Chapter I

Provisions applicable to all categories of items

Article 113
Address. Make-up (Det Regs 118 to 123) (1) (2)

1 Administrations shall recommend users:
a to use envelopes which are adapted to their contents;
b to write the address on the envelope, on the plain side which is not provided with the closing flap;
c to reserve the right-hand half at least of the address side for the address of the addressee and for postage stamps, franking marks and impressions or indications in lieu thereof; (3)
d to write the address very legibly in roman letters and in arabic figures, setting it out on the right-hand side lengthwise. If other letters and figures are used in the country of destination, it shall be recommended that the address be given also in these letters and figures;
e to write the name of the place with the correct postcode number or delivery zone number, if any, and country of destination in capital letters;
f to show the address precisely and completely, giving the correct postcode number or delivery zone number, if any, so that the forwarding of the item and its delivery to the addressee may be effected without inquiry or misunderstanding; (4) (5)
g to show the name and address, with the postcode number (6) or delivery zone number, if any, of the sender. When they appear on the address side of the envelope, these indications shall be placed in the top left-hand corrner; (3)
h to add the word "Letter" to the address side of letters which, because of their volume or make-up, might be confused with items prepaid at a reduced rate;
i to show the addresses of the sender and the addressee inside the item and as far as possible on the contents, or, where applicable, on a tie-on label made of a sturdy material, securely attached to the item, particularly in the case of unsealed items;
j to show also the addressee's address on each packet of printed papers included in a special bag and sent to the same addressee at the same address.

2 **Except as otherwise provided in these Regulations, service instructions and labels shall be placed on the address side of the item, in so far as**

possible in the top left-hand corner, beneath the sender's name and address where these are given. [7]

3 No manner of item shall be admitted of which the whole or part of the address side has been marked off into several divisions intended to provide for successive addresses.

4 In all cases in which the item is under wrapper, the addressee's address shall be written on the latter, except in the case of articles sent in accordance with article 122, paragraph 3. [8]

5 Postage stamps or postal franking impressions shall be applied to the address side, [9] and as far as possible, in the top right-hand corner. [10] However, it shall be up to the administration of origin to treat items whose payment does not conform to this condition according to its internal legislation.

6 Non-postal stamps and charity or other labels as well as designs, likely to be mistaken for postage stamps or service labels, may not be affixed to or printed on the address side. This shall also apply to stamp impressions which could be mistaken for franking impressions. [11]

7 Envelopes, the edges of which are provided with coloured bars shall be reserved for airmail correspondence.

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[1] Following the study carried out since 1964 on the subject of a "UPU member country identification code for postal and other uses" (1964 Vienna Congress, formal opinion C 1; 1969 Tokyo Congress, resolution C 85), the 1979 Rio de Janeiro Congress adopted recommendation C 77 to the effect that, in principle, no international code will be used for sorting mail.

[2] In formal opinion C 47, the 1979 Rio de Janeiro Congress urged adms to recommend users to write the addressee's address on all items in coformity with the relevant provisions of this art.

[3] On the proposal of the CCPS, the 1974 Lausanne Congress prescribed the position to be reserved for service instructions and labels on standardized items (II 1263, prop 2513.6). The 1979 Rio de Janeiro Congress, on the basis of the results of a further CCPS inquiry, extended these regulations to all letter-post items (II 1529, prop 2513.1/Rev 1). It also took decision C 53 instructing the CCPS to study prop 2513.91 on the placing of instructions and labels on envelopes. The results of this study are given in note 7 to this art.

[4] For items bearing a fictitious address, see Conv, art 36, note 11.

[5] Formal opinion to the effect that post offices should attempt to deliver items to addressees, even where the address does not tally with the official one (1934 Cairo Congress, II 643–645).

[6] In decision C 54, the 1979 Rio de Janeiro Congress instructed the CCPS to study prop 2513.5/Rev 1 on the position of the postcode number. The report on that study setting out the experience of the countries which had taken part and making recommendations to the adms planing to introduce a postcode for sorting was distributed in December 1982 under cover of an IB circ letter.

[7] Acting on 1979 Rio de Janeiro Congress decision C 53, the CCPS undertook a study which revealed that the question of the position of service instructions and labels was both the subject of a recommendation for users and an obligation for postal staff and, at the same time, that the existing regulations should be extended to all items and made obligatory. The 1984 Hamburg Congress shared this view and accordingly adopted this para (II Congress/C 4 – Rep 7, prop 2513.1).

[8]) Printed papers the size of which is larger than that of postcards, with the address on the item itself but placed under a superadded wrapper (transparent or tight) for the sole purpose of making them apparently conform to art 122, para 1, so that they benefit from the printed papers charge, interfere considerably with sorting operations (1974 Lausanne Congress, II 1321, prop 2513.3/Rev).

[9]) The application of postage stamps or franking impressions on the address side is obligatory for all categories of items (1969 Tokyo Congress, II 1482, prop 3190).

[10]) Postage stamps stuck on in such a way that they overlap on to both sides of an item are considered null and void (1920 Madrid Congress, II 228 and 229).

[11]) An inquiry instituted at the request of the Hungarian adm in 1935 regarding the admissibility of non-postal stamps and labels in the middle of which the postage stamp is applied in such a way that it is framed by the non-postal stamp.
The adms which replied were of the opinion that for various practical reasons (verification of prepayment, clarity of date-stamp impressions, reduced space for service indications) the use of such stamps or labels should not be authorized. Several of them were, however, of the opinion that the provisions of the Conv did not amount to formal prohibition of this practice.

Article 114
Poste restante items

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

Article 115
Items sent free of postal charges (Conv 14 to 17)

Items exempt from postal charges shall bear, on the address side in the top right-hand corner, the following indications, which may be followed by a translation:

a *"Service des postes"* (Postal service) or a similar indication [1]) for the items mentioned in article 15 of the Convention;

b *"Service des prisonniers de guerre"* (Prisoners-of-war service) or *"Service des internés"* (Civilian internees service) for the items mentioned in article 16 of the Convention and the forms relating to them;

c *"Cécogrammes"* (Literature for the blind) for the items mentioned in article 17 of the Convention.

[1]) An inquiry instituted at the request of the Ethiopian adm (circ 95/1950) in order to ascertain the equivalents of the indication "Service des postes" (Postal service) used by adms for correspondence on postal service sent free of charge. Replies: circs 4, 143, 309/1951, 136 and 296/1952.

Article 116
Items subject to customs control (Conv 37)

1 Items to be submitted to customs control shall bear on the front an adhesive green label in the form of the annexed specimen C 1, (1) or be provided with a tie-on label in the same form. (2) The C 1 adhesive label shall be affixed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address (3) where these are given. With the authorization of the administration of origin, users may use envelopes or wrapping bearing, in the place provided for affixing the C 1 label, a preprinted facsimile of that label having the same dimensions and colour. (4) If the value of the contents declared by the sender exceeds **918.30 gold francs (300 SDR)**, (5) or if the sender prefers, the items shall also be accompanied by the prescribed number of separate customs declarations in the form of the annexed specimen C 2/CP 3; (6) (7) in this case, only the upper part of the C 1 label shall be affixed to the item. (8)

2 C 2/CP 3 customs declarations shall be securely attached to the outside of the item by a string tied crosswise or, if the administration of the country of destination so requests, inserted in the item itself. (6) (9) (10) Exceptionally, these declarations may, if the sender prefers, also be inserted in registered letters in a closed envelope containing valuable articles as mentioned in article 43, paragraph 3, of the Convention, or in insured letters.

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

4 For special bags containing printed papers for the same addressee at the same address, the address label specified in article 161 shall bear the C 1 label if the country of destination so requests. If the value of the contents declared by the sender exceeds 918.30 gold francs (300 SDR), or if the sender prefers, the upper part of the C 1 label shall be affixed to the address label and the C 2/CP 3 customs declarations shall be affixed to that same label; if the administration of the country of destination so requests, they shall be attached to one of the items contained in the bag. (11)

5 The absence of a C 1 label shall not, in any circumstances, involve the return to the office of origin of consignments of printed papers, serums, vaccines, perishable biological substances, radioactive materials and urgently required medicines which are difficult to obtain.

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

7 Adminstrations shall do their utmost to inform senders of the correct way to complete the C 1 labels or customs declarations, although they shall accept no liability for the customs declarations. (12)

[1]) Omission of the green label should not entail the application of customs sanctions (1947 Paris Congress, I 156 and 157; II 493). The 1952 Brussels Congress concurred in this formal opinion, but modified it as follows:
It happens fairly frequently that in certain countries printed paper items or samples of goods (since merged with small packets) are confiscated, or that a fine is imposed, by the Customs merely because of failure to affix the regulation green label. This should not be so, because firstly, it is a question of items whose contents can easily be verified in the country of destination, affording every possibility of levying any necessary customs duties, and secondly, the sender and the office of posting may not always know whether the contents are subject to customs duty. While therefore retaining the present provision, it would be desirable to mention in the report that the omission of the green label on an item should not result in the application of customs sanctions (II 143 and 144, prop 808).

[2]) Where the available space on the item is too restricted for a C 1 label to be affixed, it is recommended that it be replaced by a label with an eyelet as an alternate procedure (1964 Vienna Congress, II 1102, prop 4145).

[3]) See art 113, note 3.

[4]) New provision adopted by the 1979 Rio de Janeiro Congress (II 1531, prop 2516.5).

[5]) Value raised to 300 SDR by the 1984 Hamburg Congress to take account of inflation and an EC prop arising from a study made in the CCC-UPU Contact Committee (II Congress/C 4 – Rep 7, prop 2516.2).

[6]) The number of customs declarations to be attached to postal items is to be kept to a strict minimum (see art 109, note 9).

[7]) This information is published in the Compendium of Information (Conv).

[8]) This provision was completely revised by the 1969 Tokyo Congress at the suggestion of the CCC-UPU Contact Committee (see Conv, art 37, note 1). Only items whose contents exceed 300 g fr in value have to be accompanied by a C 2/CP 3 customs declaration form. Items of lower value for submission to customs control bear the green C 1 label. Since this procedure is compulsory, adms of destination do not have the option of requiring C 2/CP 3 customs declarations to be attached to items of a value less than 300 g fr (II 1423 and 1424, prop 3019). See also note 5 to this art.

[9]) Wherever possible, the C 2/CP 3 customs declaration must be attached to the outside of the item so that it is not essential to open it and insertion of the declaration in the item should be restricted to cases in which the adm of destination so requests (1969 Tokyo Congress, II 1423 and 1424, prop 3019). Within the framework of the work of the CCC-UPU Contact Committee, adms which ask for the customs declaration to be inserted in the item have been asked to consider the possibility of waiving this requirement (see 1979 Rio de Janeiro Congress – Doc 1, para 19, iii).

[10]) In decision C 94, the 1979 Rio de Janeiro Congress instructed the EC to study, in collaboration with the CCC, prop 2902.4 on including in form C 2/CP 3 express authorization by the sender for the relative item to be opened officially. Sharing the view expressed by the CCC-UPU Contact Committee, the EC considered that the arguments which had led the 1979 Rio de Janeiro Congress to reject prop 2902.4 were still valid and that the problems mentioned could be solved at national level (CE 1982 – Doc 8).

[11]) Provision adopted by the 1984 Hamburg Congress to specify the procedure to be followed in cases where the customs declarations have to be attached to special bags containing printed papers for the same addressee. This provision is the subject of a new section in the Compendium of Information (Conv) (II Congress/C 4 – Rep 7, prop 2516.1).

[12]) The difficulties experienced by customs officials because of inexact or inadequate customs declarations are largely due to the users' ignorance of customs prescriptions. It is recommended that the Post lend its assistance in order to improve this state of affairs (1964 Vienna Congress, II 1102 and 1103, prop 4146). To facilitate cooperation between the Customs and the Post in the

country of destination, it is essential that the sender should make out a customs declaration form in accordance with the provisions of the Acts and that his attention should be drawn to the necessity of strictly observing the instructions on the back of forms C 1 and C 2/CP 3. For this purpose, on the proposal of the CCC-UPU Contact Committee, the EC recommended postal adms in circs 137/1973 and 73/1978:

a to check that all letter-post items subject to customs duty and all postal parcels are accompanied by a customs declaration form C 1 or C 2/CP 3 as the case may be, in the requisite number of copies, in accordance with the provisions of Conv, Det Regs 116, para 1, and Parcels Agr, Det Regs, art 106;

b to ensure that the customs declarations are fully completed in accordance with the instructions given on the back of these forms;

c when a declaration is obviously incomplete, to draw the sender's attention to the customs regulations and to accept only items accompanied by complete declarations; and

d to advise exporters of commercial items of the need, where appropriate, to attach a certificate of origin to each parcel.

Article 117
Items for delivery free of charges and fees (Conv 40; Det Regs 140 and 197)

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

2 Every item sent free of charges and fees shall be accompanied by a franking note on yellow paper in the form of the annexed specimen C 3/CP 4. The sender of the item and, as regards the postal service indications, the dispatching office, shall complete the text of the right-hand side of the front of parts A and B of the franking note. The sender's entries may be made with the use of carbon paper. The text shall include the undertaking prescribed in article 40, paragraph 2, of the Convention. The franking note, duly completed, shall be securely attached to the item. (2)

3 When the sender asks after posting for the item to be delivered free of charges and fees, the procedure shall be as follows:

a if the request is to be forwarded by post, the office of origin shall inform the office of destination in an explanatory note. This latter, bearing the prepayment of the charge due, shall be forwarded as a registered item by the quickest route (air or surface) to the office of destination accompanied by a franking note duly completed. The office of destination shall affix the label prescribed in paragraph 1 to the item;

b if the request is to be forwarded by telegraph, the office of origin shall inform the office of destination by telegraph and at the same time advise the relative particulars of the posting of the item. The office of destination shall automatically make out a franking note. (3)

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1) See art 113, note 3.

2) The 1957 Ottawa Congress introduced a new specimen franking note intended particularly for:
a elimination of routeing complications (place of posting – of destination – of posting – country of destination);
b rapid and independent settlement with the sender (by means of part A) and with the debtor adm (by means or part B);
c preparation of the account for franking notes by the creditor adm and not by the debtor adm, as in all liquidation accounts (II 481, prop 274).

3) This para was amended by the 1957 Ottawa Congress; it prescribes, among other things, the procedure for air transmission of a request for free delivery of an item made after posting, and the substitution in a telegraphic inquiry of particulars concerning the posting of the item for the contents of an explanatory note (II 481, prop 275). The 1979 Rio de Janeiro Congress decided that a request sent by post must be sent in all cases by the quickest route (air or surface) without collecting the surcharge (II 1532, prop 2517.2).

Chapter II

Rules relating to the packing of items

Article 118
Make-up. Packing (Det Regs 113) (1) (2)

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

2 Items containing articles of glass or other fragile materials, liquids, fatty substances, dry powders, whether colouring or not, live bees, leeches, silk-worm eggs or the parasites referred to in article 36, paragraph 4, c, ii, of the Convention shall be packed in the following manner:
a articles of glass or other fragile objects shall be packed in a box of metal, wood, strong plastic material or strong cardboard, filled with paper,

wood shavings or any other appropriate protective material, to prevent any friction or knocks during transport either between the objects themselves or between the objects and the sides of the box;

b liquids and substances which easily liquefy shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special box of metal, wood, strong plastic material or strong corrugated cardboard, containing enough sawdust, cotton wool or any other appropriate protective material to absorb the liquid should the container break. The lid of the box shall be fixed so that it cannot easily work loose;

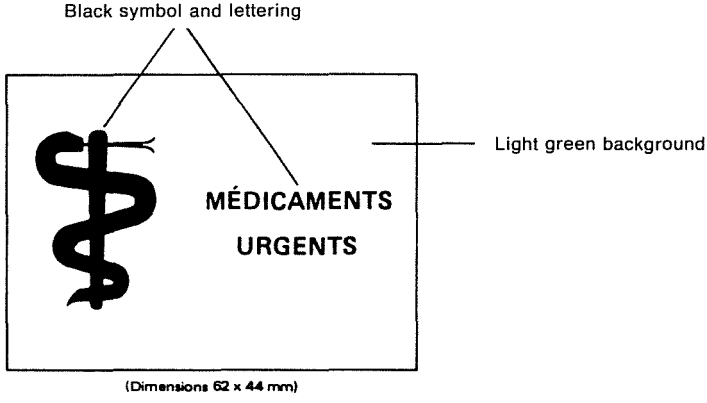
c fatty substances which do not easily liquefy, such as ointments, soft-soap, resins, etc, and silk-worm eggs, the conveyance of which presents few difficulties, shall be enclosed in a first packing (box, bag of cloth, plastic, etc) which is itself placed in a box of wood, metal or any other material stout enough to prevent the contents from leaking;

d dry colouring powders, such as aniline blue, etc, shall be admitted only in perfectly leak-proof metal boxes, placed in turn in boxes of wood, strong plastic material or good quality corrugated cardboard with sawdust or any other appropriate absorbent and protective material between the two containers;

e dry non-colouring powders shall be placed in containers (box, bag) of metal, wood, strong plastic material or cardboard; these containers shall themselves be enclosed in a box made of one of those materials;

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

3 Items containing urgent medicines shall be furnished, on the side which bears the addressee's address, with a light green label with the following text and symbol: ([3])



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

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[1]) In implementation of 1969 Tokyo Congress decision C 58, the CCPS revised the make-up and packing of letter-post items. The results of this study, which make the provisions concerning the make-up of items obligatory and which modernize and strengthen the packing rules were adopted by the 1974 Lausanne Congress (II 1322, prop 2518.1).

[2]) See Conv, art 36, para 1.

[3]) New provision adopted by the 1984 Hamburg Congress. Conclusion of a study on the labelling of parcels carried out by the EC, the latter having considered that consignments of urgent medicines could also be sent by letter post. These new labels could be supplied, as needed, on the same conditions as the labels provided for in arts 119 and 120 (II Congress/C 6 – Rep 3, prop 2518.1).

Article 119
Make-up. Infectious perishable biological substances (Conv 21 and 36; Det Regs 116 and 162, para 4) ([1]) ([2]) ([3]) ([4])

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

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

a a watertight primary receptacle;

b a watertight secondary packaging;

c absorbent material should be placed between the primary receptacle and the secondary packaging. If multiple primary receptacles are placed in a single secondary packaging they shall be wrapped individually to ensure that contact between them is prevented. The absorbent material, such as cotton wool, should be sufficient to take up the entire contents. A nonhygroscopic material which does not evaporate under shipping conditions and is in fact non-toxic for man may be added;

d an outer packaging of sufficient strength to meet performance tests equivalent to those laid down in the regulations of the international bodies competent in the matter.

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

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

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

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



[1]) In recommendation C 68 (III 927), the 1979 Rio de Janeiro Congress urges adms concerned to conform to certain conditions recommended by the WHO and required by IATA for safety reasons; among other things, they are requested to hand to airlines unsealed mailbags containing only infectious substances and identified by special labels marked "Infectious substances". Such items must be accompanied by a shipper's certification in duplicate; this form can be supplied to postal adms by the IB on the terms set out in circ letter 3410.8(C)1619 of 18 December 1979. See also art 162, para 4.

[2]) In resolution C 48 (III 917), the 1979 Rio de Janeiro Congress instructed the EC to study, in cooperation with the WHO, the possibility of amending or supplementing the conditions of acceptance of non-infectious perishable biological substances and also the additional information to be given on the outside of items containing infectious perishable biological substances.
As regards the WHO's first suggestion, the results of a consultation carried out in October 1981 showed a clear majority in favour of maintaining the status quo, motivated by a concern to guarantee the security of postal employees and to prevent abuses on the part of occasional senders. In addition, the absence of any request for liberalization from postal users was noted. The 1982 EC consequently decided to retain in the Conv the condition that infectious and non-infectious perishable biological substances may be exchanged only between officially recognized qualified laboratories.
With regard to the information to be written on the outside wrapping of items containing infectious substances (name, address and telephone number of the competent authority to be notified in case of damage or leakage), the WHO in May 1981 sent the public health authorities of its member countries a circular recommending them to let the adms of their countries have this information. For its part, the IB asked adms which admit these items, in circ letter 3410.8(C)639 of 9 June 1981, to contact the national public health and veterinary authorities of their countries with a view to coordinating the action to be taken in the event of an accident. In conclusion, the 1982 EC considered that the question was settled by such action and by the label referred to in para 4 of this art (1984 Hamburg Congress, I Congress – Doc 1, para 32, b).
In addition, the WHO informed the IB in July 1982 that the transmission of diagnostic specimens by post was being hindered by the fact that certain adms did not take part in the exchange of infectious substances. On the prop of the EC, the 1984 Hamburg Congress adopted formal opinion C 16, reproduced at the end of this vol, calling on adms to reconsider their position in this respect. (See also 1984 Hamburg Congress, I Congress – Doc 1, para 32, b.)

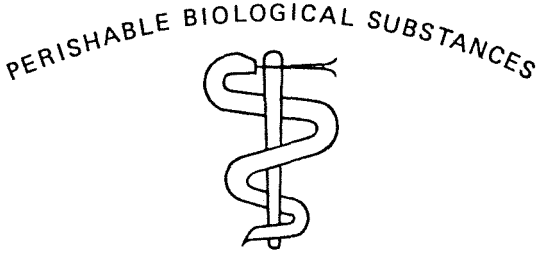
[3]) Cf Conv, art 36, note 8.

[4]) Postal adms can order this label from the IB on the terms set out in circ letter 3410.8(C)1619 of 18 December 1979.

Article 120
Make-up. Non-infectious perishable biological substances (Conv 21 and 36; Det Regs 116) [1])

Letters containing non-infectious perishable biological substances shall be subject to the following special packing conditions: Perishable biological substances which contain neither living pathogenic micro-organisms nor living pathogenic viruses shall be packed in an inner non-porous container

with an outer protective container and with absorbent material placed either in the inner container or between the outer and inner container; this material shall be of sufficient quantity to absorb, in case of breakage, all the liquid contained, or capable of being formed, in the inner container. Moreover, the contents of the inner as well as of the outer container shall be packed in such a way as to prevent any movement. Special provision, such as drying by freezing and packing in ice, shall be made to ensure the preservation of substances sensitive to high temperatures. Air transmission, which entails changes of atmospheric pressure, makes it necessary, if the substances are packed in sealed phials or well-stoppered bottles, that these containers be strong enough to withstand variations in pressure. The outer container, as well as the outer wrapping of the item, shall be furnished, on the side which bears the addresses of the laboratories sending and receiving it, with a violet coloured label with the following text and symbol: (2)



(Dimensions 62 x 44 mm)

1) See art 119, note 2 on the WHO request for liberalization of the conditions of admission of non-infectious perishable biological substances.

2) Postal adms may order this label from the IB on the terms set out in circ letter 3410.8(C)1619 of 18 December 1979.

Article 121
Make-up. Radioactive materials (Conv 21 and 36; Det Regs 136)

1 Items containing radioactive materials, whose contents and make-up comply with the regulations of the International Atomic Energy Agency

providing special exemptions for certain categories of items, (1) shall be admitted for conveyance by post subject to prior consent from the competent authorities of the country of origin. (2) (3)

2 **The outside packing of** items containing radioactive materials shall be **plainly and durably marked** by the sender **with the** words *"Matières radioactives. Quantités admises au transport par la poste"* (Radioactive materials. **Quantities permitted for movement by post); these words** shall be officially crossed out should the packing be returned to the place of origin. (4) **It** shall also bear, in addition to the name and address of the sender, a request in bold letters for the return of the items in the event of non-delivery.

3 The sender shall give his name and address and the contents of the item on the inner wrapping.

4 Administrations may designate special post offices for the posting of items containing radioactive materials.

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1) As understood here, the conveyance by post of radioactive materials is restricted to consignments exempted from special conveyance prescriptions, within the meaning of the Regulations for the safe transport of radioactive materials of the International Atomic Energy Agency (IAEA), because of the very low activity of their contents.
The relevant portions of the said Regulations are reproduced in the Compendium of Information (Conv).

2) 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, by requesting, for example, that a prototype packing for each category of item be submitted to it for approval.

3) See Conv, art 21, note 2.

4) External marking adopted by the 1984 Hamburg Congress instead of the white label bearing the words "Matières radioactives" (Radioactive materials) the abolition of which had been requested by the IAEA to avoid any confusion with the white labels prescribed by its own regulations (II Congress/C 6 – Rep 3, prop 2521.1). The 1984 Hamburg Congress also adopted resolution C 17, reproduced at the end of this vol, to permit advance application of this procedure in case the IAEA revised regulations came into force before 1 January 1986. This has not, however, occurred.

Article 122
Make-up. Verification of contents (Det Regs 116)

1 Printed papers and literature for the blind shall be made up in such a way that their contents are sufficiently protected while permitting quick and easy verification. They shall be placed in a wrapper, on a roller or between cardboard, in open envelopes or containers, in closed unsealed envelopes or containers, which can be easily and safely opened and reclosed, or tied

with a string which is easy to unknot. (1) The administration of origin shall determine whether the closing of these items allows for quick and easy verification of the contents. Printed papers containing brochures may be admitted under sealed, transparent wrapper. **No special conditions of closing shall be required for printed papers containing books; such items may be opened for verification of their contents.** (2) The administrations concerned may require the sender or addressee to facilitate verification of the contents either by opening some of the items picked out by them or in some other satisfactory manner. (3)

2 Administrations may authorize the closing of bulk-posted printed papers, issuing for that purpose a permit to users who make a request for one. To be admitted at the printed papers rate, items closed on these conditions shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, (4) the indication *"Imprimé"* (Printed papers) or *"Imprimé à taxe réduite"* (Reduced-rate printed papers) as appropriate, or the equivalent in a language known in the country of destination, (5) and the number of the relevant permit. These indications shall constitute proper authority for verification of the contents. (6)

3 Printed papers posted in bulk as specified in paragraph 2 may, notwithstanding paragraph 1, be inserted in closed plastic wrapping, either transparent or opaque. The address of the addressee, set out in the direction of the greatest dimension, the address of the sender and **the franking-machine impression prescribed in article 193 or** the postage paid imprint prescribed in article **194** may be placed under the plastic film in such a way that they are perfectly legible through the transparent panel or panels provided for that purpose. The wrapping shall include, on the address side, a sufficiently wide part on which service instructions, any reasons for non-delivery or, when applicable, the addressee's new address can be written by hand, or shown by means of a label or by any other process, as on paper; a sufficiently wide part of the wrapping on the address side must have the properties of paper. Items wrapped in plastic may also be prepaid by means of franking-machine impressions made on a self-adhesive label or, in some indelible way, on the actual wrapping. (7)

4 No special conditions of closing shall be required for small packets; items designated as such may be opened for verification of their contents. (6) However, by analogy with the conditions laid down in paragraph 2 for printed papers, administrations of origin may restrict the option of closing small packets to items posted in bulk. Articles which would be spoilt if packed according to the general rules and items of merchandise packed in a transparent packing permitting verification of their contents, shall be ad-

mitted in a hermetically sealed packing. The same shall apply to industrial and vegetable products posted in a packing sealed by the manufacturer or by an examining authority in the country of origin. In those cases, the administrations concerned may require the sender or the addressee to assist in checking the contents, either by opening certain of the items indicated by them or in some other satisfactory manner. ([8])

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[1]) As regards methods of sealing conforming to requirements, the 1964 Vienna Congress expressed the following formal opinion:

"Formal opinion C 5

"Adhesive bands for the sealing of printed papers

"A number of users are asking to be able to employ for the sealing of printed papers a system incorporating the facilities of successive opening offered by certain adhesive papers.
"It is desirable that for such items, the following conditions should be fulfilled:

i the adhesive band must be stuck to a glossy base and be able to be sealed and unsealed at will;

ii the make-up of the items should be such that from their external appearance they cannot be confused with sealed objects; to this end the following particulars must be printed near the adhesive band:
   a Unsealed items, may be opened for inspection by the Postal Service (or similar words);
   b Instructions concerning the method of closing (eg To open, lift the strip, to close, refix on its base).

"The process described above constitutes one of the methods of closing authorized by article 122." (II 1118, prop 4054.)

[2]) Added by the 1984 Hamburg Congress so that items containing books might benefit from an effective method of closing by analogy with that provided for small packets (II Congress/C 4 – Rep 7, prop 2522.1).

[3]) Provisions adopted by the 1979 Rio de Janeiro Congress to relax the conditions on the dispatch of printed papers containing books and brochures without thereby depriving adms of their ability to make a check (II 1532, prop 2521.4).

[4]) See art 113, note 3.

[5]) The 1979 Rio de Janeiro Congress adopted this provision to bring art 122, para 2, into line with art 126, para 4, as regards the indications that must appear on printed papers and printed papers sent at reduced rates (II 1727, prop 2521.2/Rev).

[6]) Following the study undertaken by the EC in implementation of 1969 Tokyo Congress decision C 64, the 1974 Lausanne Congress agreed to the closing of printed papers under the conditions set out in para 2 and abolished the restrictions relating to the closing of small packets, the make-up of which is thus made the same as for postal parcels. The idea behind this decision can be summarized as follows: The increasingly widespread use of mechanized and electronic mail processing facilities means that the items must meet the requirements imposed by mechanization. Whether in mail-box clearance, conveyance between work positions, cancelling or sorting, items which slip into others, lose their contents, catch one another in passing, or whose closing flap lifts up during treatment are a source of difficulties and waste of time. This kind of situation lowers machine performance and hinders the rationalization of postal services. In addition, from the security angle, it is important that closing and packing can stand up to normal pressures during transport. By virtue of the policy of negotiation with the customs authorities introduced since the 1964 Vienna Congress, the question was submitted to the CCC-UPU Contact Committee. The

customs delegation on the Committee said the Customs Co-operation Council (CCC) had no objections in principle to the closing of AO items, provided that these items remained subject to customs control (1974 Lausanne Congress, II 1322 to 1324, prop 2521.1).

[7]) Simplification introduced by the 1979 Rio de Janeiro Congress for bulk-posted printed papers with a permit number and inserted in closed transparent plastic wrapping (II 1532, prop 2521.5).

[8]) Pharmaceutical products are included in the general list contained in this paragraph; consequently they may be sent in a sealed packing (1924 Stockholm Congress, II 280).

Article 123
Items in panel envelopes (Conv 20, para 1) ([1])

1 Items in envelopes with a transparent address panel shall be admissible on the following conditions:

a the panel shall be situated on the plain side of the envelope which is not provided with the closing flap;

b the panel shall be made of such a material and in such a way that the address can be easily read through it; ([2]) ([3])

c the panel shall be rectangular, its greatest dimension parallel to the length of the envelope, so that the address of the addressee appears in the same direction;

d all the edges of the panel shall be precisely stuck down on the inside edges of the opening in the envelope. For this purpose there shall be an adequate space between the side and bottom edges of the envelope and those of the panel;

e the addressee's address shall be the only thing visible through the panel or, at the very least, shall stand out clearly from any other indications visible through the panel;

f **the panel shall be placed in such a way as not to interfere with the application of the date-stamp;**

g the contents of the item shall be folded in such a way that the address remains fully visible through the panel even if the contents shift inside the envelope.

2 Items in envelopes which are wholly transparent, even if an address label is affixed to them, **and** items in envelopes which have an open panel shall not be admitted.

3 Items in envelopes with a transparent address panel shall be considered as standardized items if they conform to the conditions laid down in article 20, paragraph 1, a, ii, of the Convention.

4 Administrations of origin may admit envelopes which have two or more transparent panels. The panel reserved for the address of the addressee

shall conform to the conditions laid down in paragraph 1. For the other panels, the conditions laid down in paragraph 1, b, d, f and g, shall apply by analogy. (4)

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1) This provision was considerably amended by the 1969 Tokyo Congress to specify clearly the conditions of admission of items in envelopes with transparent panels and to prohibit the use of envelopes of special design (II 1483, prop 3020).

2) In view of the difficulties encountered in handling envelopes with a transparent address panel, Congress requested all adms to recommend to all producers of such envelopes that they test and submit to the postal adms samples for examination before the envelopes are mass-produced (1957 Ottawa Congress, II 65, 480 and 481, 1160, prop 826).

3) An inquiry instituted at the request of the Swiss adm (circ 148/1956) in order to ascertain the experiences of other adms admitting envelopes with transparent address panels of cellulose acetate or cellophane, particularly as regards:

a ease in reading addresses;

b eyestrain caused to personnel responsible for sorting by artificial light;

c the impossibility of deleting the address on items, either wholly or partially with a ballpoint pen or a coloured or lead pencil. Replies: circ 198/1956, 93, 194/1957, 229/1958.

4) The 1984 Hamburg Congress adopted the conclusions of the study carried out by the CCPS to implement 1979 Rio de Janeiro Congress resolution C 102 and, in so doing, admitted the possibility of allowing envelopes with several panels (II Congress/C 4 – Rep 8, prop 2523.1).

Chapter III

Special provisions applicable to each category of items (1)

Article 124
Letters (Conv 18 and 19)

Subject to the provisions relating to standardized items (2) and the packing of items, no conditions shall be laid down for the form or closing of letters. However, letters in envelopes must be rectangular to ensure that they do not cause difficulties during their handling. Letters with the consistency, but not the shape, of postcards shall also be placed in rectangular envelopes. (3) The space on the address side necessary for the address, the postage and the service instructions or labels shall be left completely clear.

[1]) In decision C 39 (III 874), the 1974 Lausanne Congress instructed the CCPS to study the formats of non-standardized items. At the end of its study, the CCPS concluded that it was not necessary to change the existing provisions; however, it specified that "rectangular" included "square" (1979 Rio de Janeiro Congress, II, 10th plenary meeting, Congress – Doc 2, annex 2, WP 426).

[2]) See Conv, art 20.

[3]) Addition adopted by the 1979 Rio de Janeiro Congress to prevent the dispatch, particularly by tourists, of irregularly shaped picture postcards (circular, triangular, various outlines, etc), the mechanical or manual handling of which presents difficulties (II 1533, prop 2523.2).

Article 125
Postcards (Conv 18 and 19) ([1])

1 Postcards shall be rectangular and be made of cardboard or of paper stiff enough not to make mail handling difficult. ([2]) They shall not have projecting or raised relief parts.

2 Postcards shall bear on the front the heading *"Carte postale"* (Postcard) in French or its equivalent in another language. This heading shall not be compulsory for picture postcards.

3 Postcards shall be sent unenclosed, that is to say without wrapper or envelope.

4 The right-hand half at least of the front shall be reserved for the address of the addressee, for prepayment and for service instructions or labels. The sender may make use of the back and of the left-hand half of the front, subject to paragraph 5.

5 It shall be prohibited to affix or attach to postcards samples of merchandise or similar articles**, photographs, cuttings of every kind or fold-back sheets. It shall also be prohibited** to embellish them with cloth, embroidery, spangles or similar materials. Such cards**, as well as those which are not rectangular,** may be sent only in closed envelopes **prepaid at the letter rate.** Nevertheless, **illustrations, stamps** of every kind **and** labels, as well as address slips of paper or other very thin substance, may be affixed to them, provided that these articles are not such as to alter the nature of postcards and that they adhere completely to the card. These articles may be affixed only to the back or to the left-hand half of the front of postcards, with the exception of address slips, tabs or labels which may occupy the whole of the front.

6 Postcards not complying with the regulations for that category shall be treated as letters, except when the irregularity derives only from showing the prepayment on the back. Notwithstanding article 113, paragraph **5,** such cards shall be regarded in all cases as unpaid and treated accordingly. ([3])

[1]) Under the Convs prior to the 1964 Vienna one, a para of this art dealt expressly with "folded sheets of paper the two internal surfaces of which have been completely glued together" providing for these to be assimilated to postcards. As such items are now hardly in use the 1964 Vienna Congress deleted the provision in question, on the basis that it had lost all meaning (II 1104, prop 4005).

[2]) A formal opinion in favour of the use of light-coloured paper for the production of postcards (1897 Washington Congress, p 455).

[3]) Art 113, para 5, second sentence leaves it to each adm to deal with items whose prepayment is not affixed to the address side, according to their internal legislation (1969 Tokyo Congress, II 1484, prop 3191).

Article 126
Printed papers (Conv 18 and 19; Det Regs 127 and 128) ([1]) ([2])

1 Reproductions on paper, cardboard or other materials commonly used in printing produced in several identical copies by means of a mechanical or photographic process, involving the use of a block, stencil ([4]) or negative, may be sent as printed papers. ([3]) The administration of origin shall decide whether the object in question has been reproduced on an admissible material and by an admissible process; it shall not be bound to admit as printed papers any items which are not admitted as such in the domestic service. ([1])

2 Administrations of origin may admit at the printed paper rate: ([5]) ([6])

a letters and postcards exchanged between pupils of schools, provided that these items are sent through the principals of the schools concerned; ([7])

b correspondence courses sent by schools to their pupils and pupils' exercises in the original or with corrections but without any note which does not relate directly to the performance of the work; ([7])

c manuscripts of work or for newspapers; ([8])

d musical scores in manuscript;

e photocopies; ([9])

f impressions obtained by means of computer printers. ([1])

3 The items mentioned in paragraph 2 shall also be subject to article 122 as regards form and make-up.

4 Printed papers shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, ([10]) the expression *"Imprimé"* or *"Imprimé à taxe réduite"* as appropriate or their equivalents in a language known in the country of destination.

5 The following may not be sent as printed papers: ([11]) ([12])

a documents produced on a typewriter of any type;

b copies obtained by means of tracing and any kind of handwritten or typewritten copies;

c copies obtained by means of stamps with or without moveable type;
d articles of stationery proper, bearing reproductions, when it is clearly shown that the printed part is not the essential part of the article; ([13]) ([14])
e films ([15]) ([16]) and sound or video recordings;
f punched paper tapes and ADP cards bearing perforations, marks or signs which could constitute annotations. ([17])

6 Several copies obtained by admissible processes may be sent together in a single printed papers item; they shall not bear the names and addresses of different senders or addressees.

7 Cards bearing the title *"Carte postale"* (Postcard) or the equivalent of this title in any language shall be admitted at the printed paper rate, provided that they satisfy the general conditions applicable to printed papers. ([18]) Those which do not fulfil these conditions shall be treated as postcards or even as letters, in application of article 125, paragraph 6.

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[1]) The revision of the conditions of admission of printed papers undertaken by the EC in implementation of 1969 Tokyo Congress decision C 57 proved rather difficult. At the end of a long study, during which Union adms were consulted twice, the EC made the following proposals:

a The definition of printed papers to be left as it stood. To reduce the risk of disagreement between domestic regulations and those of the UPU, add to the last sentence of para 1 a clause entitling the adm of origin to refuse to admit at the printed paper rate in the international service items which are not admitted as printed papers in the domestic service.
b Admission at the printed paper rate, at the discretion of the adm of origin, of copies obtained by photocopying or computer printing.
c Deletion of the annotations authorized by Tokyo Conv, Det Regs, art 126, para 4, f, g and i
   – on advices of the departures and arrivals of ships and aircraft
   – on travellers' advices
   – in pricelists, stock exchange quotations, etc.

The results of the EC study were adopted by the 1974 Lausanne Congress, with the exception of the optional admission, at the printed paper rate, of reproductions obtained by means of computer printers. In decision C 44 (III 875), that Congress referred this matter to the EC for consideration. This new study revealed, on the basis of the results of two consultations, a trend in favour of a solution allowing each adm to admit or not admit impressions obtained by computer printers at the printed paper rate. The prop submitted to that effect by the EC was adopted by the 1979 Rio de Janeiro Congress (II 1538, prop 2525.3).

[2]) In answer to the opinion that it should no longer be possible to return printed papers accepted by the addressees without fresh prepayment, or that at least a fairly short time limit should be fixed for return under the original postage, it was stated that such special cases could not be regulated internationally, each country being free to take any measures it considered appropriate to prevent such abuse (1924 Stockholm Congress, II 280).

[3]) Printed papers on which stamp duty is payable may be provided with revenue stamps to the extent of the duty as this does not run counter to prescriptions (1929 London Congress, II 270, prop 388).

[4]) Manuscript typewritten or stencils come under the general term of "stencil" (cf IB opinion, Rep 1974, p 54). Photographs are admitted as printed papers.

[5]) To minimize the effects of the decision to abolish business papers, the 1964 Vienna Congress classified in the printed paper category the items listed in para 2 which had previously benefited from the business papers tariff in view of their cultural and educational character (II 1106–1110, prop 4185).

[6]) The 1969 Tokyo Congress rejected a proposal designed to abolish this preferential treatment, but, to meet the request of adms which had to run their services on commercial lines, it decided to make art 126, para 2, optional (II 1484 and 1485, prop 3181).

[7]) The 1964 Vienna Congress expressed formal opinion C 6 relating to the items mentioned under para 2, a and b (II 1110, prop 4190):
In order to supplement the advantages given to correspondence courses, the 1979 Rio de Janeiro Congress included in this provision the correspondence courses which schools send to their students (II 1539, prop 2525.5).

[8]) Admission of manuscripts for newspapers at the printed papers rate. See IB opinion, Rep 1966, pp 61 and 62, and Rep 1967, p 64).

[9]) See note 1.

[10]) See art 113, note 3.

[11]) QSL cards bearing information (see art 127, note 7).

[12]) For cards bearing on the back advertisements or publicity which can only be read after immersion, see IB opinion, Rep 1959, pp 30 and 31.

[13]) An inquiry instituted at the request of India (circ 85/1957) in order to ascertain in which category of correspondence items, calendars and diaries should be classed, in which the printed section, such as photographs, illustrations, extracts from postal, telephone and telegraph rates and other information, did not constitute the essential part. Replies: circ 198/1957. See also IB opinion, Rep 1971, p 89.

[14]) Blank forms on which supplementary particulars indicated by the layout are to be added are not admitted at printed paper rate but are considered as "articles of stationery" when inserted in large numbers in a single item. This rule should, however, be fairly flexibly applied (1934 Cairo Congress, I 1316).

[15]) Acting on a mandate from the 1964 Vienna Congress, the EC made a thorough study on rate fixing for photographic films. Interpreting the replies to a questionnaire on the subject sent to Union adms, the EC concluded that cinema and ordinary film and photographic plates, whatever their state or nature (whether or not exposed or developed and whether positive or negative) were in fact goods chargeable at the small packet, parcel or letter rate (1969 Tokyo Congress, II 1485, prop 3009).
Items described as "film-strip publications", consisting of slides accompanied by a booklet describing or commenting on the film, are also excluded from the printed papers rate. See IB opinion, Rep 1962, p 31.

[16]) An inquiry instituted at the request of the Belgian adm (circ 171/1962) regarding the rate and make-up applicable to X-ray negatives whether or not accompanied by a report. Replies: circ 155/1963.

[17]) Subject to the restrictions in para 5, d, for items considered as articles of stationery, blank ADP cards are accepted at the printed paper rate. Cards bearing perforations, or graphite marks, punched paper tape and magnetic tape may be sent at the small packet or parcel rate under the terms set out in the Conv, Det Regs, art 130, para 3, or Parcels Agr, art 19, a, iii, respectively (1969 Tokyo Congress, II 1485, 1488 and 1543, props 3021, 3060 and 6028). See art 130, note 5.

[16]) Illustrated cards bearing a greeting or a conventional formula of courtesy expressed in five words at most are, in accordance with art 127, para 4, c, treated as printed papers. There is therefore no need to refuse them printed paper rate simply because they are headed "Carte postale" (1964 Vienna Congress, II 1116, prop 4049). See also Conv, art 19, para 3, and Conv, art 19, note 7.

Article 127
Printed papers. Authorized annotations and enclosures (Det Regs 125) (1) (2)

1 The following may be shown on printed papers, by any process: (3)
a the name (4) and address (5) of the sender and the addressee with or without showing the title, profession and style;
b the place and date of dispatch of the item;
c serial or registration numbers. (6)

2 In addition to these particulars it shall be permitted:
a to delete, mark or underline certain words or certain parts of the printed text;
b to correct printing errors.

3 The additions and corrections specified in paragraphs 1 and 2 should have a direct bearing on the content of the reproduction; they should not be of such a nature as to constitute a code.

4 It shall also be permissible to show or to add: (7) (1)
a on order forms, subscription forms or offers in respect of published works, books, pamphlets, newspapers, engravings, musical scores: the works and the number of copies asked for or offered, the price of the works and notes giving essential elements of the price, the method of payment, the edition, the names of the authors and of the publishers, the catalogue number and the words "paper-backed", "stiff-backed" or "bound";
b on the forms used by the lending services of libraries: the titles of the works, the number of copies asked for or sent, the names of the authors and of the publishers, the catalogue numbers, the number of days allowed for reading, the name of the person wishing to consult the work in question;

c on picture postcards, ([8]) on printed visiting cards and on printed cards expressing congratulations or condolences: ([9]) conventional formulas of courtesy expressed in five words or five initials at the most; ([10])

d on printed literary and artistic productions: ([11]) a dedication ([12]) consisting of a simple conventional tribute;

e on cuttings from newspapers and periodicals: the title, date, number and address of the publication from which the article is taken;

f on printing proofs: alterations and additions concerned with the correction, layout and printing, as well as notes such as "Passed for press", "Read-Passed for press" or any similar note concerned with the production of the work. In case of lack of space the additions may be made on special sheets; ([13])

g on advices of change of address: the old and the new address and the date of the change.

5 Finally, it shall be permitted to enclose:

a with all printed papers: a card, envelope or wrapper bearing the printed address of the sender of the item or his agent in the country in which the original item was posted. The enclosure may be prepaid for return by means of postage stamps of the country of destination of the original item; ([14])

b with literary or artistic printed works: the relative open invoice, ([15]) reduced to its essential elements together with copies of the invoice, deposit notes or international or internal money order forms of the country of destination of the item on which it shall be permissible, after agreement between the administrations concerned, to show by any means whatever the amount to be deposited or paid and the particulars of the postal giro account or the address of the payee of the order;

c with fashion papers: cut-out patterns forming, according to the indications appearing on them, an integral part of the copy of the paper with which they are sent.

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[1]) In adopting prop 3045, submitted by several countries, the 1969 Tokyo Congress took decision C 57 which instructed the EC to study ways and means of modernizing and simplifying the printed papers service. In the reasons for prop 3045, the originator countries expressed the view that a genuine simplification should be aimed for "even if the measures to be considered mean the abolition of certain advantages authorized in the past. At the extreme limit, only reproductions obtained wholly by accepted processes can be considered as printed papers, all manuscript or typewritten annotations being excluded". The conclusions of this study are summarized in art 126, note 1. They are reflected in art 127 by the deletion in para 4 of the annotations which were authorized on advices of departure and arrivals of ships and aircraft, on travellers' advices and on pricelists, tenders for advertisements, stock exchange and market quotations, trade circulars and prospectuses.

[2]) An inquiry instituted at the request of the Lithuanian adm in 1936 on the rate applied by adms to items exchanged in their internal service between chess players (printed cards with two chessboards reproduced on the back of which the progress of the game is marked in by hand). Reply: 24 countries treat these items as postcards, 11 countries as printed papers. A proposal submitted to the 1952 Brussels Congress to permit the marking in by hand of the progress of the game on printed cards exchanged between chess players failed for lack of support (II 534, prop 202).

[3]) On adding, after printing, the addressee's name and/or address as part of the salutation or printed text, see IB opinion in Rep 1976, pp 69 and 70.

[4]) The provisions of para 1, a, should be taken to mean that illustrated cards may bear several signatures (1939 Buenos Aires Congress, II 551).

[5]) The term "address" covers all particulars concerning postal and bank accounts as well as telephone and telex numbers (1964 Vienna Congress, II 1116, prop 4011).

[6]) To enable senders to add a serial number to identify the addressee, the 1979 Rio de Janeiro Congress provided for the possibility of mentioning several serial or registration numbers (II 1539, prop 2526.2).
The serial or registration number may include letters (1934 Cairo Congress, II 159). For the manner of showing the particulars mentioned in art 127, para 1, see IB opinion, 1958 Rep, p 32.

[7]) QSL (Acknowledgement of radio contact) cards completed by manuscript or typewritten notes may not be treated like the articles mentioned in this para. See also IB opinion, 1966 Rep, p 62. These items may however be sent at the small packet or parcel rate under the terms set out at art 130, para 3, of the Det Regs of the Conv or at art 19, a, iii, of the Parcels Agr respectively (1969 Tokyo Congress, II 1488 and 1843, props 3060 and 6028). See art 130, note 5.

[8]) It was decided not to include in the Acts any definition of "illustrated card", as the definition given by the country of origin should be considered valid by the other countries (1924 Stockholm Congress, II 284).

[9]) As regards admission of these cards à découvert or in an unsealed envelope, see IB opinion in 1954 Rep, pp 24 and 25, para 7.

[10]) Application of this provision to cards already bearing printed formulas of courtesy (cf IB opinion, 1946 Rep, p 21).

[11]) By "printed literary and artistic productions" is meant books, pamphlets, newspapers, photographs, engravings, photogravures, sheets of music and, in general, any literary or artistic productions printed, engraved, lithographed or handwritten (1964 Vienna Congress, II 1117, prop 4011).

[12]) By the word "dedication" shall be understood a simple expression of regard by the author, the sender or any other person. In case of doubt, evident errors excepted, the assessment of the adm of origin shall prevail (1906 Rome Congress, II 247, and 1920 Madrid Congress, II 246).

[13]) To the question whether the words "Five new proofs needed" or "Please send five special copies of this proof", which often appear on printers' proofs, were admissible, the reply was that these constitute personal correspondence. The additions authorized by the Det Regs refer to the production of the work; those relating to deliveries must be excluded (1924 Stockholm Congress, II 284).

[14]) In resolution C 38, the 1964 Vienna Congress instructed the EC to give an interpretation of para 5, a, in order to establish clearly whether the replacement of the sender's address by that of his representative in the country of destination was admissible according to that provision.
Following its study, the EC considered that if it was desired to facilitate certain methods of commercial publicity, the text concerned should be amended to give it a wide and liberal

interpretation. For this purpose, it recommended to Congress that a card, envelope or wrapper enclosed with a printed paper might bear the address of any addressee without any relation to his capacity or place of residence (prop 3010).
Australia countered EC proposal 3010 with proposal 3184, advocating a narrower interpretation, which was finally accepted, primarily to avoid aggravating the imbalance in AO exchanges noted in many relations. Thus revised, para 5, a, excludes from this form of dispatch, wrappers, cards or envelopes which bear the address of an addressee resident in the country of destination of the original item (1969 Tokyo Congress, II 1486, props 3010 and 3184).

[15]) An inquiry instituted at the request of the Hungarian adm in 1938 on the possibility of applying the provisions of art 127, para 5, b, authorizing enclosure of an invoice with newspapers, to items not containing a whole copy of a newspaper but only a few sheets or even only the headings of papers returned to origin.
The great majority of adms answering the questionnaire were of the opinion that headings or parts of unsold papers which were returned by newsagents to publishers no longer had the intrinsic character of a newspaper and that, consequently, the provisions of para 5, b, were not applicable. In this particular instance, the invoice constitutes in fact the essential part of the item, the newspaper cuttings being merely the documents transmitted in support of the statements on the invoice.

Article 128
Printed papers in the form of cards (Det Regs 126)

1 Printed papers of the form, consistency and size ([1]) of a postcard may be sent unenclosed. ([2])

2 The right-hand half at least of the front of printed papers sent as cards, including picture postcards benefiting from the reduced charge, shall be reserved for the address of the addressee, for prepayment and for service instructions or labels.

3 Printed papers sent as cards not complying with the regulations in paragraphs 1 and 2 shall be treated as letters, except when the irregularity derives only from showing the prepayment on the back. Notwithstanding article 113, paragraph **5**, such items shall be regarded in all cases as unpaid and treated accordingly. ([3])

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[1]) As cards of excessively large dimensions may hamper the smooth operation of the service, the dimensions of the printed papers sent in the form of cards were assimilated to those of postcards (1964 Vienna Congress, II 1118, prop 4012).

[2]) Folded printed papers must obligatorily be placed in an envelope (1969 Tokyo Congress, II 1487, prop 3057).

[3]) The treatment of printed papers in the form of irregular cards is the same as that provided for at art 125, para 6, for irregular postcards (1969 Tokyo Congress, II 1487, prop 3058/Rev).

Article 129
Literature for the blind (Conv 17 to 19; Prot II; Det Regs 115) (1)

1 Letters bearing writing used by the blind, (2) posted unsealed, and plates bearing the characters of writing used by the blind may be sent as literature for the blind. The same shall apply to sound recordings and to the special paper intended solely for the use of the blind, provided that they are sent by or addressed to an officially recognized institute for the blind.

2 Administrations of origin shall have the option of admitting as literature for the blind sound recordings sent by a blind person or addressed to a blind person if this option exists in their internal service. (3)

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1) The French word "cécogrammes" is a neologism describing impressions in relief for the blind.

2) The 1957 Ottawa Congress adopted a proposal to grant exemption from postal charges to letters written in Braille and posted unsealed; so that the new provision should not apply to a single method only, the term "letter written in raised characters for the blind" was made use of (II 358 and 359, 761, 763, prop 525, Italy). Consequently, exemption from postal charges is now expressly granted to letters written in Braille and to all other letters in relief characters which are posted open (before the 1957 Ottawa Congress, the principle of treating them as printed matter for the blind had been tacitly adopted) (see Doc 1939 Buenos Aires Congress, II 60 and 61, prop 1053).

3) The 1984 Hamburg Congress considered that blind people should be allowed to benefit from technological progress which, on the one hand, helped to integrate them into society and, on the other, would, in many cases, obviate the need to reproduce and send publications in Braille characters, which are still expensive and cumbersome. Some adms have lodged reservations in this respect (Conv, Prot, art II, para 3) (II Congress/C 4 – Rep 8, prop 2529.1).

Article 130
Small packets (Conv 18 and 19; Prot VI; Det Regs 116) (1) (2)

1 Small packets shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, if applicable beneath the sender's name and address, indication of which on the outside of the item shall be obligatory, (3) the expression *"petit paquet"* (small packet) or its equivalent in a language known in the country of destination.

2 It shall be permitted to enclose therein an open invoice reduced to its essential elements and to show on the outside or on the inside of items and, in the latter case, on the article itself or on a special sheet, the address of the sender and the addressee with the indications in use in commercial traffic, a manufacturer's or trade mark, a reference to correspondence exchanged between the sender and the addressee, a short note referring

to the manufacturer and to the person supplying the goods or concerning the person for whom they are intended, as well as serial or registration numbers, prices and any other notes giving essential elements of the prices, particulars relating to the weight, volume and size, the quantity available and such particulars as are necessary to determine the source and the character of the goods. (4)

3 It shall also be permitted to enclose therein any other document not having the character of current and personal correspondence, provided that its addressee and sender are those of the small packet. The administration of origin shall decide whether the document or documents enclosed fulfil these conditions. The same shall apply to the enclosure in small packets of gramophone records, tapes and wires whether or not bearing a sound or video recording, ADP (automatic data processing) cards, magnetic tapes or similar means as well as QSL cards. (5)

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1) See Conv, art 18, note 6.

2) The 1969 Tokyo Congress merged small packets and samples of merchandise into one category called "Small packets" (II 1400 to 1403, prop 2001). See Conv, art 18, note 2.

3) See art 113, note 3.

4) Para 2 was expanded by the addition of the provisions of art 132 of the 1964 Vienna Conv Det Regs on authorized annotations in items previously admitted as samples of merchandise. Despite the abolition of samples as a separate category, merchandise will continue to be offered for sale (1969 Tokyo Congress, II 1403, prop 3005).

5) A provision adopted by the 1969 Tokyo Congress, primarily to resolve the problem of the classification for rate purposes of the items listed below:

i Items admitted as business papers before the entry into force of the 1964 Vienna Congress Acts.

ii "Phonopost" items, abolished as a special category by the 1969 Tokyo Congress (II 1403, prop 2001).

iii ADP cards bearing information and magnetic tapes (Study undertaken by the EC in application of 1964 Vienna Congress resolution C 25). See art 126, note 17.

iv QSL cards (acknowledgement of radio contact). These are preprinted cards used by radio amateurs to communicate the result of their observations by completing them with coded manuscript information. See also art 127, note 7.

Apart from their indeterminate nature as to their character of current and personal correspondence, these items have the common particularity of often being relatively heavy (QSL and punched cards are frequently in bulk from a central office). In the case of air transport, application of the LC surcharge would involve a very high overall charge.

This being the case, the 1969 Tokyo Congress considered that it should be left to the administration of origin to decide whether documents, records, tapes, etc sent in small packets or parcels might be considered as not having the character of current and personal corr and whether they fulfil the conditions for acceptance set out for these categories of items.

Thus, on the terms set out at art 130, para 3, of the Conv, Det Regs and at art 19, a, iii, of the Parcels Agr, the items concerned are accepted at the rate for small packets or parcels (II 1488 and 1543, props 3060 and 6028).

Section II

Registered items and insured letters

Chapter I

Registered items

Article 131
Registered items (Conv 24, 43 and 44)

1 Registered items shall bear clearly and in bold letters the heading *"Recommandé"* (Registered), accompanied, if necessary, by a similar indication in the language of the country of origin.

2 Apart from the exceptions below, no special condition as to form, closing or method of address shall be prescribed for registered items. (1) (2)

3 Items bearing an address written in pencil or composed of initials shall not be admitted for registration. (3) However, the address of items other than those which are sent in an envelope with a transparent panel may be written in copying-ink pencil.

4 Registered items shall bear a label in the form of the annexed specimen C 4, (4) which must adhere properly.

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

6 The label or stamp, and the heading *"Recommandé"* (Registered), shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given, or, in the case of items in the form of cards, above the address in such a way as not to affect its legibility. (6) In the case of the special registered bags mentioned in article 24, paragraph 1, p, column 3, i, of the Convention, the

C 4 label shall be affixed properly to the address labels supplied by the sender. (7)

7 Administrations which have adopted in their internal service the system of mechanical acceptance of registered items may, instead of using the C 4 label, print directly on these items, on the address side, the same service indications as appear on the aforesaid label or, if applicable, affix in the same place the machine-printed strip with the same indications. (8)

8 With the authorization of the administration of origin, users may use for their registered items envelopes bearing, in the place provided for affixing the C 4 label, a preprinted facsimile of that label, the dimensions of which may not be less than those of the C 4 label. If need be, the serial number may be indicated therein by any process whatsoever, as long as it is added in sharp, clear and indelible form. A facsimile of the C 4 label may also be printed on address labels or direct onto the contents of items dispatched in envelopes with transparent panels, as long as such facsimile is placed in all cases at the left-hand side of the panel. (5) (6)

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

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

11 Any adhesive tapes used to close registered items shall bear the name, mark, stamp or signature of the sender. (10) **Where registered items are closed by means of an adhesive tape without an individual mark, the administration of origin may provide a mark or a date-stamp impression applied to both the tape and the wrapping.** (11)

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1) The 1964 Vienna Congress adopted the following recommendation in respect of registered items marked with a coloured cross:

Recommendation C 10

Registered items originating abroad

"Congress recommends administrations which mark registered items in their internal service with a blue cross not to put this marking on items of this type originating abroad, as this procedure gives rise to complaints from senders of philatelic items." (II 1120, prop 4065).

2) See notes 10 and 11.

3) An inquiry instituted at the request of the Indian adm (circ 207/1954) in respect of registered items sent to post office boxes bearing only the number of the post office box. Replies: circs 224, 265/1954, 261/1955.

4) It is recommended that the serial numbers be restricted to four figures (1934 Cairo Congress, I 300 and 1321, prop 335).

[5]) The 1974 Lausanne Congress had before it prop 2530.7 aimed at bringing the label into general use for facilitating identification of registered items, leaving adms only one alternative to the simple adoption of the C 4 label – the possibility of using labels on which only the letter R would be printed, the remaining details to be added by any process whatsoever. Although prop 2530.7 was accepted by a large majority in Congress Comm 5 (15th meeting), the decision to abolish the option of marking registered items by means of a stamp reproducing the particulars of the C 4 label was the subject of an appeal in plenary session (Congress – Doc 148). After a lengthy discussion (19th plenary meeting), Congress finally adopted this appeal and a revised text providing three possibilities of marking registered items, viz:

- a completely printed label in the form of the C 4 specimen;
- a framed label with the dimensions of the C 4 specimen in which only the letter R has been printed and on which the other particulars have been added in a sharp, clear and indelible form by any process whatsoever;
- a stamp clearly reproducing the impression of the particulars on the C 4 label.

At the same time, in resolution C 47 (III 877), that Congress instructed the EC, in cooperation with the CCPS, to consider the method of indicating registered items. The results of a consultation and discussions in both the CCPS and the EC revealed that the need for clear and unambiguous marking of registered items was unanimously acknowledged. However, reservations were voiced with regard to a suggestion aimed at abolishing the option of using a stamp instead of a label for such marking so that, in prop 2530.1 by the EC made at the end of the study, the three above-mentioned possibilities of marking registered items were retained, while various clarifications were proposed for the art as a whole. This prop was adopted by the 1979 Rio de Janeiro Congress together with props 2530.2/Rev 1 and 2530.5 (II 1539). The Rio de Janeiro Congress also adopted recommendation C 63 urgently recommending adms which use a stamp instead of the C 4 label, on the one hand, to give their operational services precise instructions to ensure that marking of registered items is clear and in accordance with that of the C 4 label, and on the other hand, to consider the possibility of using, as soon as possible, labels completely in accordance with the C 4 specimen.

The Compendium of Information (Conv) lists the adms which replace the regulation label by a stamp or a framed label in which only the letter R has been printed.

[6]) See art 113, note 3.

[7]) See art 161, note 1.

[8]) This formally authorizes the use of machines which print the service indications on the C 4 label directly on the items in question (1964 Vienna Congress, II 1120 and 1121, prop 4071).

[9]) Too many badly marked registered items reach offices of exchange of destination. The 1984 Hamburg Congress therefore considered that the adm of origin should ensure that its items were properly marked before sending them to countries of destination (II Congress/C 4 – Rep 8, prop 2531.5).

[10]) Provision adopted by the 1979 Rio de Janeiro Congress to reduce the number of inquiries and verification notes made out to report rifling of items closed by means of adhesive tapes (II 1540, prop 2530.4).

[11]) This provision, introduced by the 1984 Hamburg Congress, makes it possible to subsequently eliminate shortcomings observed from failure to comply with the provision in the previous sentence (II Congress/C 4 – Rep 9, prop 2531.4).

Chapter II

Insured letters

Article 132
Make-up of insured letters (Conv 19, 45 to 47) (1) (2)

1 Insured letters shall fulfil the following conditions to be admitted to the post:

a They must be sealed, either by identical wax seals or by lead seals, or by another effective means, with a special uniform design or mark of the sender;

b the envelopes or the packing must be strong and shall permit the seals to adhere or to be attached completely, as the case may be; (3) the envelopes must be made in one piece; the use of envelopes or packing which are wholly transparent or which have a transparent panel shall be prohibited; (4) (5)

c the make-up shall be such that the contents cannot be tampered with without obvious damage to the envelope, the packing or the seals;

d the seals, the postage stamps representing the prepaid postage, and the postal service and other official service labels shall be spaced out so that they cannot serve to hide damage to the envelope or to the packing; the postage stamps and the labels shall not be folded over the two sides of the envelope or the packing so as to cover an edge. It shall be forbidden to affix to insured letters labels other than those relating either to the postal service or to official services whose intervention may be required under the national legislation of the country of origin; (6)

e if they are tied with string and sealed as described in a, the string itself need not be sealed.

2 Insured letters which have the exterior appearance of a box must fulfil the following additional conditions:

a they shall be of wood, metal or plastic (7) and sufficiently strong;

b the walls of wooden boxes shall have a minimum thickness of 8 millimetres;

c the top and bottom shall be covered with white paper to take the address of the addressee, the declaration of the insured value and the impression of the official stamps; they shall be sealed on the four sides in the manner described in paragraph 1, a; if required for insuring inviolability, the boxes shall be tied round crosswise with strong string without knots, the two ends being joined under a wax seal bearing a special uniform design or mark of the sender.

3 In addition, the following provisions shall apply:

a the prepaid postage may be denoted by an indication showing that the postage has been paid in full, for example: "*Taxe perçue*" (Charge collected); this indication shall appear in the top right-hand part of the address side and be authenticated by an impression of the date-stamp of the office of origin; ([8])

b items addressed to initials or the address of which is shown in pencil and those which have erasures or corrections in their address shall not be admitted; such items which have been wrongly admitted shall be returned to the office of origin.

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[1]) Taken from 1974 Lausanne Insured Letters Agr, Det Regs, art 102. This art was recast by the CCPS on the conclusion of its studies on the security of high-value items carried by the Post and on the make-up and packing of items (resolutions C 55 and C 58, respectively, of the 1969 Tokyo Congress). The conditions of sealing of insured letters were brought into line with those relating to insured parcels laid down in the Parcels Agr, Det Regs, art 108 (1974 Lausanne Congress, II 1392, 1395 and 1396, props 4502.1, 4502.4 and 4502.5/Rev).

[2]) The provisions of this art do not prevent adms from requiring that insured letters be submitted open to the office of origin, in order that they may ascertain whether the articles contained therein may be exported and, where appropriate, levy export duty and other non-postal charges to which such articles are liable (1934 Cairo Congress, II 296, art 104). On the other hand, verification may not extend to whether the insured value corresponds to the actual contents, since a declaration of value lower than the real value is admissible. The right of the adm of origin to demand that an insured letter should be brought open and subsequently closed by the sender in no way exempts it from responsibility (1934 Cairo Congress, II 658). In the event of theft, however, the fact that the contents were checked at the time of posting may be advanced as proof that the theft occurred after the letter was handed over to the Post.

[3]) Envelopes made of glazed paper are not admitted (1924 Stockholm Congress, II 521).

[4]) In the case of three insured letters which were rifled, responsibility rested with the dispatching adm because the special envelopes sold by that adm did not meet the requirements laid down in the Det Regs. A sheet of paper had been stuck on the back of each of the envelopes, the edges of which bore broad coloured stripes both back and front (see Const, art 32, note – Arbit 17).

[5]) The prohibition on the use of envelopes with coloured borders has been abolished. However, the use of airmail envelopes made of thin paper is to be condemned (1974 Lausanne Congress, II 1396, prop 4502.2).

[6]) In certain countries, exports of high-value articles such as diamonds are subject under national legislation to control formalities, the completion of which is certified by affixing official seals to the outer packing (1974 Lausanne Congress, II 1395 and 1396, prop 4502.5/Rev).

[7]) Modern technology has developed plastic (synthetic) materials of sufficient strength, comparable to that of wooden or metal boxes. If boxes made of plastic material are used, adms may refuse those which do not appear to them to be sufficiently strong (1974 Lausanne Congress, II 1392, prop 4502.1).

[8]) Compulsory indication of the sum collected as prepayment has been abolished (1979 Rio de Janeiro Congress, II 1543, prop 4502.4).

Article 133
Insured letters. Insured value (Conv 46)

1 The insured value shall be expressed in the currency of the country of origin and written by the sender (1) or his representative above the address of the item in words with roman lettering and in arabic figures, without erasure or alteration, even if certified; the amount of the insured value shall not be written in pencil or indelible pencil.

2 The amount of the insured value shall be converted into gold francs **or SDRs** by the sender or by the office of origin. The result of the conversion, rounded up where appropriate to the nearest **unit**, shall be shown in figures at the side of or below those representing the value in the currency of the country of origin; the amount in gold francs **or SDRs** shall be boldly underlined in coloured pencil. Conversion shall not be carried out in direct services between countries which have a common currency. (2)

3 When circumstances of any kind or statements made by the interested parties bring to light a fraudulent insurance for a value greater than the actual value enclosed in a letter, the administration of origin shall be advised promptly, with any documents in support of the investigation. If the letter has not yet been delivered to the addressee, the administration of origin may ask for its return. (3)

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1) Here the word "sender" is used merely to prevent postal employees from entering the insured value themselves (1906 Rome Congress, II 371 and 372).

2) The wording of this para was brought into line with that of art 108, e, of the Parcels Agr (1974 Lausanne Congress, II 1932, prop 4503.1).

3) The second sentence was added by the 1979 Rio de Janeiro Congress to specify that the adm of origin, duly informed of the facts, may ask for the return of the letter concerned when it considers it necessary for the investigation (II 1541, prop 4503.1).

Article 134
Insured letters. Functions of the office of origin (Det Regs 132, 133)

1 Once the office of origin has accepted an insured letter as eligible, it shall:

a affix a pink label (1) in the form of the annexed specimen VD 2 and bearing in roman letters the letter V, the name of the office of origin (2) and the serial number of the item. It shall mark the exact weight in grammes on the item. The VD 2 label and the indication of the weight shall be placed on the address side and, in so far as possible, in the top left-hand corner, beneath the sender's name and address where these

are given. (3) Administrations may however replace the VD 2 label by the C 4 label prescribed in article 131, paragraph 4, and a small pink label (1) bearing in bold letters the words *"Valeur déclarée"* (Insured); (4)

b add to the address side a stamp impression showing the office and date of posting.

2 No serial number shall be placed on the front of insured letters by the intermediate administrations.

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1) To avoid any confusion with express items, the 1974 Lausanne Congress replaced red by pink, which is now reserved for insured items (II 1396, prop 4505.1).

2) The name of the office may be shown by the use of a rubber stamp (1929 London Congress, II 428).

3) See art 113, note 3.

4) The use of a single VD 2 label should become the rule (1974 Lausanne Congress, II 1396, prop 4505.1).

Chapter III

Advice of delivery and delivery to the addressee in person

Article 135
Advice of delivery (Conv 24 and 48) (1)

1 Items for which the sender requests an advice of delivery shall bear in bold letters on the address side the indication *"Avis de réception"* (Advice of delivery) or the stamp impression "A.R.". The sender shall give his name and address in roman letters on the outside of the item. The latter indication, when it appears on the address side, shall be placed in the top left-hand corner. This position shall as far as possible also be assigned to the indication *"Avis de réception"* (Advice of delivery) or stamp impression "A.R.", which may be located beneath the sender's name and address where these are given. (2)

2 The items mentioned in paragraph 1 shall be accompanied by a light red form, of the consistency of a postcard, conforming to the annexed specimen C 5. The sender shall enter (3) his name and address in roman letters on the front of the form, using means other than ordinary pencil, and particulars relating to the item and the addressee on the back, as indicated by the form's

layout. The front of the form shall be completed by the office of origin or by any other office appointed by the dispatching administration and be securely attached to the item; if the form does not reach the office of destination that office shall automatically make out a new advice of delivery.

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

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

5 The office of destination shall return the duly completed C 5 form **direct** to the sender **by the first mail**; this form shall be sent à découvert and post-free by the quickest route (air or surface). **If the advice of delivery is returned without having been duly completed, the irregularity shall be notified by means of the C 9 form provided for in article 147, to which the relevant advice of delivery shall be attached.** ([5])

6 At the sender's request, an advice of delivery which has not been returned within a normal time shall be the subject of an inquiry made free of charge on form C 9. A duplicate of the advice of delivery, bearing on the front in bold letters the word *"Duplicata"* (Duplicate), shall be attached to the C 9 inquiry form. The latter shall be dealt with in accordance with article 147. The C 5 form shall remain attached to the C 9 inquiry form unless the item has been duly delivered, in which case the office of destination shall detach this form, **have it completed with the signature of the addressee, if possible, and return it** as prescribed in paragraph **5** above. ([6])

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[1]) On the proposal of the EC, the 1974 Lausanne Congress abolished requests for advices of delivery made after posting and accepted the principe of the regular return of all advices of delivery by the quickest route (air or surface) without surcharge (see Conv, art 48, note 1). As an additional simplification, it decided that the weight of the C 5 form would be taken into consideration in calculating postage on the item (para 3).
The deletion of art 132 of the Tokyo Conv Det Regs (Advice of delivery requested after posting), has necessitated the expansion of para 5 so as to fix the method of making out and transmitting the duplicate of the advice of delivery, which formerly appeared in the above-mentioned art 132 (1974 Lausanne Congress, II 1304, prop 2531.1).

[2]) See art 113, note 3.

[3]) To reduce the time taken on operations on posting, the sender must now fill in his name and address and the information about the item and the addressee (1979 Rio de Janeiro Congress, II 1541, prop 2531.3).

[4]) The 1984 Hamburg Congress wished to specify the procedure to be followed upon delivery of the item, the persons authorized to sign the advice of delivery, particularly the need to obtain, as a matter of priority, the signature of the addressee (II Congress/C 4 – Rep 9, prop 3535.5/Rev 1).

[5]) Provision adopted by the 1984 Hamburg Congress in order to simplify correction of the irregularity. The C 9 form has been amended accordingly (II Congress/C 4 – Rep 9, prop 3535.2).

[6]) When a duplicate advice of delivery is sent and the adm of the country of destination has ascertained that the relevant item has been delivered, the signature of the addressee himself must be obtained, if possible (1984 Hamburg Congress, II Congress/C 4 – Rep 9, prop 3535.4).

Article 136
Delivery to the addressee in person (Conv 24 and 49)

Registered items and insured letters for delivery to the addressee in person shall bear in bold letters the words *"A remettre en main propre"* (For delivery to the addressee in person) or the equivalent in a language known in the country of destination. This indication shall appear on the address side and, in so far as possible, in the top left-hand corner, beneath the sender's name and address where these are given. ([1]) **When the sender has requested an advice of delivery and delivery to the addressee in person, the C 5 form shall be signed by the addressee or, if that is not possible, by his duly authorized representative.** ([2])

[1]) Cf art 113, note 3.

[2]) Provision adopted by the 1984 Hamburg Congress in order to specify the conditions under which the advice of delivery of an item for delivery to the addressee in person must be signed (II Congress/C 4 – Rep 9, prop 3536.3).

Section III

Operations on departure and arrival

Chapter I

Article 137
Application of the date-stamp (Det Regs 134, 141, para 7 and 143, para 3)

1 The imprint of a date-stamp ([2]) showing, in roman letters, the name of the office responsible for cancelling and the date of that operation shall be applied to the address side ([1]) of letter-post items. Equivalent particulars in the characters of the country of origin may be added. ([3])

2 The application of the date-stamp prescribed in paragraph 1 shall not be compulsory:

a for items franked by means of impressions of postal franking machines if the name of the place of origin and the date of posting appear on these impressions;

b for items franked by means of impressions obtained by a printing press or by any other printing or stamping process;

c for unregistered reduced-rate items, provided that the place of origin is shown on these items;

d for letter-post items relating to the postal service as listed in article 15 of the Convention. ([4])

3 All postage stamps valid for prepayment shall be cancelled.

4 Unless administrations have prescribed cancellation by means of a special stamp impression, postage stamps left uncancelled through error or ommission in the service of origin shall be:

a struck through with a thick line in ink or in indelible pencil by the office which detects the irregularity, or

b cancelled, by that same office, using the edge of the date-stamp in such a way that the name of the post office is not identifiable. ([5])

5 Missent items, except for unregistered reduced-rate items, shall be impressed with the date-stamp of the office which they have reached in error. ([6]) ([7]) This shall apply to both stationary offices, and, as far as possible, travelling post offices. The impression shall be made on the back of the items in the case of letters and on the front in the case of postcards.

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

7 The office of destination shall apply to the back of each insured letter an impression of its stamp showing the date of receipt.

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[1]) See art 113, note 3.

[2]) An inquiry instituted at the request of the Argentine adm (circ 115/1953) with a view to ascertaining which industrial undertakings manufacture date-stamps with rotating printing heads and automatic inking, permitting exact apposition of the impression. Replies: circs 249, 309/1953, 226/1954.
Furthermore, at the request of the Canadian adm (1951 Rep, p 16, para 3), the IB sent a circ letter to various large adms in order to obtain information on machines allowing cancellation of items of various formats. These replies are available from the IB lending service (reference No B-552-1, UPU Catalogue).
As regards the later dispatch of envelopes franked by means of a commemorative date-stamp cancelled with the imprint of the first day of issue or the permanent commemorative seal, see IB opinion, 1958 Rep, p 33.

[3]) While the 1957 Ottawa Congress made the use of roman letters on date-stamps compulsory, it authorized the addition of corresponding information in the characters of the country of origin (II 496, prop 860).
The 1964 Vienna Congress expressed the following formal opinion:

Formal opinion C 7

Indications to be given by the date-stamp

"Congress expresses the formal opinion that correspondence should be stamped on the front by the office of origin with the imprint of a date-stamp showing the place of origin in roman letters and the date of posting in arabic numerals." (II 1121, prop 4074.)

[4]) In practice, the application by the office of origin of the date-stamp on items concerning the postal service is hardly of any importance (1974 Lausanne Congress, II 1337, prop 2534.3).

[5]) Added by the 1979 Rio de Janeiro Congress (II 1542, prop 2533.3).

[6]) Except in the case of missent items application of the date-stamp on arrival is no longer compulsory (1920 Madrid Congress, II 234).

[7]) An inquiry instituted at the request of the Italian adm (circ 229/1950) in order to ascertain which adms had discontinued the postmarking of correspondence on arrival. Replies: circs 6, 33, 71, 124, 278/1951 and 152/1952.

Article 138
Express items (Conv 24, 32; Det Regs 160)

Items for express delivery shall be provided with either a special bright red printed label or a stamp impression in the same colour ([1]) bearing the word *"Exprès"* (Express) in bold letters. In the absence of a label or a stamp impression, the word *"Exprès"* (Express) shall be written in very bold capital letters, in red ink or red pencil. The *"Exprès"* (Express) label, impression or indication shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given. ([2])

[1]) A procedure similar to that used for airmail correspondence (art 200); marking express items by means of a stamp does not cause any inconvenience (1974 Lausanne Congress, II 1337, prop 2535.2).

[2]) See art 113, note 3.

Article 139
Unpaid or underpaid items (Conv 24, 27 and 30)

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

- either by one of the methods of prepayment laid down in article 28, paragraph 1, of the Convention,
- or by an indication showing that the postage has been paid in full, for example: "*Taxe perçue*" (Charge collected). (1)

This indication shall appear in the top right-hand part of the address side and be (2) authenticated by an impression of the date-stamp of the office which prepaid the item or made up the postage on it.

2 Items on which the special charge laid down in article 24, paragraph 1, h, of the Convention is to be collected in accordance with article 30, paragraph 2, either from the addressee or, in the case of undeliverable items, from the sender, shall be marked with the T stamp (postage due) in the middle of the upper part of the front; beside the impression of this stamp the administration of origin shall write very legibly in the currency of its country the amount of the underpayment, and under a fraction line, that of its charge valid for the first weight step for letters dispatched by surface mail. (3)

3 In the case of reforwarding or return, applying the T stamp and giving, in accordance with paragraph 2, the amounts in the form of a fraction shall be the responsibility of the reforwarding administration. The same shall apply in the case of items originating in countries which apply reduced charges in the service with the reforwarding administration. In such a case, the fraction shall be established according to the charges laid down in the Convention and valid in the country of origin of the item. (4)

4 The delivering administration shall mark the item with the charge to be collected. It shall determine this charge by multiplying the fraction resulting from the data mentioned in paragraph 2 by the amount, in its national currency, of the charge applied in the international service to the first weight step for letters dispatched by surface mail. To this charge, it shall add the handling charge prescribed in article 24, paragraph 1, h, of the Convention. (3)

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

6 If the fraction laid down in paragraph 2 has not been shown beside the T stamp by the administration of origin or the reforwarding administration in the case of non-delivery, the administration of destination may deliver the underpaid item without collecting a charge.

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

[1]) The 1979 Rio de Janeiro Congress abolished the requirement to indicate on items the sum collected from the sender as prepayment (II 1543, prop 2535.3).

[2]) See art 113, note 3.

[3]) Since 1 January 1976, the charge payable on unpaid or underpaid items has no longer been double the underpayment but the single amount of the underpayment plus the maximum handling charge of 1 fr mentioned in Conv, art 24, h. Apart from that, the charging system adopted by the 1964 Vienna Congress remains the same in principle (see Conv, art 24, note 4). The office of origin expresses the amount of the underpayment in the form of a fraction of the charge applicable in its international service for a first weight step surface letter. The office of destination decides what amount is to be collected by multiplying the fraction given on the item by the charge adopted by its adm for an international service first weight step surface letter, adding to the amount thus obtained the equivalent in its national currency of the maximum handling charge of 1 fr. This charge is published for each country in the List of Equivalents.
This method of calculation is illustrated by the following examples, which are based on the charges published under the Lausanne Conv system and which will therefore only be of theoretical value from 1 July 1981. In addition, for demonstration purposes, the equivalent of the new 1 fr handling charge has been fixed at 20 pence for Ireland and 160 piastres for the Syrian Arab Republic.

a A two-ounce airmail letter from the United States of America to the Syrian Arab Republic, prepaid with 90 cents instead of 124 cents. The amount of underpayment is therefore 34 cents.
The service of the United States of America writes on the item the (single) amount of underpayment and, underneath a fraction line, the United States international charge for a first weight step surface letter (18 cents), ie 34/18.
The Syrian service multiplies this fraction by its international charge for a first weight step surface letter (80 piastres) and adds the 160-piastre handling charge, ie $\frac{34 \times 80}{18} + 160$ piastres = 311 rounded off to 310 piastres.

b A 50-gramme surface printed item from India for Ireland, prepaid with 80 paise instead of 120. The underpayment is therefore 40 paise.
The Indian service writes on the item the (single) amount of the underpayment and, under a fraction line, the Indian international charge for a first weight step surface letter (150 paise), ie 40/150.
The Irish service multiplies this fraction by its international charge for a first weight step surface letter (13 pence) and adds the 20-pence handling charge, ie $\frac{40 \times 13}{150} + 20 = 23.46$ pence rounded off to 23 pence.

c A surface postcard from France to the Syrian Arab Republic, prepaid with 100 centimes instead of 130 centimes. The underpayment is therefore 30 centimes.
The French service writes on the item the (single) amount of underpayment and, under a fraction line, the French international charge for a first weight step surface letter (180 centimes), ie 30/180.
The Syrian service multiplies this fraction by its international charge for a first weight step surface letter (80 piastres) and adds the 160-piastre handling charge, ie $\frac{30 \times 80}{180} + 160 =$ 173.3 piastres rounded up to 175 piastres.

Thus the reference to the international charge for a first weight step surface letter, which is conventional, applies for collecting the charge on all letter-post items, including airmail items and, where applicable, items prepaid at a reduced rate under a special agreement concluded in accordance with Const, art 8, eg inside a Restricted Union.

[4]) In relations between countries which apply reduced charges, it is the UPU system charge which has to be levied and not the reduced charge (1969 Tokyo Congress, II 1490, prop 3070). See also IB opinion, 1967 Rep, p 65.

Article 140
Return of part A of franking notes. Recovery of charges and fees
(Conv 40; Det Regs 117, 197) (1)

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. (2)

3 The name of the office to which part A of the franking notes are to be returned shall be entered in every case on the front of this part by the office dispatching the item.

4 When an item bearing the words *"Franc de taxes et de droits"* (Free of charges and fees) reaches the service of destination without a franking note, the office responsible for customs clearance shall prepare a duplicate note; on parts A and B of this note it shall show the name of the country of origin and, as far as possible, the date of posting of the item.

5 When the franking note is lost after delivery of an item, a duplicate shall be prepared under the same conditions.

6 Parts A and B of the franking notes relating to items which for any reason are returned to origin shall be cancelled by the administration of destination.

7 On receipt of part A of a franking note showing the charges paid out by the service of destination, the administration of origin shall convert the amount of those charges into its own currency at a rate which shall not be higher than the rate fixed for the issue of postal money orders intended for the country concerned. The result of the conversion shall be shown in the body of the form and on the coupon at the side. After recovering the amount of the charges, the office appointed for that purpose shall hand to the sender the coupon from the note and any supporting vouchers.

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1) See art 117, note 2.

2) This information appears in the Compendium of Information (Conv).

Article 141
Redirected items (Conv 24, 34; Det Regs 142)

1 Items addressed to addressees who have changed their address shall be considered as addressed direct from the place of origin to the place of new destination.

2 Any insured letter the addressee of which has left for another country may be redirected (1) if that country operates the service in its relations with the country of the first destination. If it does not, the item shall be sent back forthwith to the administration of origin for return to the sender.

3 Items unpaid or underpaid for their first transmission shall be subject to the charge which would have been applied to them if they had been addressed direct from the point of origin to the place of the new destination.

4 Items properly prepaid for their first transmission, but on which the additional charge for the further transmission has not been paid before their redirection, shall be subject, in accordance with articles 24, paragraph 1, h, and 30, paragraph 2, of the Convention, to a charge representing the difference between the postage already paid and that which would have been charged if the items had been dispatched originally to their new destination. To this charge shall be added the handling charge. (2) If reforwarded by air, the items shall in addition be subject, for their further transmission, to the air surcharge, combined charge or special fee prescribed in article **80,** paragraph 3, **of the Convention.**

5 Items originally for an address within a country shall not be redirected to another country unless they satisfy the condition for the further conveyance. (3)

6 Items having originally circulated free of postal charges within a country shall be subject, in accordance with articles 24, paragraph 1, h, and 30, paragraphs 1 and 2, of the Convention, to the postage charge which would have been payable if these items had been addressed direct from the place of origin to the place of the new destination. To this charge shall be added the handling charge. (2)

7 On redirection, the reforwarding office shall apply its date-stamp to the front of items in the form of cards and on the back of all other categories of items.

8 Items, unregistered or registered, which are returned to senders for completion or correction of the address shall not be considered as redirected items on reposting; they shall be treated as new correspondence and consequently become liable to a new charge.

9 The customs duty and other fees (4) of which it has not been possible to secure cancellation on redirection or on return to origin (article 143), shall

be collected COD from the administration of the new destination. In that case, the administration of the original destination shall attach to the item an explanatory note and a COD money order (R 3, R 6 or R 8 forms of the Cash-on-Delivery Agreement). If there is no cash-on-delivery service between the administrations concerned, the charges in question shall be recovered by correspondence.

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

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[1]) In the event of redirection, the adm in whose territory the redirected item is lost shall be required to pay the insured value, although it receives no premium for redirecting the item. In no case can liability be suspended (1878 Paris Congress, 580). See also Conv, art 51, note 4.

[2]) See Conv, art 24, note 6.

[3]) Similar provision to the one in the Conv, art 34, para 1, introduced by the 1979 Rio de Janeiro Congress. Addressees wishing to receive abroad domestic service items which are not admitted in the international letter-post service can ensure, by taking the appropriate measures (designation of authorized persons), that these items meet the requirements of the international letter-post service.

[4]) See Conv, art 7, note 1.

Article 142
Collective redirection of letter-post items (Conv 24, 34; Det Regs 141)

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

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

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

charges are to be collected for all or some of the items included in the envelope or bag.

4 On arrival at its destination, the envelope or bag may be opened and its contents checked by the delivering office which shall collect, where necessary, the unpaid additional charges. The handling charge provided for in article 24, paragraph 1, h, of the Convention shall be collected only once for all items inserted in the envelopes or bags. (2)

5 Unregistered items addressed either to sailors and passengers aboard the same ship, or to persons travelling as a party, may also be treated as provided for in paragraphs 1 to 4. In that case, the envelopes or bag labels shall bear the address of the ship or of the shipping or travel agency, etc, to which the envelopes or bags shall be delivered. (3)

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1) As a result of the abolition of the formerly prescribed weight limit of 500 g for envelopes containing mail to be reforwarded, such items may be admitted up to the maximum of 2 kg permitted for letters. Art 155, para 9, is applicable when a bag is used for reforwarding. (1964 Vienna Congress, II 1121, prop 4195.)

2) The charges to be paid in such cases give rise to only a single collection operation (1979 Rio de Janeiro Congress, II 1544, prop 2538.1).

3) An inquiry was instituted at the request of the Norwegian adm (circ 74/1953) to ascertain the opinion of the adms regarding the tax to be collected in cases where the senders wish items enclosed in collective envelopes C 6 and addressed to sailors aboard the same ship, to be delivered by express. Replies: circs 122, 235, 295/1953 and 62/1954.

Article 143
Undeliverable items (Conv 24, 35)

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

2 This information shall be shown by the application of a stamp or affixing of a label **conforming to the annexed specimen C 33/CP 10, to be completed as appropriate.** (2) Each administration may add the translation, in its own language, of the reason for non-delivery and other appropriate particulars. In the service with administrations which have so agreed the indications may be made in a single agreed language. Manuscript notes regarding the

non-delivery made by officials or by post offices may also be regarded as sufficient in that case.

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

4 Undeliverable items shall be returned to the office of exchange of the country of origin, either individually or in a special bundle labelled *"Envois non distribuables"* (Undeliverable items), as if they were items addressed to that country. Undeliverable and unregistered items which bear adequate return details shall be returned direct to the sender. [3]

5 Undeliverable internal items which have to be sent abroad to be returned to the senders shall be dealt with in accordance with article 141. The same shall apply to international correspondence when the sender has moved to another country.

6 Items for third persons, addressed care of diplomatic and consular services and returned by them to the post office as unclaimed, as well as items for individuals, addressed to hotels, lodgings or agencies of airlines or shipping companies and returned to the post office because they cannot be delivered to the addressees, shall be treated as undeliverable items. In no case shall they be considered as new items subject to payment of postage.

7 Insured letters which have not been delivered shall be sent back as soon as possible, and at the latest within the period fixed by article 35 of the Convention; these items shall be entered on the VD 3 list and included in the packet, envelope or bag labelled *"Valeurs declarées"* (Insured items).

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[1]) For a formal opinion that post offices should do their best to deliver items to the addressee even where the address does not tally with the official one, see 1934 Cairo Congress, II 643.

[2]) New label introduced by the 1984 Hamburg Congress (II Congress/C 4 – Rep 3, prop 3543.3).

[3]) Provision revised by the 1969 Tokyo Congress to simplify and standardize the return to origin of undeliverable items. Thus, adms no longer have the possibility of asking for undeliverable items to be sent to a specially designated office (II 1491, prop 3071).

Article 144
Withdrawal from the post. Alteration of address
(Conv 24, 33; Prot X; Det Regs 145)

1 Every request for withdrawal of items from the post or for alteration of address shall entail completion by the sender of a form conforming to the

annexed specimen C 7; one form may be used for several items posted at the same time at the same office by the same sender to the same addressee. In handing in this request at the post office the sender shall prove his identity and produce the certificate of posting, if any. After the proof of identity, for which the administration of the country of origin shall assume responsibility, the procedure shall be as follows:

a if the request is to be sent by post, the form, accompanied if possible by a perfect facsimile of the envelope or of the address of the item, shall be sent direct to the office of destination, under registered cover and by the quickest route (air or surface); (1)

b if the request is to be made by telegraph, the form shall be handed over to the telegraph service which shall be instructed to transmit its terms to the post office of destination.

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

3 On receipt of the C 7 form or of the telegram sent instead, the office of destination shall search for the item in question and take the necessary action.

4 The action taken by the office of destination on every request for withdrawal from the post or alteration of address shall be communicated immediately to the office of origin by the quickest route (air or surface), (1) by means of the reply portion of the C 7 form, which shall be automatically prepared if the request has been made by telegraph. The office of origin shall inform the applicant. The same shall apply in the following circumstances:

- fruitless searches;
- items already delivered to the addressee;
- request by telegraph not sufficiently explicit to permit the item to be identified with certainty;
- item confiscated, destroyed or seized.

If the sender of a request sent by telegraph has asked to be notified by telegram, the reply shall be sent by this means to the office of origin, which shall inform the applicant as quickly as possible. (2)

5 Any administration may ask through notification of the International Bureau, for requests concerning it to be exchanged through its central

administration or through a specially appointed office; this notification shall include the name of this office. (3)

6 If requests are exchanged through the central administrations, a copy of the request may, in an emergency, be sent direct to the office of origin by the office of destination. Requests sent direct shall be acted on in that the items concerned shall be withheld from delivery until the arrival of the request from the central administration. (4)

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

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1) See Conv, art 33, note 3.

2) The option of asking for a reply by telegraph is restricted to cases in which the request has been made by telegraph by means of a "reply-paid" telegram. In such a case, confirmation by post is not necessary (1974 Lausanne Congress, II 1338, prop 2541.1). See also Conv, art 33, para 4. The Eighth Plenary Assembly of the CCITT of the ITU (Malaga-Torremolinos, 8 to 19 October 1984) adopted Recommendation F.1 (Operational provisions for the International Public Telegram Service) as amended by its Study Group I which decided to abolish reply-paid telegrams. This provision is applicable from 1 October 1985. It is still possible to use the Telex service.

3) Information supplied on this subject is published in the Compendium of Information (Conv).

4) When the requests are exchanged through the central adms, it is sometimes necessary to inform the office of destination direct in order to stop the item before it is delivered (1974 Lausanne Congress, II 1338, prop 2541.1).

Article 145
Withdrawal from the post. Alteration of address. Items posted in a country other than that which receives the request (Conv 24, 33; Prot X; Det Regs 144)

1 Any office which receives a request for withdrawal from the post or alteration of address made in accordance with article 33, paragraph 3, of the Convention shall verify the identity of the sender of the item. It shall send the C 7 form to the office of origin or destination of the item. (1) It shall ascertain, in particular, that the address of the sender appears clearly in the place provided for this purpose on the C 7 form, so as to be able at the right time to inform the sender how his request was dealt with or to return to him the item which is the subject of withdrawal, as the case may be.

2 If the withdrawal concerns a registered item or an insured letter, the certificate of posting must be produced by the sender but shall not be attached to the C 7 form; (2) the latter shall bear the notation: "*Vu récépissé*

de dépôt No . . . délivré le . . . par le bureau de . . ." (Seen, certificate of posting No . . . issued on . . . by the office of . . .). The certificate of posting shall bear the following notation: "*Demande de retrait (ou de modification d'adresse) déposée le . . . au bureau de . . .*" (Request for withdrawal from the post (or for alteration of address) made on . . . at the office of . . .). This note shall be accompanied by an impression of the date-stamp of the office receiving the request.

3 Any telegraph request made under the conditions laid down in paragraph 1 shall be sent direct to the office of destination of the item. If, however, it refers to a registered item or an insured letter, a C 7 form accompanied if possible by the receipt of posting and clearly marked "*Demande télégraphique déposée le . . . au bureau de . . .*" (Telegraph request made on . . . at the office of . . .) shall, in addition, be sent to the office of origin of the item. [3] After verifying the details, the office of origin shall write at the top of the C 7 form, in coloured pencil, the note "*Confirmation de la demande télégraphique du . . .*" (Confirmation of the telegraph request dated . . .) and shall send it to the office of destination. The office of destination shall hold the registered item or the insured letter until receipt of this confirmation.

4 So that it can inform the sender, the office of destination of the item shall inform the office which receives the request how it has been dealt with. However, when a registered item or an insured letter is concerned, this information shall pass through the office of origin of the item. In the case of withdrawal, the withdrawn item shall be attached to this information.

5 Article 144 shall apply, by analogy, to the office which receives the request and to its administration.

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[1]) In the case of a registered item or an insured letter, it is essential that the request be transmitted through the office of origin of the item (1964 Vienna Congress, II 1122, prop 4083).

[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 (1979 Rio de Janeiro Congress, II 1546, prop 2541.1).

[3]) The office of origin of a registered item or insured letter must be advised of a telegraph request made in a third country in order to be able to confirm this request in writing to the office of destination (1974 Lausanne Congress, II 1338, prop 2542.1).

Article 146
Inquiries. Unregistered items (Conv 24, 42; Det Regs 148)

1 Every inquiry about an unregistered item shall involve the preparation of a form conforming to the annexed specimen C 8 which shall be accompanied, whenever possible, by a facsimile of the address of the item on a small

sheet of thin paper. (1) The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures. Whenever possible this form shall be completed by typewriter.

2 The office which receives the inquiry shall automatically forward the form direct, preferably by registered mail and by the quickest route (air or surface), without a covering letter and in an envelope, to the corresponding office. The latter, after obtaining the necessary information from the addressee or the sender, as the case may be, shall automatically return the form, preferably by registered mail and in an envelope, by the quickest route (air or surface) to the office which prepared it. (2)

3 If the inquiry is acknowledged to be justified, the latter office shall forward the form to its central administration for further investigation.

4 A single form may be used for several items posted at the same time by the same sender to the same addressee.

5 Any administration may, by notifying the International Bureau, ask for inquiries concerning its service to be forwarded to its central administration or to a specially appointed office. (3)

6 The C 8 form shall be returned to the administration of origin of the item under inquiry in accordance with the conditions prescribed in article 147, paragraph 12.

7 If a request is made for transmission of an inquiry by telegraph, a telegram shall be sent, instead of a C 8 form, direct to the office of destination or, where applicable, either to the central administration of the country of destination or to a specially appointed office. If the sender has asked to be advised by telegraph, the reply shall be thus transmitted to the service which initiated the telegraph inquiry; if not, the reply can be given by post. (4)

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1) The 1957 Ottawa Congress adopted a prop to abandon the practice of attaching a facsimile of the envelope to inquiries and to replace it by a facsimile of the address on a small sheet of thin paper (II 500, prop 288).

2) This para was reworded by the 1957 Ottawa Congress to the effect that inquiries shall be transmitted as a matter of course by the most rapid means (air or surface) (II 764, prop 289).

3) The information supplied in this connection is published in the Compendium of Information (Conv).

4) See Conv, art 42, para 4.

Article 147
Inquiries. Registered items and insured letters (Conv 24, 42; Det Regs 148)

1 Every inquiry about a registered item or an insured letter shall be made on a form conforming to the annexed specimen C 9 which shall be accompanied, whenever possible, by a facsimile of the address of the item on a small sheet of thin paper. (1) The inquiry form shall be completed with all the details called for and very legibly, preferably in roman capital letters and arabic figures. Whenever possible this form shall be completed by typewriter. In the case of an inquiry about registered items exchanged under the system of bulk advice, the number and the date of dispatch of the mail must be entered on the C 9 inquiry form.

2 If the inquiry concerns a cash-on-delivery item, it shall also be accompanied by a duplicate R 3, R 6 or R 8 money order form of the Cash-on-Delivery Agreement or by a deposit note, as the case may be.

3 One form may be used for several items posted at the same time at the same office by the same sender and sent by the same route to the same addressee.

4 The inquiry, furnished with the forwarding data, shall be sent from office to office following the same route as the item; (2) it shall be sent automatically without a covering letter and in a closed envelope, (3) and always by the quickest route (air or surface) **and by registered post.** (4)

5 Any administration may, by notifying the International Bureau, ask for inquiries concerning its service to be forwarded, duly furnished with the forwarding data, to its central administration or to a specially appointed office. (5)

6 If the administration of origin or the administration of destination so requests, the inquiry shall be forwarded direct from the office of origin to the office of destination.

7 If, upon receipt of the inquiry, the office of destination or the central administration of the country of destination or the specially appointed office, as the case may be, is able to say what finally happened to the item, it shall complete part 3 of the form. In cases of delayed delivery, retention or return to origin the reason shall be shown briefly on the C 9 form.

8 An administration which is unable to establish either delivery to the addressee or correct transmission to another administration shall immediately order the necessary inquiry. (6) It shall record in part 4 of the C 9 form its decision on liability.

9 The form, duly completed as prescribed in paragraphs 7 and 8, shall be returned by the quickest route (air or surface) **and by registered post** to the

address given at the end of it or, if no address is given, to the office which prepared it. ([7])

10 Any intermediate administration which forwards a C 9 form to the next administration shall be responsible for informing the administration of origin of the fact by means of a form conforming to the annexed specimen C 9bis. ([8]) **If within a period of one month the administration of origin has not received the C 9bis form, it shall send the administration concerned a reminder supported by a copy of the C 9 form.** ([9])

11 If an inquiry has not been returned within a period of two months, ([10]) a duplicate of the C 9 form, furnished with the forwarding data, shall be sent to the central administration of the country of destination. The word *"Duplicata"* (Duplicate) and the date of dispatch of the original inquiry shall be written very conspicuously on the duplicate.

12 The C 9 form and the documents which are attached to it, including the addressee's declaration made out on a form conforming to the annexed specimen C 32 ([11]) and certifying the non-receipt of the item under inquiry, ([12]) shall invariably be returned to the administration of origin of the item under inquiry as soon as possible and at the latest within five months from the date of the original inquiry. ([13])

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

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

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[1]) See art 146, note 1.

[2]) Since the 1964 Vienna Congress, automatic transmission of form C 9 from office to office has become the rule (para 4), whereas transmission direct from the office of origin to the office of destination (para 6) is now the exception (II 1110, prop 4163).

[3]) To establish proof of actual transmission of inquiries in respect of registered items and insured letters, each adm may prescribe that such inquiries be sent registered to the adms concerned (1952 Brussels Congress, II 524, prop 1338).

[4]) Transmission of an inquiry by registered post was introduced as an option by the 1979 Rio de Janeiro Congress (II 1548, prop 2543.3/Rev 2). The 1984 Hamburg Congress made it compulsory (II Congress/C 4 – Rep 10, prop 3547.2).

[5]) This information is published in the Compendium of Information (Conv).

[6]) Since the forms are already provided with data for forwarding, the adm of destination may at once order the necessary inquiry (1964 Vienna Congress, II 1110, prop 4163).

[7]) The conditions for returning the C 9 form have been modified to take account of the organization of many adms in which return of the form to the central adm is not necessary and may even cause additional wasted effort (1969 Tokyo Congress, II 1491, prop 3079).

[8]) Under the system of the Acts of previous Congresses, an advice of redirection of a C 9 form was prescribed for postal parcels only. The 1969 Tokyo Congress extended this practice to registered letter-post items and insured letters and boxes (II 1491, prop 3134).

[9]) Provision adopted by the 1984 Hamburg Congress to expedite the handling of inquiries (II Congress/C 4 – Rep 10, prop 3547.5).

[10]) Time limit fixed by 1979 Rio de Janeiro Congress (II 1548, prop 2543.2).

[11]) Form created by the 1979 Rio de Janeiro Congress to standardize the declaration concerning the non-receipt (or receipt) of a postal item made by the addressee (II 1548, props 2543.4 and 2930.92).

[12]) For the conclusion of the inquiry, the addressee's declaration may be decisive (1974 Lausanne Congress, II 1338 and 1339, prop 2544.3).

[13]) See Conv, art 58, note 1.

[14]) For determining liability, an inquiry by telegraph is inadequate and should be supplemented by the normal C 9 inquiry procedure (1979 Rio de Janeiro Congress, II 1549, prop 2543.6).

Article 148
Inquiries concerning items posted in another country (Det Regs 146 and 147)

1 In the cases provided for in article 42, paragraph 3, of the Convention, C 8 and C 9 forms concerning inquiries shall be forwarded to the office of origin of the item, unless the administration concerned has requested that these forms be sent to its central administration or a specially appointed office. ([1]) The certificate of posting must be produced but shall not be attached to the C 9 form; ([2]) the latter shall be endorsed *"Vu récépissé de dépôt No ... délivré le ... par le bureau de ..."* (Seen, certificate of posting No ... issued on ... by the office of ...).

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

[1]) This information appears in the Compendium of Information (Conv).

[2]) See art 145, note 2.

Article 149
Delivery of a rifled or damaged insured letter ([1])

1 In the cases specified in article 53, paragraph 1, a and b, of the Convention, the delivering office shall prepare a VD 4 report on the joint inspection

and have it countersigned, whenever possible, by the addressee. One copy of the report shall be handed to the addressee or, if the item is refused or redirected, attached to it. One copy shall be retained by the administration which prepared the report.

2 If the item is delivered, the copy of the VD 4 report prepared in accordance with article 165, paragraph 10, b, shall be attached to the item and dealt with in accordance with the regulations of the country of destination; if the item is refused, the said copy shall remain attached to the item.

3 When internal regulations so require, an item subjected to the treatment specified in paragraph 1 shall be returned to the sender if the addressee refuses to countersign the VD 4 report.

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[1]) This art is similar to Parcels, Det Regs, art 133.

Section IV

Exchange of items. Mails ([1]) ([2]) ([3])

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[1]) In implementation of 1969 Tokyo Congress decision C 62, the EC redrafted the provisions of section IV, and this change was accepted by the 1974 Lausanne Congress. Basically this revision has made it possible to rearrange the articles by first of all setting out the generalities and placing in logical order the provisions relating to the make-up, transmission, delivery and checking of mails. It also reduces the volume of art 155 (Make-up of mails) by creating separate articles for the transmission of money orders (art 159), the transmission of printed papers addressed to the same addressee (art 161) and the labelling of mails (art 162) (1974 Lausanne Congress, II 1485, prop 2500.1 R).

[2]) Instructed by the 1974 Lausanne Congress (decision C 57, III 881) to undertake a study on the possibility of exchanging, through the IB, information about the circumstances in which certain thefts have been committed in the postal services and about deficiencies in the security system discovered during the inquiry, the CCPS concluded that the establishment of an exchange of information of this type on the international level presented no practical value because of the disparity in the measures taken and the security devices installed by adms and that it was not therefore expedient to recommend the establishment of such a system of exchanging information (1979 Rio de Janeiro Congress – Doc 2, para 6, b).

[3]) In recommendation C 63 (III 887 to 893), the 1974 Lausanne Congress recommended the adoption of a series of measures to ensure the security of valuable items conveyed by post.

Chapter I

Article 150
Exchange of items

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

Article 151
Exchange in closed mails

1 It shall be obligatory to make up closed mails whenever one of the intermediate administrations so asks on grounds that the amount or the weight of à découvert items is such as to hinder its work. Dispatches of à découvert items with an average weight exceeding 5 kilogrammes per mail or per day (when several dispatches are made in a day) can be considered as being likely to hinder work as regards weight. (1) (2)

2 The exchange of items in closed mails shall be regulated by common consent between the administrations concerned.

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

4 In cases where an exceptionally large number of **ordinary or registered** items **has** to be sent to a country to which mail is normally sent in transit à découvert, **the administration of origin shall be authorized to make up closed mails for the offices of exchange of the country of destination. It shall advise the countries of transit and destination by means of a C 16 verification note as provided for in article 176. If necessary, this form may be used as a basis for accounting for these mails.** (3)

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1) The right to require the institution of closed mails exists in principle only for intermediate adms. As regards the adms of the country of dispatch and the country of arrival, agreement is necessary and neither may impose its views on the other (1929 London Congress, II 260 and 261).

2) Introduction of the "weight" factor to establish the threshold above which intermediate adms may request the make-up of closed mails (1974 Lausanne Congress, II 1343, prop 2554.2/Rev). However, in order to remove any doubt in this respect, the Rio de Janeiro Congress specified that this weight shall be taken into account per mail or per day, when there are several dispatches per day (II 1551, prop 2548.1).

3) In relations in which mail is normally routed in transit à découvert through a third country occasional bulk dispatches cause considerable extra work for the transit country. This provision is meant to obviate these drawbacks by giving the country of origin the option of making up closed mails without a letter bill whenever necessary and without having to ask for the agreement of the

countries concerned each time, on the understanding that such countries are advised of the making up of a special dispatch by means of a C 16 verification note. If necessary, this form may also be used as a basis for accounting for these mails (1974 Lausanne Congress, II 1343, prop 2554.1). This possibility introduced in the case of ordinary items by the 1974-Lausanne Congress was extended to registered items by the 1984 Hamburg Congress (II Congress/C 4 – Rep 10, prop 2551.2).

Article 152
Land transit without the participation of the country crossed (1)

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

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1) See Conv, art 3, note 1.

Article 153
Routes and methods of transmission of insured letters (1)

1 By means of the VD 1 tables received from the others concerned, each administration shall decide on the routes to be used for the transmission of its insured letters. (2)

2 The transmission of insured letters between adjacent countries or between countries connected by a direct sea or air service shall be effected by the offices of exchange which the two administrations concerned appoint by mutual agreement.

3 In the relations between countries separated by one or more intermediate services, insured letters shall follow the most direct route. Nevertheless, the administrations concerned may also arrange with one another to provide for transmission à découvert by circuitous routes where the transmission by the most direct route would not carry with it a guarantee of liability over the whole distance.

4 Subject to service requirements and article 151, paragraph 1, insured letters may be dispatched in closed mails or be handed over à découvert to the first intermediate administration if that administration is able to arrange for their transmission under the conditions prescribed in the VD 1 tables.

5 Administrations of origin and destination may agree among themselves to exchange insured letters in closed mails by means of the services of one or more intermediate countries, whether these participate in the insured letters service or not. The intermediate administrations shall be advised **at least one month prior to commencement of the service.** (3) (4)

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1) With regard to the security of valuable items conveyed by the post, the 1974 Lausanne Congress adopted recommendation C 63 (III 887 to 893) concerning general security and protection measures at offices of exchange and airports.

2) See Conv, art 1, para 3.

3) If the transit adm wishes to effect transit à découvert, it shall be allowed that option, but undoubtedly such a request will seldom be made (1929 London Congress, II 427).

4) The use of any mail service for insured letter items sent through a transit country must be reported to the central adm of that country, for the special steps it may consider indicated to safeguard its liability (1920 Madrid Congress, II 483). The 1984 Hamburg Congress considered that a time limit should be set for that purpose (at least one month prior to commencement of the service) (II Congress/C 4 – Rep 10, prop 2553.1).

Article 154
Transit à découvert

1 The transmission of à découvert items to an intermediate administration shall be strictly limited to cases where the making up of closed mails for the country of destination is not justified, as defined in article 151, paragraph 1. The dispatching administration shall consult the intermediate administrations as to the suitability of the route by which it is proposed to send its à découvert items. (1)

2 In the absence of a special agreement, all items posted on board a ship and not included in a closed bag mentioned in article **70** of the Convention shall be handed over à découvert by the ship's agent direct to the post office at the port of call, whether these items have been stamped on board or not.

3 When their number and make-up permit, **and in all cases where their average weight exceeds 1 kilogramme per mail or per day (when several dispatches are made in a day),** items sent à découvert to an administration shall be **separated by country of destination and made up in bundles labelled with the name of each country in roman letters. When the total weight of the separate labelled bundles sent to an intermediate administration exceeds 5 kilogrammes, the bundles shall be placed in one or more bags with labels bearing the word "Transit" in bold letters. When the total weight of such bundles is less than 5 kilogrammes, the bundles shall be placed in the bag which contains the letter bill.** (2)

[1]) By inserting a cross-reference to art 151, para 1, the 1979 Rio de Janeiro Congress wished to emphasize the fact that the transmission of à découvert items is the exception rather than the rule. In addition, it considered it advisable that intermediate adms should be consulted (II 1550, prop 2546.1).

[2]) Additions made by the 1984 Hamburg Congress in order to specify the methods of applying the weight limit of à découvert items (5 kg) mentioned in art 151, para 1, and to avoid thereby too much extra work for the intermediate country (II Congress/C 4 – Rep 7, props 2554.3 and 2554.2).

Article 155
Make-up of mails

1 Ordinary items which can be bundled shall be classified by size (standardized items and other items) and bundled according to categories, letters and postcards being included in the same bundle and the newspapers and periodicals mentioned in article 162, paragraph 1, b, iii, being made up in bundles separate from other AO items. The bundles shall be distinguished by labels in the form of the annexed C 30 specimens showing the indication **in roman letters** of the office of destination or of the reforwarding office of the items enclosed in the bundles. Items which can be bundled shall be arranged with the addresses facing the same way. Prepaid items shall be separated from those which are unpaid or underpaid and the labels of bundles of unpaid or underpaid items shall be impressed with the T stamp. The bundles of unpaid or underpaid items shall be placed in the bag containing the letter bill. ([1]) The thickness of the bundles of standardized items shall be limited to 150 mm after bundling. The weight of bundles of non-standardized items may not exceed 5 kilogrammes.

2 If letters show signs of opening, deterioration or damage, a note of the fact shall be made on them and they shall be marked with the date-stamp of the office which discovered it. In addition, when the security of the contents so requires the items shall be placed if possible in a transparent envelope or in a fresh packing on which the details appearing on the envelope shall be reproduced.

3 Mails, including those made up solely of empty bags, ([2]) shall be contained in bags the number of which shall be kept to the strict minimum. The bags shall be in good condition to protect their contents; they shall also be suitably closed, sealed preferably with lead ([3]) and labelled. The seals may also be made of light metal or plastic provided the sealing is so done that it cannot be tampered with without bearing signs of tampering. ([3]) However, when administrations are in agreement on this subject, bags containing unregistered AO items only and empty bags need not be sealed with lead; the same applies to bags containing unregistered LC or AO items if they are

conveyed in a sealed container by a direct service or if they are forwarded by a country of embarkation that puts them into such a container for the country of destination. (4) When string is used it shall be passed twice round the neck of the bag in such a way that one of the two ends is drawn under the loops and then tied. The impressions of the seals shall reproduce, in very legible roman letters, the name of the office of origin or an indication sufficient to identify that office. (5)

4 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.

5 In the absence of special agreement, small mails shall simply be wrapped in strong paper so as to prevent any damage to the contents, then tied with string and sealed with lead, light metal or plastic seals. If lead, light metal or plastic seals are used, these mails shall be made up so that the string cannot be detached. When they contain only unregistered items they may be closed by means of gummed seals bearing the printed indication of the office of the dispatching administration. Subject to article 158, administrations may agree to use the same means of closing for mails containing registered items which, because of their small number, are transported in packets or envelopes. In that case, the addresses of the packets and envelopes shall conform, as regards the printed details and the colours, to the provisions prescribed in article 162 for the labels of bags of mails. However, closing by means of gummed seals shall not be permitted for bags containing insured letters.

6 When the number or volume of the items necessitates the use of more than one bag, separate bags shall, as far as possible, be used:

a for letters and postcards and, where applicable, for the newspapers and periodicals mentioned in article 162, paragraph 1, b, iii;

b for the periodicals mentioned in article 162, paragraph 1, c, and for other items; in addition, as applicable, separate bags shall be used for small packets; the labels on those bags shall bear the words *"Petits paquets"*.

7 The packet or bag of registered items or insured letters shall be placed in one of the bags of letters or in a separate bag; the outer bag shall invariably bear the red label prescribed in article 162, paragraph 1, a. When there are several bags of registered items or insured letters, all the bags must bear a red label.

8 The special envelope containing the letter bill shall be dealt with in accordance with article 156, paragraph 1.

9 The weight of each bag shall in no circumstances exceed 30 kilogrammes. (6)

10 As far as possible, offices of exchange shall include in their own mails for a particular office all the small mails (packets or bags) which reach them for that office.

11 For conveyance purposes, mails may be placed in containers, subject to special agreement between the administrations concerned on the methods of using the containers. (7) (8)

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1) At their destination, unpaid or underpaid items are often sent to a special service whose job is to verify prepayments and convert charges levied on such items (1974 Lausanne Congress, II 1340, prop 2550.6).

2) Advantage is to be gained from making up special dispatches of empty bags since they are usually handled in special sections (1969 Tokyo Congress, II 1493, prop 3090).

3) Tin or plastic seals should be used only where adms are sure that the sealing leaves no scope for rifling (1979 Rio de Janeiro Congress, II 1552, prop 2549.2/Rev 1).

4) Provision adopted by the 1979 Rio de Janeiro Congress (II 1552 and 1791, prop 2549.5/Rev.1).

5) See IB opinion, 1976 Rep, p 70.

6) A formal opinion was expressed by the 1952 Brussels Congress that adms should strictly observe the provision regarding the 30 kg maximum weight of each bag (II 144). In resolution C 13 the 1979 Rio de Janeiro Congress instructed the CCPS to examine the question of the maximum weight of bags used in the international postal service. At the end of its study, the CCPS considered that the status quo should be maintained (1984 Hamburg Congress, I Congress – Doc 2, B, e; II Congress – PV 8). An adm which had proposed that the maximum weight of bags should be lowered to 20 kg withdrew its proposal (2555.3).

7) Details concerning liability and transport conditions must be settled by mutual agreement between the adm concerned (1969 Tokyo Congress, II 1493, prop 3095). See also IB opinion, 1970 Rep, pp 83–85.

8) In resolution C 54 (III 880), the 1974 Lausanne Congress instructed the EC to study, in cooperation with the CCPS, the technical, administrative and legislative aspects of the use of containers for transporting international mail. This study, the conclusions of which were adopted by the 1979 Rio de Janeiro Congress (II Congress – Doc 1, para 20 – see also prop 2500.6) was the subject of a major report by the CCPS (study No 424) which was sent to Union adms together with an IATA document setting out airlines' views on the use of containers for airmail conveyance (circ letter 3370.5 (B 1)880 of 14 July 1978). The 1979 Rio de Janeiro Congress also adopted resolution C 67 in which the CCPS was instructed to undertake two supplementary studies, in the light of developments in the containerization field. The study carried out by a Working Party reached the following conclusions:

i the use of intra-container modules is limited, particularly in international exchanges of mail and it seems that there is not yet enough information on the needs and requirements of the majority of UPU members to warrant preparation of standards;

ii as regards simplification of documentation, it does not seem advisable at the present stage to make recommendations to Congress, as the solutions envisaged do not appear to satisfy the majority of adms. (1984 Hamburg Congress, I Congress – Doc 2, B, d; II Congress – PV 8.) Lastly, in decision C 61, the 1984 Hamburg Congress instructed the CCPS to carry out a study on the receptacles used for the conveyance of mail and, in formal opinion C 77, urged adms to give favourable consideration to the use, on an experimental basis, of receptacles other than mailbags for the exchange of international mails and to report the results of the experiments to the CCPS. This decision and this formal opinion appear at the end of this vol.

Article 156
Letter bills

1 A letter bill in the form of the annexed specimen C 12 shall accompany each mail. It shall be placed in a pink (1) envelope, if the mail contains insured letters, and in a blue envelope, if it does not, marked in bold letters *"Feuille d'avis"* (Letter bill). This envelope shall be fastened to the outside of the packet or bag of registered items; if there are no registered items, the envelope shall whenever possible be attached to a bundle of ordinary items. In relations between countries whose administrations have reached agreement, the dispatching office of exchange shall send one copy of the C 12 by air to the office of exchange of destination. (2) Administrations may, by means of special agreements, decide that mails containing empty bags exclusively shall not be accompanied by a letter bill.

2 The dispatching office shall complete the letter bill with all the details called for, (3) taking into account this article and articles 157, 158, 160 and 168:

a Heading: in the absence of special agreement, dispatching offices shall not number the letter bills when mails are made up only once every day. In every other case they shall number them according to an annual series for each office of destination. Each mail shall in that event bear a separate number. In the case of the first dispatch of each year the bill shall bear, in addition to the serial number of the mail, that of the last mail of the preceding year. If a mail is suppressed, the dispatching office shall enter beside the number of the mail, the indication "Last mail". The name of the ship transporting the mail or the official abbreviation of the flight used shall be shown when the dispatching office knows it. (4) **The dispatching office shall enter the number of bags subject to transit charges and terminal dues according to the categories to which they belong (LC/AO, on the one hand, and M bags, on the other). The number of bags exempted from transit charges and terminal dues shall be the same as the total of those containing only empty bags and of those marked "Exempt" in accordance with article 162, paragraph 5;** (5)

b Table I: the presence of unregistered express or airmail items shall be shown by a cross (x) in the corresponding box;

c Table II: the number of bags, broken down **according to the colour of the labels,** shall be entered in this table. Administrations may agree that only red-label bags shall be entered **in table II of** the letter bills;

d Table III: the number of bags and packets of registered items or insured letters shall be entered in this table, as shall be the number of special lists of registered items (article 157), VD 3 dispatch lists (article 158) and AV 2 bills (article **214**); when the mail does not contain envelopes,

packets or bags of insured items the indication *"Néant"* (Nil) shall be entered in the "Insured" column of that table;

e Table IV: this table is intended for the entry of small transit mails which are placed in the bag of the office of exchange reforwarding the mail;

f Table V: the number of bags used by the dispatching administration and the number of empty bags returned to the administration of destination shall be entered in this table; where applicable, the number of empty bags belonging to an administration other than that to which the mail is addressed shall be shown separately with a reference to that administration. When two administrations have agreed to enter red-label bags only (subparagraph c), the number of bags used for the make-up of the mail or the number of empty bags belonging to the administration of destination shall not be given in table V. ([6]) Unclosed official letters and the various communications or recommendations from the dispatching office relating to the service shall also be mentioned in this table;

g Table VI: this table is intended for the entry of registered items when special lists are not used exclusively. If the administrations concerned have agreed to the bulk advice ([7]) of registered items, the number of these items inserted in the bag containing the letter bills shall be shown in words and in figures (article 157, paragraph 2). When the mail does not contain registered items the indication *"Néant"* (Nil) shall be entered in table VI.

3 Administrations may arrange with each other to include additional tables or headings in the letter bill or modify the tables to suit their needs when they consider it necessary.

4 When an office of exchange has no item to pass forward to a corresponding office and when, in the service between the administrations concerned, the letter bills are not numbered, in accordance with paragraph 2, a, that office shall merely send a "Nil" letter bill in the next mail; in the case of annually numbered mails no "Nil" letter bill shall be sent. ([8])

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[1]) Clearer marking of interior receptacles containing insured letters facilitates the special treatment of such items when the mails are made up and opened (1974 Lausanne Congress, II 1396, prop 4507.2 and Congress – Doc 20).

[2]) So that the office of destination may know in advance the number of bags and the composition of the mails it is to receive by surface (1974 Lausanne Congress, II 1339, prop 2547.3).

[3]) The handwritten signatures of officials of the dispatching offices of exchange must be appended under the heading provided therefor, even if the typewritten name appears there (1952 Brussels Congress, I 495; II 601).

[4]) The country which best knows the route to be followed by a mail is the dispatching country. That is why offices of exchange must list the transit adms and the route used on the C 12 letter bill of each mail. This information enables both the offices of exchange of destination and the competent

department of the central adms to prepare the statement of the bags of surface mails received in complete conformity with the provisions of art 170.

[5]) Provision introduced by the 1984 Hamburg Congress to show how the letter bill should be completed so as to be able to count the bags (II Congress/C 5 – PV 7, prop 3556.2).

[6]) When c, second sentence, is applied, total accounting of bags coming from one adm in order to ensure their return becomes impracticable (1964 Vienna Congress, II 1111, prop 4087).

[7]) A formal opinion requiring that the bulk advice of registered items be adopted by all countries where this is in conformity with internal service conditions (1934 Cairo Congress, I 1326, prop 415). See also Conv, art 55, note 7.

[8]) Clarification introduced by the 1979 Rio de Janeiro Congress to eliminate any dispute, particularly in preparing transit charges and terminal dues statistics (II 1553, props 2550.2 and 2550.4).

Article 157
Transmission of registered items

1 Except where paragraph 2 applies, registered items shall be transmitted entered individually in table VI of the letter bill. One or more special lists in the form of the annexed specimen C 13 may be used, either in place of table VI or as a supplement to the letter bill. The use of special lists shall be compulsory if the administration of destination so requests. ([1]) The lists in question shall show the same serial number as that shown on the letter bill of the corresponding mail. When several special lists are used they shall also be numbered in their own series for each mail. The number of registered items which can be entered on a single special list or in table VI of the letter bill shall be restricted to the number for which the layout of the respective form provides.

2 Administrations may agree to the bulk advice of registered items. The total number of items shall be entered in table III of the letter bill. When the mail comprises several bags of registered items, every bag except the one in which the letter bill ([2]) is inserted shall contain a special list showing, in words and figures in the space provided, the total number of registered items it contains. The number of items inserted in the bag containing the letter bill shall be mentioned thereon in the box in table VI reserved for that purpose. ([2])

3 Administrations may agree among themselves that paragraph 2 shall not apply to MP 1 money orders subject to automatic registration. ([3])

4 Registered items and, where applicable, the special lists provided for in paragraph 1 shall be made up in one or more separate packets or bags which shall be suitably wrapped or closed and sealed with or without lead so as to protect the contents. The seals may also be made of light metal or plastic. The impressions of the seals, whether of lead or other material, shall reproduce, in very legible roman letters, the name of the office of origin or

an indication sufficient to identify that office. Bags and packets made up in this way may be replaced by heat-sealed plastic bags. (4) The registered items shall be arranged in each packet according to their order of entry. When one or more special lists are used, each of them shall be tied up with the registered items to which it refers and placed on top of the first item in the bundle. When several bags are used each of them shall contain a special list detailing the items which it contains.

5 Subject to agreement between the administrations concerned and when their volume permits, registered items may be enclosed in the special envelope containing the letter bill. This envelope shall be sealed.

6 In no case may registered items be included in the same bundle as unregistered items.

7 As far as possible a single bag shall not contain more than 600 registered items.

8 If there is more than one packet or bag of registered items, each of the additional packets or bags shall bear a red label showing the nature of its contents.

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1) If an adm of origin wishes to use special lists, the adm of destination must admit them (1924 Stockholm Congress, II 335).

2) A provision adopted by the 1974 Lausanne Congress to bring out the differing purposes of tables III and VI of the letter bill and to sanction the practice observed by many adms which, under the bulk advice system, enter the number of registered items contained in the bag with the C 12 letter bill in table VI of that form (II 1339, prop 2548.2). As regards the preparation of the C 13 special lists, at the request of the adm of destination, for registered items contained in the bag with the letter bill and exchanged under the bulk advice system, see IB opinion, Rep 1974, p 55.

3) A provision adopted by the 1974 Lausanne Congress for security reasons (II 1339, prop 2548.1).

4) Many adms use heat-sealed plastic bags. It is impossible to open these bags without tearing them and cases of theft are quickly discovered so that the necessary investigations can be made without delay (1979 Rio de Janeiro Congress, II 1554, prop 2551.5).

Article 158
Transmission of insured letters

1 The dispatching office of exchange shall enter the insured letters on special dispatch lists in the form of the annexed specimen VD 3 with all the details for which the form provides.

2 Insured letters shall be made up with the dispatch list or lists into one or more special packets (1) tied to one another, wrapped in strong paper, tied on the outside and sealed with fine wax on every fold by means of the seal of the dispatching office of exchange; (2) these packets shall be endorsed *"Valeurs déclarées"* (Insured items).

3 Instead of being made up in a packet, the insured letters may be placed in a strong paper envelope, closed by means of wax seals.

4 The packets or envelopes of insured letters may also be closed by means of gummed seals bearing the printed indication of the administration of origin of the mail, unless the administration of destination of the mail requires that they shall be sealed with wax or lead. An impression of the date-stamp of the dispatching office shall be added to the gummed seal in such a way that it appears partly on the seal and partly on the wrapping.

5 If their number or volume makes it necessary, insured letters may be placed in a bag suitably closed and sealed with wax or lead.

6 The packet, envelope or bag of insured letters shall be enclosed in the packet or bag containing registered items or, failing those, in the packet or bag which would normally contain registered items; when the registered items are enclosed in more than one bag, the packet, envelope or bag of insured letters shall be placed in the bag to the neck of which the special envelope containing the letter bill is attached.

7 The outer bag containing insured letters must be in perfect condition and the edge of its mouth shall be provided, if possible, with piping which makes it impossible to open the bag illicitly without leaving visible traces. (3)

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1) "Packet" is a general term that also includes "envelope" (1906 Rome Congress, II 375).

2) For the liability entailed by the non-observance of these provisions, see Conv, art 56, note 2, part "III Arbitration awards", "c Equal sharing of loss".

3) A provision adopted by the 1974 Lausanne Congress and resulting from the CCPS study on the security of high-value items conveyed by the post (II 1396, prop 4507.2 and Congress – Doc 20).

Article 159
Transmission of money orders

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

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1) Cf Money Orders, Det Regs, art 109.

Article 160
Transmission of express items and airmail correspondence sent in surface mails (Conv 32; Det Regs 138)

1 The presence of unregistered express or airmail items shall be shown by a cross (x) in the corresponding box of table I on the letter bill (article 156, paragraph 2, b).

2 Unregistered express items and unregistered airmail correspondence shall be made up in separate bundles bearing labels marked in bold letters either *"Exprès"* (Express) or *"Par avion"* (By airmail). These bundles shall be enclosed by the offices of exchange in the envelope containing the letter bill which accompanies the mail.

3 If, however, this envelope has to be fixed to the packet or the bag of registered items (article 156, paragraph 1), the bundles of express items and airmail correspondence shall be placed in the outer bag.

4 Registered express items and registered airmail correspondence shall be arranged in their order among the other registered items and the word *"Exprès"* (Express) or *"Par avion"* (By airmail) written opposite the appropriate entries in the "Observations" column of table VI of the letter bill or the C 13 special lists. In the case of bulk advice, the presence of such registered items shall be shown **by a cross in the corresponding box** (1) **of** table VI of the letter bill. Similar indications shall be made in the "Observations" column on the VD 3 dispatch lists opposite the entries of insured letters for delivery by express or to be sent by air.

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1) Provision adopted by the 1984 Hamburg Congress to facilitate application of the provision regarding registered express items and registered airmail correspondence. The C 12 form was adopted accordingly (II Congress/C 4 – Rep 10, props 2560.1 and 2912.1).

Article 161
Transmission of printed papers for a single addressee (1)

Every special bag containing printed papers for the same addressee at the same address shall, in addition to the C 28 or AV 8 label **to which a large letter M has been added in the upper right-hand corner,** (2) be furnished with a rectangular address label provided by the sender and giving all the information concerning the addressee. The address label shall be made of sufficiently rigid canvas, strong cardboard, plastic, parchment, or paper glued to wood and shall be provided with an eyelet; it shall not be smaller than **90** × **140** mm with a tolerance of 2 mm. (3) **The administration of origin**

shall have the option of sending these bags registered, (4) **in which** case they shall be entered in table VI of the C 12 letter bill or on a C 13 special list as a single registered item and the letter M shall be added in the "Observations" column.

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1) Provision recast by the 1979 Rio de Janeiro Congress (II 1555, prop 2554.1) to take account of successive charges since the basic text was adopted by the 1947 Paris Congress. The term "special label" to be provided by the sender has been replaced by "address label" throughout the Det Regs.

2) The letter "M" (short for "même destinataire" (same addressee)) indicates that the bag contains only items addressed to one addressee (1964 Vienna Congress, II 1113, prop 4097). The 1984 Hamburg Congress considered that the position of the letter M on the C 28 and AV 8 labels should be standardized to make it easier to spot inward M bags (II Congress/C 4 – Rep 10, prop 2561.4).

3) Dimensions corresponding to minima laid down in Conv, art 19, para 1, and adopted to accommodate all the information and instructions to be included on the address label (1979 Rio de Janeiro Congress, II 1555, prop 2554.2).

4) Contrary to previous practice, it is no longer possible to insert in a special bag unregistered printed papers and printed papers registered individually. Thus it is only the special bag as such which may be sent registered (1969 Tokyo Congress, II 1493, prop 3223/Rev). The 1984 Hamburg Congress also considered that the adm of origin should be able to send M bags by registered post without seeking the prior agreement of the adm of destination. This new provision caused a number of reservations to be lodged (Conv, Prot, art XXVI) (II Congress/C 4 – Rep 10, prop 2561.6).

Article 162
Labelling of mails (1)

1 The labels of the bags shall be made of sufficiently rigid (2) canvas, plastic, strong cardboard, parchment, or of paper glued to wood and shall be provided with an eyelet. Their layout and text shall conform to the annexed specimen C 28. (3) In the service between neighbouring offices, strong paper labels may be used; these shall, however, be strong enough to withstand the various handling processes the mails undergo during transmission. Labels shall be made in the following colours:

a in vermilion red, for bags containing registered items, insured letters and/or the letter bill;

b in white, for bags containing only ordinary items of the following categories:
   i letters and postcards dispatched by surface and air,
   ii mixed items (letters, postcards, newspapers and periodicals and other items),
   iii newspapers posted in bulk by publishers (4) or their agents and dispatched by surface only, except those returned to sender; the

word ***"Journaux"*** (Newspapers) or the reference *"Jx"* shall be written on the white label, when the bags contain only items of this category. Administrations of origin may also insert in the bags with white labels bearing the word ***"Journaux"*** or the reference *"Jx"* news periodicals published at least once a week and posted in bulk to which they give in their domestic service the priority treatment given to newspapers;

c in light blue, for bags containing only printed papers, literature for the blind, ordinary small packets and periodicals other than those mentioned in subparagraph b, iii. The words *"Ecrits périodiques"* (Periodicals) may be written on the blue label when the bags contain only items of this category; (4)

d in green, for bags containing only empty bags returned to origin.

2 The label of the bag or packet containing the letter bill (article 156) shall always bear a bold letter "F" and the number of bags comprised in the mail may be written on it.

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

4 Letters containing perishable infectious biological substances as defined in article 119 shall be placed in separate bags. Each bag shall be provided with an identification label, similar in colour and form to the label provided for in article 119 but made bigger to make room for affixing an eyelet. Besides the special symbol for items containing infectious substances, this label shall bear the phrase: "Infectious substance" and "In case of damage or leakage immediately notify public health authority". (6)

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

6 The labels shall bear the name of the dispatching office printed in small roman letters and the name of the office of destination in large roman letters, preceded respectively by the words *"de"* (from) and *"pour"* (to), as well as, as far as possible, an indication of the transmission route, and, if the mails are going by sea, the name of the vessel. The name of the office of destination shall also be printed in small letters, vertically, on either side of the eyelet of the label. In exchanges between countries by sea not made by direct services, and in exchanges with other countries which expressly request it, the date of dispatch, the number of the mail and the port of disembarkation shall also be given.

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

8 When closed mails are to be forwarded by ships appertaining to the intermediate administration but which the latter does not use regularly for its own traffic, the weight of the letters and other items shall be shown on the label of the mails if the administration responsible for arranging the embarkation so requests.

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[1]) In resolution C 69, the 1979 Rio de Janeiro Congress instructed the EC to study, in cooperation with IATA, the possibility of creating a special label for airlifted surface mail (II 1556, prop 2555.2).

[2]) Clarification made by the 1979 Rio de Janeiro Congress to prescribe the use of labels made of light cloth (II 1555, prop 2555.7).

[3]) Naturally, in order to take account of the needs of their services, adms are entitled to modify slightly the text and dimensions of the said forms, without however departing too far from the specifications of the specimens (1957 Ottawa Congress, II 65, 517 and 518, 526, 1161).

[4]) A provision clarified by the 1974 Lausanne Congress to distinguish between newspapers and non-topical periodicals (II 1340, prop 2550.13).

[5]) Use of blue label with red tab to indicate that the bag containing registered items and/or the letter bills contains AO items only (1974 Lausanne Congress, II p 1340, prop 2550.11).

[6]) In order to comply with the recommendations of the UN Committee of Experts on the Transport of Dangerous Goods, the 1964 Vienna Congress decided that bags enclosing items containing perishable biological substances which were dangerous within the meaning of art 119 must be brought to the attention of the postal staff and the carriers (II 1092, prop 4165). This para was revised by the 1979 Rio de Janeiro Congress to take into account the new provisions of art 119 and of WHO terminology (II 1556, prop 2555.5 and Congress – Doc 24). See also art 119, note 1.

Article 163
Routeing of mails and preparation of trial notes

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

2 The administration of the country of origin may prescribe the route to be followed by the closed mails which it dispatches, provided that the use of that route does not entail special costs for an intermediate administration. ([1]) Information about the routeing shall be entered on the C 18 bills and the C 28 labels. ([2])

3 To determine the most favourable route and the time of transmission of a mail, the office of exchange of origin may send to the office of destination of the mail a trial note in the form of the annexed specimen C 27. This note shall be included in the mail and attached to the letter bill, **on which its presence shall be shown by a cross in the corresponding box** ([3]) **of** table V. If the C 27 form is missing when the mail arrives, the office of destination shall make out a duplicate. The trial note, duly completed by the office of destination, shall be returned by the quickest route (air or surface). ([4])

4 To determine the most favourable route and the time of transmission of items sent à découvert through the intermediary of an administration, the office of exchange of origin may send the administration of destination of such items a C 27 trial note. This note shall be inserted in an envelope on which the indication "C 27" shall be written in the top right-hand corner of the front. The trial note, duly completed by the administration of destination, shall be returned by the quickest route (air or surface). [5]

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

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

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[1]) The 1952 Brussels Congress considered that adms were not obliged to accede to the request of a sender that a fixed route be used for forwarding correspondence (II 612, prop 848).

[2]) Clarification made by 1979 Rio de Janeiro Congress (II 1560, 1593, props 2556.1 and 2918.1).

[3]) Provision adopted by the 1984 Hamburg Congress to show the presence of a trial note better. The C 12 form has been adapted accordingly (II Congress/C 4 – Rep 10, props 2563.2 and 2912.2).

[4]) To attract the attention of the office of destination and thereby ensure that the trial note is returned quickly, the 1974 Lausanne Congress prescribed in addition that the presence of this form in the mail should be indicated on the C 12 letter bill (II 1343, prop 2553.1). As regards the return of trial notes, the 1979 Rio de Janeiro Congress renewed 1964 Vienna Congress formal opinion C 8 (III 325) requesting adms to ensure that their offices of exchange completed such trial notes and returned them by the most rapid route to the office of origin (formal opinion C 81).

[5]) New para introduced by the 1984 Hamburg Congress to enable adms to prepare a routeing plan when items have to be sent in transit à découvert. The C 27 form has been adapted for that purpose (II Congress/C 4 – Rep 10, props 2563.1 and 2927.1).

Article 164
Transfer of 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 delivery bill in the form of the annexed specimen C 18. Two copies of the bill shall be prepared. The first shall be for the receiving office and the second for the dispatching office. The receiving office shall acknowledge receipt on the second copy of the delivery bill [2] and return that copy immediately by the quickest route (air or surface).

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

a when the transfer of mails between two corresponding offices is made through a transport service. In that case, the first copy shall be for the receiving office and shall accompany the mail; the second shall receive the acknowledgement of receipt by the transport service and shall be given to the dispatching office; the third shall be retained by the transport service after being signed by the receiving office;

b when the transmission of mails is effected by a means of transport without accompanying staff, the first two copies shall be sent with the mail and the third retained by the dispatching office. The first copy shall be for the receiving office and the second shall be returned by the quickest route, duly signed by the latter, to the dispatching office. ([3])

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

4 When the transfer of mails between two corresponding offices involves a sea service, the dispatching office of exchange may prepare a fourth copy which the receiving office of exchange shall return after certifying it. In this case the third and fourth copies shall accompany the mail. In **the absence of special agreement between the administrations dispatching and receiving sea mails,** one copy of the C 18 bill shall be sent by air either to the receiving office of exchange **of the port of offloading** or to its central administration. ([4])

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

6 For the transfer of surface airlifted mails, the C 18 bill shall be replaced by **a white delivery bill in the form of** the annexed **specimen** C 18bis, **prepared in accordance with article 224.** ([5])

7 The mails shall be handed over in good condition. However, a mail may not be refused because of damage or theft. ([6]) ([7]) ([8])

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

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[1]) See art 155, note 8.

[2]) Two copies of delivery bill C 18 suffice when the transfer of mails is between two corresponding offices. A third copy is, however, necessary when the transfer is made through a land or sea transport service (1964 Vienna Congress, II 1122, prop 4099).

[3]) The 1969 Tokyo Congress specified the methods of preparing, signing and transferring C 18 delivery bills when they are prepared in triplicate by making provision for the case in which the transport service does not take part in the reciprocal acknowledgement of mails exchanged (direct mail vans and exchanges by sealed containers) (II 1495, prop 3097).

[4]) The dispatch by air of one copy of the C 18 bill to the country of destination has become the rule (1984 Hamburg Congress, II Congress /C 4 – Rep 10, prop 2564.3).

[5]) See arts 205, para 3, and 224 for the preparation and distribution of the C 18bis delivery bill.

[6]) Refusal of a mail because of damage is inadmissible, since the receiving service can in such case clear itself of liability by means of a verification note which shall be considered authentic until proof of the contrary is offered (1934 Cairo Congress, I 1330, prop 1265). See also IB opinion, 1965 Rep, p 53.

[7]) The obligation to accept a mail which has arrived accidentally damaged is justified by the need not to delay the mail. However, if numerous items arrive on repeated occasions in a damaged state owing to dilapidated bags and in spite of the adm concerned having been notified, this obligation would appear excessive. To obviate the disadvantages of such a situation, the 1952 Brussels Congress asked adms to give the necessary instructions to their services to ensure that in international exchanges only bags in good condition are used (II 610, prop 842).

[8]) As regards delivery of mails, theft has been assimilated to damage to prevent an adm refusing a mail which shows traces of theft (1964 Vienna Congress, II 1122, prop 4102).

[9]) Provision introduced by the 1979 Rio de Janeiro Congress to lay down the procedure to be followed when mails reach the receiving office without a C 18 delivery bill (II 1561, prop 2557.1).

Article 165
Checking of mails and use of verification notes (Conv 55 and 56) (1)

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

2 When an intermediate office receives a mail in bad condition, it shall check the contents if it thinks that these have not remained intact and put it in new packing just as it is. This office shall copy the particulars from the original label on to the new one and apply to the latter an impression of its date-stamp, preceded by the endorsement *"Remballé à..."* (Repacked at...). It shall make out a verification note in the form of the annexed specimen C 14, in accordance with paragraphs 6, 8 and 11 and shall insert one copy thereof in the repacked mail.

3 Upon receipt of a mail, the office of exchange of destination shall check whether it is complete and whether the entries on the letter bill and, where applicable, on the VD 3 dispatch lists and the special lists of registered items are correct. It shall satisfy itself that there is no irregularity in the external condition of the outer bag and of the packet, envelope or inner bag containing insured letters and that they have been made up in accordance with article 158; it shall check the number of insured letters and inspect them individually. It shall check whether the mail has arrived in the sequence in

which it was dispatched. (2) If a mail or one or more bags thereof, insured letters, registered items, a letter bill, a dispatch list or a special list of registered items are missing or when there is any other irregularity, the facts shall be immediately established by two officials. (3) These shall make the necessary corrections on the bill or lists, taking care to cross out, where necessary, the incorrect entries in such a way as to leave the original entries legible. Unless there is an obvious error the corrections shall be accepted in preference to the original statement. If the letter bill, dispatch list or a special list is missing the inward office shall, in addition, prepare a fresh letter bill, dispatch list or special list or make a precise note of the insured letters or registered items received.

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

5 When an office receives letter bills, dispatch lists or special lists which are not intended for it, it shall send them or, if its internal regulations so require, certified true copies to the office of destination by the quickest route (air or surface).

6 The irregularities established shall be reported immediately by means of a verification note in duplicate, (4) to the office of origin of the mail (5) and, where transit is involved, to the last intermediate office which transmitted the mail in bad condition (6) by the quickest route (air or surface) after the complete check of the mail. (7) If the mail contains bundles provided with the C 30 and AV 10 labels specified in article 155, paragraph 1, and article **202,** paragraph 1, respectively, such labels shall, in case of irregularity, be attached to the verification note. The details on the note shall specify as precisely as possible the bag, cover, packet or item concerned. In the case of service irregularities which gave grounds for presuming loss or theft, the condition in which the packing of the mail was found shall be indicated in as much detail as possible on the verification note.

7 Irregularities established upon receipt of a mail containing insured letters shall immediately be made the subject of reservations to the transferring service. Notification of a missing item, alteration or any other irregularity for which administrations may be liable in respect of insured letters shall be sent immediately by telex (8) or telegram to the dispatching office of exchange or to the intermediate service. In addition, a formal report in the form of the annexed specimen VD 4 shall be made out. The condition in which the packing of the mail was found shall be indicated therein. The formal report shall be sent under registered cover to the central administration of the country to which the dispatching office of exchange belongs independently of the verification note, which shall be sent to that office

immediately. A duplicate of the report shall be sent at the same time either to the central administration to which the receiving office of exchange belongs or to any other controlling authority appointed by that administration. (9)

8 In the case of the irregularities mentioned in paragraphs 6 and 7, unless this is impossible for a stated reason, the bag, or envelope, with the string, labels and lead or other seals as well as all the inner and outer packets or bags in which the insured letters and registered items were enclosed as well as the packing of any damaged items which can be recovered from the addressee, shall be kept intact for a period of six weeks from the date of verification and shall be sent to the administration of origin if the latter so requests. (9) (10)

9 When the mails are transmitted through the intermediary of a carrier, the C 18, C 18bis or AV 7 delivery bill mentioning the irregularities established by the intermediate administration or administration of destination on taking over the mails shall where possible be countersigned by the carrier or his representative. The copies of the C 18, C 18bis or AV 7 delivery bill – the third and fourth copies of the C 18 bill provided for in article 164 and the fourth and fifth copies of the AV 7 and C 18bis bills provided for in article **205** – must indicate the reservations made with respect to the carrier service. Where the mails are transported in containers, these reservations shall relate solely to the condition of the container and of its fastening and seals. (11)

10 Without prejudice to the application of the provisions of paragraphs 7 and 8, the office of exchange which receives from a corresponding office a damaged or an insufficiently packed insured letter shall send it on after observing the following rules:

a if it is a matter of slight damage or of partial destruction of the seals it is sufficient to re-seal the insured letter to safeguard the contents, on condition, however, that it is obvious that the contents are not damaged nor, according to a check of the weight, short. The existing seals shall be preserved; if necessary, the insured letters shall be repacked, retaining the original packing as far as possible; repacking may also be done by placing the damaged letter in a bag labelled and sealed with lead. In such cases, it is unnecessary to re-seal the damaged letter. The bag label shall be marked *"Lettre avec valeur déclarée endommagée"* (Damaged insured letter) and show the following information: registration number, office of origin, amount of the insured value, name and address of addressee, the date-stamp impression and the signature of the official who bagged the item;

b if the state of the insured letter is such that the contents could have been removed, the office shall automatically open it, **where this is not contrary to the laws of the country,** ([12]) and check the contents; the result of this check shall be given in a formal VD 4 report, a copy of which shall be attached to the insured letter; the items shall be repacked;

c In all these cases, the weight of the insured letter on arrival and the weight after repacking shall be checked and noted on the cover; this note shall be followed by the words *"Scellé d'office à..."* (Sealed at...) or *"Remballé à..."* (Repacked at...), by an impression of the date-stamp and by the signature of the officials who have affixed the seals or done the repacking.

11 In the cases provided for in paragraphs 2, 3 and 5, the office of origin and, where appropriate, the last intermediate office of exchange may, in addition, be advised by telegram at the expense of the administration which sends it. A telegraph advice shall be sent whenever the mail shows obvious traces of having been tampered with, so that the dispatching or intermediate office may investigate the matter without delay and, where necessary, advise the preceding administration also by telegram for the continuation of the inquiry.

12 When the absence of a mail is the result of a missed mail connection or when it is duly explained on the waybill, the preparation of a verification note shall be necessary only if the mail does not reach the office of destination by the next post.

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

14 When a receiving office responsible for checking a mail has not sent a note reporting irregularities of any kind to the office of origin and, where appropriate, to the last intermediate office of exchange by the quickest route (air or surface), it shall be considered, until the contrary is proved, as having received the mail and its contents. The same assumption shall be made in respect of irregularities to which no reference has been made or which have been incompletely reported in the verification note; ([13]) the same shall apply when the provisions of the present article regarding the formalities to be fulfilled have not been observed.

15 Verification notes and any associated evidence shall be sent under registered cover by the quickest route (air or surface). If the administration of origin has asked to be sent the articles mentioned in paragraph 8, these, together with a copy of the verification note, may be sent by registered

surface mail, unless the two administrations concerned have agreed on their being sent by air.

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

17 The offices to which the verification notes are sent shall return them as promptly as possible, after having examined them and indicated thereon their observations, if any. If the notes are not returned to the administration of origin within a period of two months from the date of their dispatch, they shall be considered, until the contrary is proved, as duly accepted by the offices to which they were sent.

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[1]) See note 2 under section IV (immediately before art 150).

[2]) It is essential to check immediately whether mails are being received in the sequence of their departure, so as to establish without delay whether any mails are missing (1974 Lausanne Congress, II 1341, prop 2552.5).

[3]) The question of the presence of two officials for opening and examining mails, raised by one adm, was considered mainly of an internal nature. In such a case it is up to the adm to take the necessary steps to ensure that mails are checked under such conditions that no dispute can arise (1924 Stockholm Congress, II 330 and 331).

[4]) Since the adm of destination often needs a copy of the verification note, the 1964 Vienna Congress decided that this should be made out once for all in duplicate (II 1114 and 1115, prop 4214).

[5]) Unlike what is expressly allowed for other forms, adms of destination of C 14 verification notes may not ask for these forms to be sent to an office of their choice (decision CE 7/1969).

[6]) When a mail has to be put in new packing, it is essential that the offices concerned be formally notified thereof, so that they can take the necessary measures to eliminate the causes of damage (1964 Vienna Congress, II 1122, prop 4103).

[7]) Adms recommended to restrict the sending of verification notes as far as possible to cases which are of sufficient importance to justify this (1924 Stockholm Congress, II 330).

[8]) It is essential to take advantage of telecommunications facilities for notifying major irregularities, especially those concerning insured items. The periodic exchange between adms of individual lists of current telex numbers allotted to the offices of exchange would greatly facilitate contracts in urgent cases (1974 Lausanne Congress, II 1396, prop 4508.2 and Congress – Doc 20).

[9]) For the liability entailed by the non-observance of these provisions, see Conv, art 56, note 2, part "III Arbitration awards", "c Equal sharing of loss".

[10]) Unlike the previous practice, the packing, seal, etc are no longer automatically sent to the office of origin with the verification note. This procedure is replaced by the obligation to give an exact description of the state of the packing. However, the evidence must be kept available for the adm of origin for six weeks (1974 Lausanne Congress, II 1341, prop 2552.3).

[11]) In irregularities involving the liability of the carrier, it is important to present the carrier concerned with a request the validity of which cannot be challenged. Experience has in fact shown that carriers nearly always refuse to accept responsibility for anything which has not been established irrefutably and witnessed by both parties concerned (1974 Lausanne Congress, II 1342, prop 2552.2).

[12]) Provision introduced by the 1984 Hamburg Congress to ensure that, in all cases, the item is opened only on the conditions provided for by the internal legislation of the country concerned (II Congress/C 4 – Rep 10, prop 2565.2).

[13]) Cf Const, art 32, note 5, Arbitration awards Nos 17, 19 and 22 of Summary.

Article 166
Missent items

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

Article 167
Steps to be taken in the event of an accident occurring to surface conveyance facilities ([1])

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

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

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

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

[1]) A provision adopted by the 1974 Lausanne Congress by analogy with the provisions of art 211, for airmail, in order to establish uniform procedures for determining liability and reducing the number of inquiries (II 1344 and 1345, prop 2558.91).

Article 168
Return of empty bags ([1])

1 In the absence of special agreement between the administrations concerned, bags shall be returned empty by the next post in a direct mail for the country to which they belong and if possible by the normal route followed on the outward journey. ([2]) The number of bags returned by each mail shall be noted in table V of the letter bill (article 156, paragraph 2, f), except when article 156, paragraph 2, c, is applied.

2 The return shall be carried out between offices of exchange appointed for the purpose. The administrations concerned may agree among themselves as to the procedure for the return. In long-distance services, they shall, as a general rule, appoint only one office responsible for receiving the empty bags returned to them. ([3])

3 The empty bags shall be rolled into suitable bundles; where appropriate the label blocks, labels of canvas, parchment or other stout material shall be placed inside the bags. The bundles shall bear a label showing the name of the office of exchange from which the bags were received whenever they are returned via another office of exchange.

4 If there are not too many of them, the empty bags to be returned may be placed in the bags containing letter-post items; otherwise, they shall be placed in separate bags, sealed, or unsealed (if the administrations concerned agree on this), and labelled with the name of the offices of exchange. The labels shall be endorsed *"Sacs vides"* (Empty bags).

5 The bags used for printed papers for the same addressee at the same address provided for in article 161 shall be recovered after they have been handed over to the addressees and returned, in accordance with the above-mentioned provisions, to the administrations of the countries to which they belong. ([4])

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 in paragraph 7. The administration in question may refuse this reimbursement only if it can prove the missing bags were returned. ([5])

7 Each administration shall fix, periodically and uniformly for each kind of bag used by its offices of exchange, an average value in **gold** francs **or SDRs** and communicate it to the administrations concerned through the International Bureau. (3) In case of reimbursement, the cost of replacing the bags shall be considered.

8 The period of retention for documents relating to empty bags shall be as provided in article 107, paragraph 1. (6)

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1) Formal opinion C 55 (III 880), by the 1974 Lausanne Congress invited the adms of Union member countries to take within their services such measures as may ensure the rapid circulation and frequent return of all empty bags belonging to other adms.

2) To avoid adms not taking part in transit having to undertake conveyance of returned empty bags (1974 Lausanne Congress, II 1344, prop 2558.2).

3) Information in this connection appears in the Compendium of Information (Conv).

4) Clarification introduced by the 1979 Rio de Janeiro Congress (II 1563, prop 2561.1).

5) In the case of an accident involving a consignment of bags, it is correct practice for the country owning the bags to consider the question settled by an entry in its profit-and-loss account (1939 Buenos Aires Congress, II 552).

6) Addition made by the 1984 Hamburg Congress to avoid requests concerning empty bags made sometimes after a long period (three or four years) (II Congress/C 4 – Rep 7, prop 2568.2).

Article 169

Mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft (Conv 66; Det Regs 179)

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

2 The address of these mails shall be worded as follows:

From the office of.....

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

or

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

or

From the (nationality) naval unit of (designation of the unit) at . / From the (nationality) ship (name of ship) at..... } (Country)

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

3 The mails concerned shall be forwarded by the fastest route (air or surface), according to the indication written on the address, and under the same conditions as mails exchanged between post offices.

4 The captain of a mail-boat conveying mails for a naval unit or a warship shall hold them at the disposal of the commanding officer of the naval unit or ship of destination, should the latter ask him for delivery en route.

5 If the ships are not at the place of destination when the mails addressed to them arrive there, the mails shall be kept at the post office until they are collected by the addressee or redirected to another point. Redirection may be requested either by the administration of origin, by the commanding officer of the naval unit or ship of destination, or by a consul of the same nationality.

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

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

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

Section V

Provisions concerning transit charges and terminal dues

Chapter I

Operations concerning determination of the annual number of bags of surface mail and the annual weights of bags of airmail (1)

[1]) Until the entry into force of the 1984 Hamburg Congress Acts, transit charges and surface mail terminal dues were calculated on the basis of the weights of mail determined from the results of a triennial statistical period, the main rules of which were as follows:
Every three years, in May and October-November alternately, statistics were taken for 14 days, if there were 5 or more mails per week, or for 28 days, in other cases. During this period, a C 15 special letter bill replaced the C 12 letter bill. On this C 15 bill, the bags in each mail were classified in three weight categories: up to 5 kg; over 5 kg up to 15 kg; over 15 kg up to 30 kg. During the statistical period, all bags had a special label showing their weight category.
At the end of the statistical period, the total number of bags in each weight category from one and the same country was multiplied by the average weights of 3 kg, 12 kg and 26 kg, respectively. The total weight of bags from each country thus obtained was multiplied by 26, if the statistical period had been 14 days, or by 13, if it had been 28 days. These results were regarded as representative of annual traffic for the year of the statistics, the year before and the year after. The Hamburg Congress changed this system of triennial statistics, adopting a new system based on the actual number of bags sent throughout the year and on average weights of bags calculated per country during a statistical period of one month (see Conv, art 67, note 1).

Article 170
Statement of bags of surface mails (Conv 67)

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

2 For each administration of origin of the mails the administration of destination shall prepare quarterly from the particulars on the C 12bis statements, by office of origin and office of destination, and, where appropriate, by forwarding route, a statement of the bags received, in the form of the annexed specimen C 12ter. [2] [3]

3 The C 12bis statements shall be supplied in support of the C 12ter statements only at the request of the administration of origin of the mails.

4 The administration of transit may request from the administration of origin of the mails a duly accepted copy of the C 12ter statements which concern it.

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[1]) Form adopted by the 1984 Hamburg Congress (II Congress/C 5 – PV 7, prop 3912.91/Rev 1).

[2]) Form adopted by the 1984 Hamburg Congress (II Congress/C 5 – PV 7, prop 3912.92/Rev 2).

[3]) The C 12ter statements of bags received may be prepared for each route if the adm of origin of the mails has mentioned the route or routes on the C 12 letter bill in the "Transit administration(s)" box and if the C 12bis forms have also been prepared for each route. Cf art 156, note 4.

Article 171
Statement of weights of airmails

1 Each office of destination shall prepare monthly, by dispatching office of exchange, from the particulars on the AV 7 delivery bills a statement of the weights of airmails received, in the form of the annexed specimen AV 3bis. It shall then send these statements to its central administration.

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

3 The AV 3bis statements shall be supplied in support of the AV 5bis statements of weights only at the request of the administration of origin of the mails.

Article 172
Transmission and acceptance of statements of bags of surface mails and statements of weights of airmails

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

2 After accepting them, the administration of origin of the mails shall return one copy to the administration which prepared them. If the administration concerned has not received any notice of amendment within three months of the date of dispatch, it shall regard them as fully accepted. In the case of airmails, if verification reveals any discrepancies, the corrected AV 3bis statements shall be attached in support of the duly amended and accepted AV 5bis statements. If the administration of destination of the mails disputes the amendments made to the AV 3bis statements, the administration of origin shall confirm the actual data by sending photocopies of the AV 7 forms drawn up by the office of origin upon dispatch of the disputed mails.

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

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1) Under this provision, adms which have concluded reciprocal agreements can expedite settlement of accounts relating to transit charges and terminal dues.

Chapter II

Statistical operations **for determining transit charges and terminal dues**

Article 173
Statistical period for the calculation of transit charges and terminal dues. Surface mail [1]

1 Every year, during May [2] **and October alternately, a statistical count of surface mails shall be made to determine the average weight of the bags in each of the categories LC/AO and M bags for the calculation of transit charges and terminal dues.** [3] [4]

2 During the statistical period, each mail shall be provided, in addition to the letter bill, with an accompanying delivery bill for the bags dispatched, in the form of the annexed specimen C 15. [5]

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

4 For mails exchanged between two administrations for the first time and made up after the statistical period, the transit charges and terminal dues shall be calculated, by agreement between the administrations concerned, either according to the actual weight of the mails or by applying to the actual traffic in number of bags the average weights derived from the statistics of the following year. [6]

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

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[1]) The quality and validity of the results serving as the basis for calculating payments in respect of transit charges and terminal dues depend on the regularity with which mails are made up and the normal use of forwarding routes during the statistical period.

[2]) The statistical period starts on 2 May because 1 May is a holiday in many countries (1964 Vienna Congress, II 1123, prop 4114).

[3]) It is not permissible during the statistical period to hold back or divert items in order that mails should show a weight lower than that shown before or after the said period (1929 London Congress, II 243). Cf Const, art 32, note 5, Arbitration award No 21 of Summary.

[4]) It was noted that during the statistical period a considerable amount of correspondence à découvert was sent by certain adms. This procedure constitutes an abuse which should in all cases be submitted to the Committee of Arbitrators provided for under Conv, art 65, para 6 (1939 Buenos Aires Congress, II 552).

[5]) Each mail made up during the statistical period is accompanied by the C 12 letter bill, in which the number of LC/AO bags and M bags are entered separately, and by a C 15 bags delivery bill in which the weight of LC/AO bags and M bags are entered. This C 15 form was adopted by the 1984 Hamburg Congress (II Congress/C 5 – PV 8, prop 3915.2/Rev 1). Cf Conv, Det Regs, art 175, para 1.

[6]) Provision adopted by the 1979 Rio de Janeiro Congress to fill a gap in the regulations, viz the making up of new mails before and after the statistical period and how the weight of such mails must be taken into account for paying for transit charges (II 1516, prop 2052.4/Rev 1).

Article **174**
Labelling of **mails** during the statistical period (Det Regs 162)

1 During the statistical period ([1]) every bag of surface mail shall be provided, in addition to the ordinary labels, with a special C 28bis label in the form of the annexed specimen. ([2]) **Otherwise,** mails shall be made up in the normal way as laid down in article 155, paragraph 3.

2 In the case of M bags, the C 28bis label shall be marked with a cross in the "M bag" box.

[1]) Mails made up before the statistical period and which cross the transit country during that period should not be included in the statistics; mails which are made up during the statistical period and cross the transit country after that period should be included in the statistics. IB opinion, 1967 Rep, p 66.

[2]) The 1979 Rio de Janeiro Congress devised the C 28bis label to distinguish in as standard a manner as possible bags included in the statistics and to simplify thereby the task of the offices of exchange of transit or destination which would thus always find in the same place the data that they have to examine (II 1566, props 2565.7 and 2928.91). This label was amended by the 1984 Hamburg Congress (II Congress/C 5 – PV 8, props 3928.1 and 3928.2).

Article **175**
Delivery bill (bags) – statistical period

1 For surface mails **made up during the statistical period,** the dispatching office of exchange shall **attach to the C 12 letter bill a C 15 delivery bill.** It shall enter on **this bill** the number of bags **and their respective weights by** categories **(LC/AO and M bags).** ([1]) The first and last mails dispatched during the statistical period shall be indicated on these bills by means of a cross in the appropriate box.

2 When the dispatching office, as a result primarily of the uncertainty of connections, has been unable to indicate the last mail of the statistical period in accordance with paragraph 1, it shall send the office of destination a copy of the relevant letter bill by the quickest route (air or surface).

[1]) cf art 173, note 5.

Article **176**
Checking of mails **for the statistical period**

The entries on the **C 15 delivery bills for the statistical period** shall be checked by the office of exchange of destination. If that office finds an error in the numbers **and weights of bags** entered, it shall correct the bill and immediately notify the dispatching office of exchange of the mistake by means of a verification note in the form of the annexed specimen C 16. (1) However, as regards the weight of a bag, the entry of the dispatching office of exchange shall hold good unless the corrected weight exceeds by more than 250 grammes **the weight entered on the C 28bis label.** (2) **Should an incorrect entry concerning the weight of a bag be found on the C 28bis special label, the intermediary office of exchange shall notify the dispatching office of exchange and the office of exchange of destination by means of the C 16 verification note.**

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1) Cf art 186.

2) See IB opinion in Rep 1977, pp 64 and 65.

Article 177
Preparation of statistical statements of weights of bags received by surface mail

1 As soon as possible after receipt of the last surface mail made up during the statistical period, the offices of destination shall prepare statistical statements of bags received in the form of the annexed specimen C 15bis (1) for each dispatching office of exchange from the data on the C 15 bills and shall send them to their central administration.

2 On the basis of the C 15bis statistical statements of the offices of exchange of one and the same administration of origin, the administration of destination shall prepare and send as soon as possible to the administration of origin for approval a recapitulative statement of the bags received, classified by category (LC/AO bags and M bags), in the form of the annexed specimen C 15ter. (2) This statement will enable the average weights of LC/AO bags and of M bags to be calculated during the statistical period.

3 The average weights of bags, as determined in accordance with paragraph 2, applied to the total number of LC/AO bags and of M bags received

during the year shall determine, for each of these categories, the weight to be considered in the preparation of surface-mail terminal dues accounts.

4 After accepting the C 15ter statements, the administration of origin of the mails shall return them to the administration which prepared them. If the administration of destination of the mails has not received any notice of amendment within three months of the date of dispatch, it shall regard these statements as fully accepted.

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[1]) Form created by the 1984 Hamburg Congress with a view to determining the total weights of LC/AO bags and M bags during the statistical period (II Congress/C 5 – PV 8, prop 3915.91/Rev 1).

[2]) Form created by the 1984 Hamburg Congress with a view to determining the average weights of LC/AO bags and M bags dispatched by all the offices of exchange of each adm during the statistical period (II Congress/C 5 – PV 8, prop 3915.92/Rev 1).

Article 178
Airmails in transit by surface ([1])

1 In the absence of special agreement between the administrations concerned, airmails conveyed frequently by surface for part of their journey in a third country shall be subject to payment of transit charges.

2 In the case referred to in paragraph 1, the transit charges shall be calculated in accordance with the actual gross weights shown on the AV 7 delivery bills. ([2])

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[1]) Article adopted by the 1984 Hamburg Congress, providing for the preparation of transit charges for airmails frequently conveyed by surface for part of their journey in a third country on the basis of the actual gross weights shown on the AV 7 delivery bills (II Congress/C 5 – PV 8, prop 3574.95).

[2]) If there is a special agreement between the adms concerned, the transit charges for the mails concerned could be prepared on the basis of the results of the statistical period provided for in art 173 applied to the number of bags in transit (see art 219).

Article **179**
Closed mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft (Conv 66; Det Regs 169) ([1])

1 It shall be the responsibility of the postal administrations of countries to which military units, warships or military aircraft belong to **settle direct with the administrations concerned the transit charges and terminal dues arising from** the mails **sent by** those military units, ships or aircraft.

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

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[1]) The provision concerning the exchange of mails with warships was adopted by the 1891 Vienna Congress, that concerning exchanges with military aircraft at the 1957 Ottawa Congress and that concerning exchanges with military units placed at the disposal of the UN at the 1969 Tokyo Congress. The 1984 Hamburg Congress decided that transit charges and terminal dues arising from such exchanges should be settled direct between the adms concerned (1984 Hamburg Congress, II Congress/C 5 – PV 7, prop 3575.2/Rev 1).

Article **180**
Transit bulletin **for surface mails** (1)

1 To obtain all the information necessary to prepare C 17 statements, the **dispatching office of exchange may attach** to each mail **of the statistical period** subject to transit charges a green transit bulletin in the form of the annexed specimen C 19 (2) when **it** is unable to provide the routeing data on the **C 12** letter bill with complete certainty.

2 The transit bulletin shall be used only if the route followed by mails is uncertain or if the transport services used are unknown to the administration of origin or destination. Before **deciding on** its preparation, the administration of **origin** shall satisfy itself that it has no other way of finding out the routeing of the mails it **dispatches,** if necessary by consulting the administration of **destination** in writing beforehand.

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

a at the head of the **C 12** letter bill of the mail;

b on **the C 28bis label** of the bag containing the letter bill;

c in the "Observations" column of the C 18 delivery bill.

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

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

immediate inquiries about it of the preceding office of exchange; nevertheless, the intermediate office of exchange shall without delay prepare a new bulletin bearing the words *"Etabli d'office par le bureau de. . ."* (Routinely prepared by the office of. . .), and forward it with the mail. When the C 19 bulletin prepared by the office of **exchange of** origin reaches the office which has been inquiring about it, the latter shall send it direct to the office of destination under sealed cover, having endorsed it accordingly.

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[1]) Article re-arranged by the 1984 Hamburg Congress with a view to having the C 19 transit bulletin prepared by the office of exchange of origin of the mails, bearing in mind the fact that it is the adm of origin which is responsible for paying the transit charges to the intermediary adms.

[2]) Cf art 186.

Article 181
Preparation of annual statement of weight of transit mails

1 As soon as possible after receiving the last surface mail of the year, the administration of destination shall prepare an annual statement of weight of mails received in transit, in the form of the annexed specimen C 17. ([1]) This statement shall be prepared for each route followed ([2]) and for each administration of origin of mails on the basis of the particulars entered on the C 12ter and C 15ter statements.

2 The C 17 statements, prepared in as many copies as there are intermediary administrations plus one for the country of origin, shall be sent as soon as possible to the central administration of the dispatching country. ([3]) The latter, after accepting them, shall distribute the C 17 statements to the central administrations of the intermediary countries. ([3])

3 Should an intermediary administration note differences between the details on the C 17 statements and the information possessed by its services, it shall amend the C 17 statements and send them back to the central administration of the dispatching country, ([3]) indicating the corresponding verification notes if necessary. ([4])

4 If the dispatching country considers it necessary, it may request the country of destination to send it copies of the C 12ter and C 15ter statements on the basis of which the C 17 statements were prepared.

5 If, within four months of the end of the year, the administration of destination has not sent the C 17 statements to the central administration of the country of origin, the latter shall routinely prepare them, by route followed, on the basis of the documents in its possession. These statements endorsed *"Etabli d'office"* (Routinely prepared), shall afterwards be distributed to the intermediary administrations.

6 If, within six months of the end of the year, the intermediary administrations have not received the C 17 statements from the administrations of origin, they shall prepare them routinely in accordance with their own information. For this purpose, they may ask the administration of origin of the mails for a duly accepted copy of the C 12ter and the C 15ter statements which concern it. The C 17 statements, endorsed *"Etabli d'office"* (Routinely prepared), shall be attached to the C 20 detailed account.

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[1]) Form adopted by the 1984 Hamburg Congress (II Congress/C 5 – PV 8, prop 3917.4/Rev 1).

[2]) Cf art 170, note 3.

[3]) Cf art 186.

[4]) Cf art 176.

Chapter III

Preparation, settlement, **approval** and revision of **transit charges and surface-mail terminal dues** accounts

Article 182
Preparation, transmission and approval of transit charges and surface-mail terminal dues accounts (Conv 67, Det Regs 101, 102 and 103)

1 The creditor administration shall be responsible for preparing the accounts and forwarding them to the debtor administration. However, the forwarding of accounts shall not be required when the balance is less than the minimum provided for in article **67,** paragraph 4, of the Convention for this purpose.

2 The detailed accounts shall be prepared **as follows:**

a **Terminal dues. On a form conforming to the annexed specimen C 20bis,** [1] [2] **on the basis of the difference between the weights of mail received and dispatched for each category (LC/AO and M bags) as appears from the C 12ter and C 15ter statements.**

b **Transit charges. On a form conforming to the annexed specimen C 20,** [3] [4] **on the basis of the total weight of the categories (LC/AO + M bags) as appears from the C 17 statements.**

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

4 The C 17 statements **of weight** shall be provided in support of the C 20 account only if they have been routinely prepared **by the administration of origin or** by the intermediate administration (article **181, paragraphs 5 and 6**).

5 The debtor administration shall not be obliged to accept accounts that are not sent to it within eighteen months of the end of the year concerned. ([5])

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

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[1]) Form redrafted by the 1984 Hamburg Congress (II Congress/C 5 – PV 10, prop 3921.3/Rev 2). See also art 101, para 2.

[2]) As regards the amount of exemption from payment of terminal dues, see Conv, art 67, para 4.

[3]) Form redrafted by the 1984 Hamburg Congress (II Congress/C 5 – PV 10, prop 3920.3/Rev 2). This form contains a new box to be used for adjustments if differences in weight were not taken into account in the preceding detailed account (cf art 183). See also art 101, para 2.

[4]) As regards the amount of exemption from payment of transit charges, see Conv, art 67, para 4.

[5]) The 1984 Hamburg Congress shortened the time limit to 18 months to speed up the settlement of accounts and to reduce the period of retention of archives by making it the same as the minimum time limit for keeping international service documents provided for at art 107.

Article 183
Adjustment of weight differences accepted after preparation of the detailed accounts ([1])

1 Any weight differences reported and accepted after preparation of the terminal dues detailed account shall be adjusted when the C 20bis detailed account for the following year is prepared.

2 The administration of destination noting differences shall give the intermediate administrations the information needed for payment of the transit charges detailed account, which shall be adjusted when the C 20 detailed account for the following year is prepared.

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[1]) This provision is applicable especially in cases of settlement of accounts on the basis of C 12bis and C 12ter statements prepared, by agreement, by the adm of origin of the mails. Cf art 172, para 3.

Article 184
Provisional payments of transit charges and surface-mail terminal dues (Det Regs 187) (1)

Creditor administrations may claim provisional payments in respect of transit charges and surface-mail terminal dues. The provisional payments for one year shall be calculated on the basis of the weights of mail used for the final settlements of the previous year. The provisional payments in respect of a year shall be made no later than the end of January following that year. (2) The provisional payments shall then be adjusted as soon as the final accounts of the year are accepted or regarded as fully accepted.

1) This provision enables creditor adms to submit in advance a provisional account in respect of transit charges and terminal dues on the basis of the last liquidation account duly settled between the adms concerned. The provisional payments will be adjusted in the final liquidation account of the year concerned.

2) For the debtor adm to be able to settle the provisional account by the end of January, the creditor adm must submit the provisional account at the earliest during the first quarter of the calendar year to which the account refers. Cf art 187, para 4.

Article **185**
Preparation, transmission and approval of annual airmail terminal dues accounts (1)

1 The creditor administration shall be responsible for preparing the annual airmail terminal dues accounts and forwarding them to the debtor administration. (2)

2 The detailed accounts shall be prepared **as soon as possible** in duplicate on forms conforming to the annexed specimen AV 12 (3) and on the basis of the AV 5bis **forms. The AV 5bis forms** shall be **provided** in support of the AV 12 accounts only if the debtor administration so requests.

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

4 The debtor administration shall not be obliged to accept accounts which have not been sent to it within **eighteen months** of the expiry of the year to which they relate. (4)

1) Art created by the 1979 Rio de Janeiro Congress to regulate the preparation, transmission and approval of the annual airmail terminal dues accounts; this art is a consequence of the separation of airmail and surface-mail terminal dues accounts (II 1574, props 2572.91, 2572.93 and 3912.91).

[2]) Since terminal dues were extended to airmail by the 1974 Lausanne Congress, accounting for airmail terminal dues has been done together with surface-mail terminal dues but one year behind it (provisional EC decision 1976. See IB circ 141/1976). In accordance with that provisional EC decision, airmail terminal dues accounts for 1980 (Lausanne Congress system) should be dealt with together with the surface-mail terminal dues for 1981. However, from 1981, the provisions adopted by the 1979 Rio de Janeiro Congress provide for separate preparation and settlement of surface-mail and airmail terminal dues accounts, so that the 1980 EC decided that the airmail terminal dues accounts for 1980, to which the provisions of the 1974 Lausanne Conv still apply, would be prepared and settled separately and that the exemption limit provided for in the 1974 Lausanne Conv, art 56, para 4, would apply in full (decision CE 16/1980 and IB circ 152/1980).

[3]) For the amount of exemption from payment of terminal dues, see Conv, art 67, para 4.

[4]) Cf art 182, note 3.

Article 186
Special address for the transmission of forms

Each administration may notify other administrations, through the International Bureau, that forms concerning the transit charges and terminal dues statistical period must be sent to a special address of its central administration. ([1])

[1]) The information provided by adms is published by the IB prior to each statistical period and in section 30 of the Compendium of Information (Conv).

Article **187**
General liquidation account. Role of the International Bureau (Gen Regs 113, para 5) ([1])

1 As soon as the **C 20 and C 20bis** detailed accounts between **the** administrations are accepted or regarded as fully accepted (article **182,** paragraph **6**), **the creditor administration shall prepare separate statements in duplicate** for transit charges **and for terminal** dues in the form of the annexed specimens C 21 and C 21bis **respectively.**

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

3 In the case provided for in **paragraph 2,** the statements shall be endorsed *"Aucune observation de l'Administration débitrice n'est parvenue dans le délai réglementaire"* (No comment received from debtor administration within the prescribed period).

4 The C 21 or C 21bis statements concerning the provisional payments laid down in article 184 shall be sent by the creditor administration to the debtor administration no sooner than the last calendar quarter of the year to which they relate.

5 Administrations may agree to settle their accounts through the International Bureau. (2) In this case, as soon as the detailed accounts between two administrations are accepted or regarded as fully accepted (article 182, paragraph 6), each of these administrations shall forward without delay to the International Bureau separate statements for transit charges and for surface-mail terminal dues in the form of the annexed specimens C 21 and C 21bis respectively, indicating the total amounts of the accounts. At the same time a copy of each of the statements shall be sent simultaneously to the administration concerned.

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

7 When only one administration has furnished C 21 or C 21bis statements, the International Bureau shall so inform the other administration concerned and tell it the amounts of the statements received. If, **within** one month from the date of the dispatch of the statements, the International Bureau has received no comment, the amounts on these statements shall be **regarded as fully accepted.**

8 At least twice a year the International Bureau shall prepare, on the basis of the statements which it has **received and** which are **accepted or** regarded as fully **accepted, a general** liquidation account of transit charges and surface-mail terminal **dues.** (3)

9 The International Bureau shall make all proper arrangements to produce the general liquidation account in time for the settlements of the provisional payments to be made on the terms set out in article 184.

10 The account shall show separately for transit charges and for surface-mail terminal dues:

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

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

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1) Up to the end of the period of application of the 1979 Rio de Janeiro Acts, the general rule was that accounts in respect of transit charges and terminal dues were settled through the General liquidation account drawn up by the IB. By way of exception, two adms could agree to settle their

accounts direct between them. On the proposal of German Dem Rep, adopted by the 1984 Hamburg Congress, this rule was turned round, transit charges and terminal dues being paid direct between creditor adm and debtor adm, except when they agree to settle their accounts through the IB (II Congress/C 5 – PV 10, prop 3581.2 and PV 11, prop 3581.6/Rev 3).

[2]) The more adms take part in the general liquidation account the easier it is to apportion offset balances among them. See IB circ 91/1980.

[3]) The general liquidation account for transit charges and terminal dues is sent yearly to all adms of the Union, accompanied by a circular.

Article **188**
Payment of transit charges and surface-mail terminal dues (Det Regs 103)

1 If the amounts payable in respect of transit charges or surface-mail terminal dues as a result of the general liquidation account of the International Bureau have not been paid **within four months of** the expiry of the prescribed period (article 103, paragraph 9), ([1]) **the International Bureau shall include them in the next general liquidation account to the credit of the creditor administration. In this case, compound interest shall be chargeable, that is to say, the interest shall be added to the principal at the end of each year until full settlement.**

2 When paragraph **1** is applied, the general liquidation account in question and those of the following four years shall not, as far as possible, include in the balances due as the result of the offsetting table amounts payable by the defaulting administration to the creditor administration concerned.

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[1]) The regulation period applies to direct payments between adms in the same way as to payments through the general liquidation account (see art 103, para 9).

Article **189**
Payment of airmail terminal dues

In the absence of special agreement between the administrations concerned, the annual payments due in respect of airmail terminal dues shall be settled between them direct on the basis of the AV 12 detailed accounts (article **185,** paragraph **2).**

Article **190**
Revision of transit charges **and surface-mail terminal dues** accounts

1 When **an administration finds that the total annual weights determined on the basis of the average bag weights obtained during the statistics vary**

quite substantially from normal traffic, (1) it may request that the results of these statistics be revised.

2 Administrations may agree to make this revision.

3 In the absence of agreement, each administration may, in the following cases, request the preparation of special statistics with a view to the revision of transit charges **or surface-mail terminal dues** accounts: (2) (3) (4)

a a major change in the surface routeing of mails from one country for one or more other countries;

b **when it is established after the end of the year that there is a difference of over 20 percent between the number of bags considered during the month of the statistics and the average number of bags per month, that average number being the result of dividing the total annual number of bags by 12.**

4 The special statistics shall cover either all or only part of the traffic, depending on circumstances.

5 Also in the absence of agreement, the results of the special statistics taken on the basis of paragraph 3 shall be taken into consideration only if they affect by more than 5000 francs **(1633.45 SDR)** per annum the accounts between the administration of origin and the administration concerned.

6 Modifications resulting from the application of paragraphs 3 and 5 shall be taken into account in the general accounts of the administration of origin with the administrations which performed the transit before, and the administrations which provided it after the modifications which have occurred, even when for certain administrations the modification in the accounts does not reach the minimum fixed.

7 Notwithstanding paragraphs 3, 5 and 6, and in the event of complete and permanent diversion of mails from an intermediate country by another country, the transit charges payable by the administration of origin to the country which previously effected the transit shall, in the absence of any special agreement, be paid by the administration concerned to the new transit country from the date the diversion was established. (5)

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1) The differences between the total annual weights determined on the basis of the average weights of bags obtained during the statistics and the actual total annual weights may arise from the fact that the average weights of the bags determined during the statistical period differ from the actual average weights of the bags sent throughout the year; that would justify a revision of the results of the statistics, should such differences become considerable (over 20 percent by analogy with para 3, b).

2) The payment or reimbursement resulting from a revision of accounts or, possibly, from special statistics for transit charges, should apply to the entire period for which the existence of the adjustment in question can be established (1934 Cairo Congress, I 1332, prop 486).

[3]) Should one adm refuse to accept new statistics, the matter must be referred to arbitration (1897 Washington Congress, p 466).

[4]) The results of special statistics are only valid for the adms which formally requested the taking of such statistics. See IB opinion, Rep 1972, p 89.

[5]) When, outside a statistical period and as a result of unforeseen circumstances, there has been a considerable deviation in the normal routeing of mail from one or more countries, the adm which carries out this exceptional transit has the right to collect, from the adm of origin concerned, the relevant transit charges, as laid down in art 63 of the Conv and established on the basis of the actual weight of the mails diverted (1957 Ottawa Congress, II 65, 519 and 520, 1161, prop 424).

Section VI

Miscellaneous provisions

Chapter I

Article **191**
Routine correspondence between administrations

For the exchange of routine correspondence administrations may use a form conforming to the annexed specimen C 29. [1])

[1]) Inquiry instituted at the request of Egypt by circ 76/1970 on the extent to which form C 29 is used. Five adms said they used this form.

Article **192**
Characteristics of postage stamps (Conv 9, 13, 28; Det Regs 105) [1]) [2]) [3]) [4])

1 Postage stamps shall bear the name of the country of origin in roman letters [5]) and their postage value in arabic figures. They may also bear the word *"Postes"* (Postage) in roman or other letters. [6])

2 Postage stamps may be of any shape [7]) provided that, in principle, [8]) their vertical or horizontal dimensions are not less than 15 mm nor more than 50 mm.

3 Postage stamps may be distinctively marked with punched perforations or embossed impressions produced by means of an embossing stamp, subject to the conditions laid down by the administration which has issued

them, provided that those processes do not interfere with the clarity of the particulars prescribed in paragraph 1.

4 Commemorative or charity postage stamps ([9]) **shall bear an indication of the year of issue in arabic figures.** ([10]) **They** may bear an inscription in any language to indicate the occasion for which they are issued. When a supplementary charge is payable in addition to their postage value, they shall be so designed as to leave no doubt about that value.

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[1]) At the end of the study arising from 1974 Lausanne Congress resolution C 45 (III 876) which it carried out in cooperation with the CCPS, the EC proposed splitting art 178 of the 1974 Lausanne Conv, Det Regs, into three arts dealing respectively with:
- characteristics of postage stamps;
- characteristics of franking-machine impressions;
- characteristics of franking impressions (printing press, etc).

At the same time, it made some specifications about the particulars to be shown on postage stamps and impressions and introduced provisions on the shape and dimensions of postage stamps and on the publicity slogans accompanying franking-machine impressions. The 1979 Rio de Janeiro Congress adopted the EC props, including two amendments (II 1576 to 1581, props 2578.1, 2578.3 and 2578.4).

[2]) See also Conv, art 9, note 8.

[3]) An inquiry was instituted at the request of the adm of British India in 1929 about the treatment of stamps cut from postcards, envelopes bearing stamps, stamped postcards and stamped envelopes for the payment of postal charges. Reply: most of the adms replying to the questionnaire stated that they considered such stamps invalid.
An inquiry was instituted at the request of the Swedish adm in 1932 in respect of the exchange of postage stamps, etc, against money or other postage stamps. Reply: 5 countries authorized repurchase; 37 countries prohibited it, but authorized exchange under certain conditions; 12 countries authorized neither repurchase nor exchange.
An inquiry was instituted at the request of the Norwegian adm in 1929 concerning the possibility for addressees to dispose of postage stamps affixed to money orders. Reply: with a few exceptions, most of the adms replied that their internal legislation did not give the addressee the right to dispose of postage stamps affixed to the part of the form retained.
An inquiry was instituted at the request of the Swedish adm (circ 55/1956) concerning the organization of the philatelic service and the sale of postage stamps to collectors. Replies: circs 91, 203/1956, 86 and 196/1957.
An inquiry was instituted at the request of the adm of the Federal Republic of Germany (circ 92/1955) concerning the exchange of postage stamps withdrawn from circulation. Replies: circs 137, 172, 205/1955, 87 and 208/1956.
Inquiries on the issue of postage stamp books instituted by circ 40/1963 and 101/1972. The results of these two inquiries, classified under reference Nos En 40/1963 and En 101/1972, are available to adms at the IB lending service.
An inquiry was instituted at the request of Italy, by circ 107/1972, on the number of copies printed and the face value of issues of special and commemorative postage stamps. The results are available to adms at the IB lending service, where they are classified under reference No En 107/1972.
An inquiry was instituted at the request of Italy by circ 126/1970 on the extension to private individuals of a subscription service for philatelic news releases, details of how such a service

is run and the subscription conditions. Normally, adms send releases about new postage stamp issues free of charge to the press, radio and television, to subscribers and to people so requesting. A small sum is occasionally collected from private persons. As for information on the opening of temporary post offices, the use of special postmarks and cancellations, these are published by some countries. Replies to this inquiry are classified under reference No En 126/1970 and are available to adms at the IB lending service.

[4]) The 1952 Brussels Congress decided to leave it entirely to adms to choose the colour of postage stamps (II 616, props 290, 291 and 1497).

[5]) The use of roman letters was made compulsory by the 1964 Vienna Congress (II 1126, props 4125 and 4201).

[6]) The text of this para does not prevent the name of the postal adm of origin being shown on postage stamps rather than the name of the country of origin (1979 Rio de Janeiro Congress, II 1576 to 1581, prop 2578.1).

[7]) For the sake of rationalization and standardization, adms are recommended to issue square, rectangular or triangular stamps (1979 Rio de Janeiro Congress, II 1576 to 1581, prop 2578.1).

[8]) The words "in principle" were inserted in order not to impose constraints on adms with regard to the dimensions of postage stamps. The dimensions indicated, however, are intended as guidelines (1979 Rio de Janeiro Congress, II 1576 to 1581, prop 2578.1).

[9]) Cf Conv, art 7, note 4.

[10]) Provision added by the 1984 Hamburg Congress for philatelists so that the year of issue of commemorative or charity postage stamps can be easily identified. The adoption of this new provision caused many countries to make a reservation (cf Conv, Prot, art XXV) (II Congress/C 4 – Rep 10, prop 2587.1).

Article **193**
Characteristics of the impression of franking machines (Conv 13, 28) ([1])

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

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

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

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[1]) See art 192, note 1.

[2]) Bright red is also recommended for postal franking impressions or stamps used by post offices for indicating that postage has been fully paid, eg "Taxe perçue" (Charge collected) (1934 Cairo Congress, I 1311, prop 1302).

Article **194**
Characteristics of franking impressions (printing press, etc) (Conv 13, 28) ([1])

Franking impressions obtained from a printing press or by another printing or stamping process under the conditions laid down in article 28 of the Convention shall bear the name of the country of origin or office of posting in roman letters, which may be supplemented by the same information in other letters, and an indication that postage has been prepaid, for example in the form: *"Taxe perçue"* (Charge collected). In every case, the phrase adopted shall be shown in bold letters in a clearly drawn frame, which should if possible be rectangular, and the area of which shall not be less than 300 mm². The date-stamp, if used, shall not appear in this frame.

[1]) See art 192, note 1.

Article **195**
Suspected fraudulent use of postage stamps or franking impressions (Conv 9, 13; Det Regs 105, 192 to 194)

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

a when, in outgoing mail, a postage stamp or a postal franking machine or printing machine impression on any item causes fraudulent use (presumption of being counterfeit or re-used) to be suspected and the sender is not known, the stamp or impression shall not be tampered with in any way and the item, accompanied by an advice in the form of the annexed specimen C 10, shall be sent to the delivery office in an officially registered envelope. A copy of the advice shall be forwarded, for information, to the administrations of the countries of origin and of destination. Any administration may ask, through notification of the International Bureau, for C 10 advices concerning its service to be sent to its central administration or to a specially appointed office;

b the item shall be delivered to the addressee, who shall be invited to see the evidence, only if he pays the charge due, discloses the name and

address of the sender and places at the disposal of the postal service, after acquainting himself with the contents, either the entire item, if it is inseparable from the presumed corpus delicti, or the part of the item (envelope, wrapper, portion of letter, etc) which contains the address and the impression or stamp reported as suspect. The result of the interview shall be set down in an official report in the form of the annexed specimen C 11 signed by the postal official and by the addressee. If the addressee refuses, this shall be recorded on the document.

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

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

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1) This information is published in the Compendium of Information (Conv).

Article **196**
International reply coupons (Gen Regs 115; Conv 13 and 31; Prot IX) (1)

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

2 Each administration shall have the option:

a of giving the reply coupons a distinctive perforation provided it does not detract from the legibility of the text or hamper the checking of their authenticity;

b of indicating by means of a printing process the selling price on the reply coupons or of asking the International Bureau for this price to be indicated at the time of printing.

3 There shall be no limit to the period of exchange for reply coupons. Post offices shall satisfy themselves as to the genuineness of the documents when they exchange them and check particularly the presence of the watermark. Reply coupons shall bear a control stamp identifying the country of origin. (2) Reply coupons on which the printed text does not agree with the

official text shall be refused as invalid. Exchanged reply coupons shall be marked with an impression of the date-stamp of the office exchanging them.

4 Exchanged reply coupons shall be returned to the International Bureau in packets of a thousand or a hundred, together with a statement in the form of the annexed specimen C 23 prepared in duplicate and showing their total number and value, which should be calculated according to the rate provided for at article 31, paragraph 2, of the Convention. In case of change in this rate, all reply coupons exchanged before the date of the change shall be sent in a single consignment including, by way of exception, broken lots; they shall be accompanied by a special C 23 statement made out in the old value.

5 The International Bureau shall also take back damaged reply coupons sent together with a separate C 23 statement prepared in duplicate.

6 By way of exception, the International Bureau may take account of international reply coupons destroyed before sale or after exchange. In such cases, the C 23 statement, prepared in duplicate by the administration concerned, shall be accompanied by an official certificate of destruction.

7 The International Bureau shall keep the appropriate accounts, in which shall be entered:

a to the debit of each administration, the value of the reply coupons supplied as well as the amount of the allowance made to the administration under the preceding biennial period;

b to the credit, the value of the exchanged reply coupons returned to the International Bureau.

A statement of account shall be sent for approval to each administration concerned. If, within one month from the date of the dispatch of the statement, the International Bureau has received no comment, the amounts on this statement shall be regarded as fully accepted.

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

a the debits and credits mentioned in paragraph 7;

b the allowances made to administrations by apportionment of the overall excess of the value of the reply coupons supplied over the value of the reply coupons exchanged during the biennial period, at the rate of 80 percent of the reply coupons supplied by the International Bureau and 20 percent of the reply coupons exchanged by administrations;

c the amounts payable and receivable by administrations.

9 The general liquidation account shall be sent to administrations together with an offset table which shall serve as the basis for settlements.

10 Articles **187,** paragraph **11,** and **188** shall apply.

[1]) The 1974 Lausanne Congress introduced centralized accounting for reply coupons at the IB (II 992, 993, 1075 to 1078, 1294 to 1298; Congress – Docs 7 and 162, prop 2575.1).

[2]) The 1952 Brussels Congress having already permitted the exchange of reply coupons which do not bear an impression of the issuing authority, the 1957 Ottawa Congress replaced the date-stamp imprint by a postmark of the country of issue (II 522 and 523, prop 110). The 1979 Rio de Janeiro Congress specified that the control stamp of the country of origin was obligatory (II 1588, prop 2580.2).

Article **197**

Accounting for customs and other charges with the administration of origin of items sent free of charges and fees (Conv 40; Det Regs 117, 140)

1 Accounting in respect of customs and other charges paid out by each administration on behalf of another shall be carried out by means of detailed monthly accounts in the form of the annexed specimen C 26, which shall be drawn up by the creditor administration in the currency of its own country. Parts B of the franking notes which have been retained shall be entered in the alphabetical order of the offices which have advanced the charges and in the numerical order given to them.

2 If the two administrations concerned also operate the parcel-post service in their relations with each other, they may, in the absence of notice to the contrary, include in the accounts for the customs and other charges of that service those of the letter post.

3 The detailed account, accompanied by parts B of the franking notes, shall be forwarded to the debtor administration at the latest by the end of the month following that to which it relates. "Nil" accounts shall not be prepared.

4 The accounts shall be checked under the conditions laid down by the Detailed Regulations of the Money Orders and Postal Travellers' Cheques Agreement.

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

Article **198**
Accounting for amounts due in respect of indemnity for letter-post items (Conv 55 to 58) (1)

1 When payments have to be charged to the administrations which are liable, in accordance with article **59,** paragraph 8, of the Convention, the creditor administration shall prepare monthly or quarterly accounts in the form of the annexed specimen C 31.

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

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

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

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1) New provision introduced by the 1979 Rio de Janeiro Congress to lay down the procedure for drawing up accounts of amounts due in respect of indemnity for letter-post items (II 1584, props 2581.91/Rev 1, 2930.94/Rev 1 and Congress – Doc 116).

Article **199**
Forms for the use of the public

For the purpose of applying article 10, paragraph 3, of the Convention, the following shall be considered as forms for the use of the public: (1)

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

C 22 (International reply coupon),
C 25 (Postal identity card).

[1]) An inquiry was instituted at the request of the Danish adm (circ 117/1951) in order to obtain information on the experiences of countries providing forms for the use of the public free of charge, and on the financial consequences thereof. Replies: circs 168, 292/1951, 303/1952 and 179/1953.

Part III

Provisions concerning air conveyance

Section I

Airmail correspondence ([1])

Chapter I

Rules for dispatch and routeing

Article **200**
Marking of surcharged airmail correspondence (Conv 73; Det Regs 201)

At the time of dispatch, surcharged airmail correspondence shall bear either a special blue label or a stamp impression of the same colour bearing the words *"Par avion"* (By airmail), or if need be these two words in handwritten or typewritten capital letters, with an optional translation in the language of the country of origin. This *"Par avion"* label, impression or indication shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given.

[1]) New section introduced by the 1984 Hamburg Congress (see Conv, art 71, note 7).

Article **201**
Deletion of the indications *"Par avion"* (By airmail) and *"Aérogramme"* (Conv 72, 77, 80 and 81; Det Regs 141 and 200)

1 The words *"Par avion"* (By airmail) and any note relating to air conveyance shall be struck through with two thick horizontal lines when unpaid or underpaid surcharged airmail correspondence is forwarded or surcharged airmail correspondence **other than letters or postcards** (1) is redirected or returned to origin by means of transport normally used for unsurcharged correspondence; in the first case, the reasons shall be briefly given.

2 If airmail correspondence posted as an aerogramme is forwarded by air but does not comply with the conditions laid down in article **72,** paragraphs 1 to 4, of the Convention, the word *"Aérogramme"* shall be struck through with two thick horizontal lines. If the item is sent by surface in accordance with article **72,** paragraph 5, of the Convention, the word *"Aérogramme"* and, by analogy with paragraph 1, the words *"Par avion"* (By airmail) and any note relating to air conveyance shall be struck through in the same way. The reason for this deletion shall be given briefly.

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1) Clarification made by the 1984 Hamburg Congress following its decision to make provision for the redirection and return to origin of airmail letters and airmail postcards by the quickest route (see Conv, art 80, note 1).

Article **202**
Make-up of airmails (Det Regs 155 to 162, 203, 204 and 213)

1 Airmails shall consist of airmail correspondence arranged and bundled according to categories (LC, AO) and distinguished by the corresponding labels in the form of the annexed AV 10 specimens. (1) These mails shall be made up with bags either entirely blue or with wide blue bands and bear the indications referred to in article 155, paragraph 4. (2) For airmail correspondence in small numbers, envelopes in the form of the annexed specimen AV 9, made either of strong blue paper, plastic or other material and bearing a blue label, may be used. (3)

2 VD 3 letter bills and dispatch lists which accompany airmails shall bear at the head a *"Par avion"* (By airmail) label or the stamp impression referred to in article **200.**

3 The layout and text of airmail bag labels shall be in the form of the annexed AV 8 specimens. (4) The labels themselves, or the optional tabs

provided for in article 162, paragraph 3, shall be in the colours prescribed in article 162, paragraph 1, a to d.

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

5 Late postings at airport post offices of airmail correspondence in small numbers shall be sent, by aircraft about to leave, in AV 9 envelopes to the exchange offices of destination. (3)

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1) The provisions of art 155, para 1, concerning bundling apply by analogy to airmail correspondence (1984 Hamburg Congress, II Congress/C 6 – Reps 2 and 5, prop 4597.3).

2) With regard to the manufacture of airmail bags, the 1952 Brussels Congress recommended that, when using bags which are not made of incombustible material for the forwarding of postal items by air, adms should have them fireproofed (II 767). The 1974 Lausanne Congress adopted formal opinion C 59 (III 881) that adms should use on bags intended for making up airmails a reinforced neck-hem at least 8 mm thick, so that the string-knot cannot be slipped off and replaced without traces appearing. See also IB circs 115/1977 and 26/1978.

3) Amendments made by the 1979 Rio de Janeiro Congress following the work by the IATA-UPU Contact Committee with a view to standardizing the rules on the use of AV 9 envelopes. On the one hand, a distinction is no longer made between unregistered and registered airmail corr and, on the other hand, para 5 specifies that reference is to airmail corr posted in small quantities at airport post offices. See also art 206, para 3, b.
The IATA-UPU Contact Committee also considered a prop submitted by Belgium to the 1973 EC to the effect that AV 9 envelopes should be inserted, for safety reasons, in the aircraft's flight portfolio or other special pouch in which the airline documents were kept. In this connection, IATA pointed out that the flight portfolio and special pouch were of limited size and had to contain other important documents (passenger and cargo manifests, stores lists, flight manual, etc). Accordingly, carriers could not undertake to carry the AV 9 envelopes in the flight portfolio in all cases. They would, however, be prepared to do so if the envelopes in question were not too numerous or too bulky (1979 Rio de Janeiro Congress II, 1626, prop 3585.1).

4) a In formal opinion C 9, the 1964 Vienna Congress asked adms to use form AV 8 as laid down in the present para 3 and to complete it legibly, in capital letters and unambiguously (II 1180, prop 5100).

b The 1974 Lausanne Congress approved the use of AV 8 forms of IATA abbreviations (three-letter codes) to show airports of destination and, when applicable, of transhipment (II 1381 and 1382, prop 3908.1). This measure, which is intended to ease the work of airlines and bodies responsible for handling mail at airports and reduce the risk of mail going astray, was extended by the 1979 Rio de Janeiro Congress to all forms relating to airmails which are not conveyed in mailbags (II 1626, prop 3907.1). The IATA codes are given for information in the List of Airmail Distances (parts III and IV).

Article **203**
Establishing and checking the weight of airmails (Det Regs 165, 202 and 206)

1 The serial number of the mail and the gross weight of each bag, envelope or packet forming part of the mail shall be shown on the AV 8 label

or with the external address. If a *sac collecteur* is used, its weight shall not be taken into account.

2 The weight of each bag of airmail shall be rounded up to the nearest hectogramme **when** the fraction of the hectogramme **is equal to or greater than** 50 g **and down to the nearest hectogramme in other cases;** (1) weights of 50 g or less shall be shown as "0".

3 If an intermediate office or office of destination establishes that the actual weight of a bag in a mail differs by more than 100 g from the weight recorded, it shall amend the AV 8 label and the AV 7 delivery bill and immediately notify the dispatching office of exchange and when appropriate the last intermediate office of exchange of the mistake by C 14 verification note. If the discrepancies noted are within the above-mentioned limits, the entries made by the dispatching office shall hold good.

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1) See Conv, art 83, note 8.

Article **204**
Sacs collecteurs (Det Regs 202, 203 and 206)

1 Where warranted by the number of light-weight bags, envelopes or packets to be conveyed on the same sector, post offices responsible for handing over airmails to the airline undertaking the conveyance shall make up, as far as possible, *sacs collecteurs.*

2 The labels of *sacs collecteurs* shall bear in bold letters the indication *"Sac collecteur"*; the administrations concerned shall agree as to the address to be put on the labels.

Article **205**
AV 7 delivery bills (Det Regs 164, 206, 207 and 217)

1 Mails to be handed over at the airport **shall** be accompanied by five copies (1) of a white delivery bill in the form of the annexed specimen AV 7 for each stop. (2)

2 These five copies of the AV 7 delivery bill shall be distributed in the following way: (3)

a one copy, signed as a receipt for the mails by the airline or the authority responsible for the ground services, (4) shall be retained by the dispatching office;

b two copies shall be retained at the airport of loading by the airline carrying the mails;

c two copies shall be inserted in an envelope made of light blue paper, in the form of the annexed specimen AV 6, for conveyance in the aircraft's flight portfolio or other special pouch in which the flight documents are kept. ([5]) Upon arrival at the airport of offloading of the mails, these two copies shall be used as follows:
- the first, duly signed as a receipt for the mails, shall be kept by the airline which has carried the mails; ([6])
- the second shall accompany the mails to the post office to which the AV 7 delivery bill is addressed. ([6])

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

4 When airmails are sent by surface to an intermediate administration for reforwarding by air, they shall be accompanied by an AV 7 delivery bill for the intermediate office. **An AV 7 delivery bill shall also be prepared for the country of destination in respect of airmails reforwarded by surface.**

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[1]) In resolution C 39, the 1964 Vienna Congress instructed the EC to examine, in collaboration with IATA, the question of AV 7 delivery bills with reference to the needs of the postal service and of the airline services (II 1181 and 1341, prop 5056). Consulted on this point, IATA confirmed that a minimum number of 3 copies of the AV 7 delivery bill was indispensable to the airlines, but it undertook to recommend its members not to ask for more. It was therefore decided to keep the status quo with regard to the number of AV 7 forms (decision CE 15/1967).
The 1979 Rio de Janeiro Congress deleted before "five copies" the words "not more than" to take account of the special agreements between adms and airlines requiring the preparation of more than five copies (II 1626, prop 3588.1). See also the "Practical application formula for the direct transhipment of airmails by airlines", reproduced under Conv, art 78, note 3, for the possibility of providing the carrier with extra copies of the AV 7 delivery bill in case of direct transhipment.

[2]) "Each stop" is to be read as meaning each stop where mail is unloaded and not each "stop of the route" (1979 Rio de Janeiro Congress, II 1628, prop 3588.3).

[3]) Following the work by the IATA-UPU Contact Committee, the 1979 Rio de Janeiro Congress decided to replace the distribution system introduced by the 1964 Vienna Congress which was based on the legibility of the copies by a system based on the chronological order of operations. Thus, the copies are used as follows:
Origin:
- one copy is receipted by the airline or airport service which accepts the mails and returned to the dispatching office for retention;
- two copies are handed to the airline.

Destination:
Of the two copies inserted in the AV 6 envelope for carriage in the aircraft flight portfolio:
- one copy is signed by the postal representative in exchange for the mails received and returned to the airline which carried them;
- one copy is held by the post office to which the AV 7 delivery bill is addressed (II 1626, prop 3588.1).

[4]) The 1969 Tokyo Congress introduced the term "authority responsible for the ground services" since these services may be provided by an airline or a special airport service (II 1514, prop 4047).

[5]) Measures adopted by the 1979 Rio de Janeiro Congress to solve problems caused by AV 7 delivery bills which do not reach their destination at the same time as the airmails to which they refer. They stem from the joint IATA-UPU work mentioned in note 3 above.
By creating the envelope for transmitting AV 7 and AV 7 S delivery bills, the 1979 Rio de Janeiro Congress put into concrete form the formal opinion expressed by the 1952 Brussels Congress "that for the transmission of bills of lading (AV 6) and bills of delivery (AV 7), use should be made of envelopes of conspicuous colour" (II 765, prop 418). Since the bill of lading was abolished by the 1957 Ottawa Congress, No 6 in the "AV" series was taken over to designate this envelope (1979 Rio de Janeiro Congress, II 1626, props 3588.1 and 3906.91).

[6]) See art 165, para 9, for irregularities established by the intermediate adm or adm of destination on taking over the mails.

[7]) Optional provision adopted by the 1984 Hamburg Congress to give adms the benefit of modern technology (II Congress/C 6 – Rep 5, prop 4600.2). For the decisions taken by adms in this respect, see the AV I List, section I.

Article **206**
Preparation and checking of AV 7 delivery bills (Det Regs 205 and 207)

1 The serial number of the mail, the **total number and total weight of the bags entered in bulk, the origin/destination pair** and all other necessary particulars appearing on the AV 8 label or with the external address shall be copied on the AV 7 delivery bill. **Dispatching administrations may elect to enter each bag individually should they wish to do so.** [1]) **The** number and weight of bags bearing red labels shall be shown separately from the number and weight of other bags, **with** an "R" being marked in the "Observations" column of the AV 7 delivery bill to show that the bags in question bear red labels. **The number and weight of M bags conveyed by air in accordance with the provisions of article 161 shall be entered in separate columns on the AV 7 bill.**

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

3 The following shall also be entered on the AV 7 delivery bill:

a mails included in a *sac collecteur*, entered individually with an indication that they are so included;
b mails in AV 9 envelopes, made up in accordance with article **202,** paragraphs 1 and 5.

4 Any intermediate office or office of destination which notices errors in the entries on the AV 7 delivery bill shall immediately correct them and report them by C 14 verification note to the last dispatching office of exchange and to the office of exchange which made up the mail. (²)

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

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¹) The 1984 Hamburg Congress adopted as a rule bulk entry of airmails on the AV 7 bill, bearing in mind the majority opinion expressed by the adms consulted under CCPS study 509/531. However, dispatching adms may choose individual entry of bags; their decision in this respect is given in the AV 1 List, section I.
At the same time, the receiving adm may request individual entry of bags if a dispatching adm cannot guarantee 90 percent accuracy in the preparation of the AV 7 bills (para 2). As regards the length of time to be allowed for noticing the inaccuracy of entries, the sponsor of the prop said that a period of three months would be reasonable (1984 Hamburg Congress, II Congress/C 6 – Rep 6, prop 4601.3).

²) See art 165, para 9.

Article **207**
Missing AV 7 delivery bill (Det Regs 203, 205 and 206)

1 When a mail reaches the airport of destination – or an intermediary airport responsible for forwarding it with another carrier – without an AV 7 delivery bill, the administration under whose jurisdiction this airport is shall automatically prepare one, duly countersigned by the carrier from whom the mail is received, and shall report this fact by C 14 verification note together with two copies of the AV 7 thus prepared to the office responsible for loading this mail and request the return of one copy duly authenticated.

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

3 **If the** airport of loading cannot be determined, the verification note shall be sent straight to the office of dispatch of the mail for it to forward the note to the office through which the mail transited.

Article **208**
Transhipment of airmails (Conv 78; Det Regs 209)

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 Paragraph 1 shall not apply when the transhipment takes place between:

a aircraft of the same airline performing successive stages of the journey, or

b aircraft of two different airlines, in accordance with article **78,** paragraph 4, of the Convention. (1)

1) Para 2 was recast by the 1979 Rio de Janeiro Congress following the study on direct transhipment between different airlines (see Conv, art 78, note 3). The obligation for the airline making the direct transhipment to send a copy of the AV 7 bill or other document containing the details of this transhipment to the office of exchange concerned has been abolished. This was because several adms replying to the August 1976 questionnaire on the routeing and transhipment of this documentation (II 1624, prop 3591.1).

Article **209**
Steps to be taken when direct transhipment of airmails cannot take place as scheduled (Conv 78; Det Regs 208 and 210) (1)

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

2 Paragraph 1 shall not apply when:

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

b in the absence of the arrangements referred to in subparagraph a, the airline responsible for handing over the mails can arrange for them to be reforwarded within 24 hours of their arrival at the transhipment airport.

3 In the case referred to in paragraph 1, the office which did the reforwarding shall inform the office of origin of each mail by C 14 verification note,

indicating in particular on the verification note the air service from which the mail was taken and the services used (air or surface) for onward transmission to its destination.

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[1]) Art created by the 1979 Rio de Janeiro Congress following the study on the routeing and transhipment of airmail dispatches (see Conv, art 78, note 3).
Whereas para 1 lays down the rule that mails shall be reforwarded by the adm of the transhipment airport, para 2 contains two exceptions to this rule enabling the airlines to charge the reforwarding (1979 Rio de Janeiro Congress II 1624, prop 3591.91). See also the "Practical application formula for the direct transhipment of airmails by the airlines", reproduced under the Conv, art 78, note 3.

Article **210**
Steps to be taken in the event of an interrupted flight, or of diversion or missending of mails (Conv 87; Det Regs 209 and 211) ([1])

1 When an aircraft interrupts its flight for a length of time likely to delay the mails or when, for any reason whatsoever, the mails are unloaded at an airport other than that given on the AV 7 delivery bills, the airline shall hand over such mails immediately to the officials of the administration of the country where the stop has been made, who shall reforward them by the quickest route (air or surface).

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

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

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[1]) 1974 Lausanne Congress resolution C 60 declares that "mails . . . 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 (III 882).

Article **211**
Steps to be taken in the event of an accident (Conv 88; Det Regs 210)

1 When as a result of an accident in course of conveyance an aircraft is unable to continue its flight and deliver the mail at the scheduled stops, the

crew of the aircraft shall hand over the mails to the post office nearest to the place of the accident or to the office best able to reforward the mail. If the crew are unable to do this, that office, having been informed of the accident, shall take immediate action, taking over the mail and reforwarding it to its destination by the quickest route after its condition has been checked and any damaged correspondence put in order.

2 The administration of the country in which the accident occurred shall inform all administrations of previous airports of call, by telegraph, of the fate of the mail, (1) and these administrations in turn shall advise by telegraph all other administrations concerned.

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

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

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1) The opinion was expressed in Committee 1bis of the 1947 Paris Congress that in certain cases 2 telegrams might be necessary: the first to the dispatched immediately, notifying the adm concerned that an accident had occurred, likely to result in the loss of some or all of the mail, and a second, to be dispatched as soon as possible, giving details of the missing or damaged mails (II 636, prop 263).

Article **212**
Airmail correspondence sent in surface mails

Article 160 shall apply to airmail correspondence sent in surface mails.

Article **213**
Sending of airmail correspondence in transit à découvert
(Conv 84; Det Regs 212, 214 to 216)

1 As a rule, airmail correspondence in transit à découvert shall be sent to an administration which makes up direct airmails for the administration of destination. If that is not possible, the correspondence may be sent to any other administration provided that the latter is notified in advance. (1)

2 An administration which dispatches to another administration, in an airmail or a surface mail, airmail correspondence in transit à découvert for reforwarding by air **shall make up such correspondence in separate labelled bundles for each country of destination in accordance with article 154, paragraph 3, based on the AV 1 List. When the weight of the items of airmail correspondence in transit à découvert does not warrant the make-up of separate labelled bundles for each country of destination, the dispatching administration** shall gather it, sorted into categories, in bundles identified by the appropriate AV 10 labels, according to groups of countries of destination on the basis of the information in the AV 1 List. (²)

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¹) Para adopted by the 1984 Hamburg Congress on the prop of the EC in order to minimize cases in which airmail corr is sent à découvert to an adm which does not itself make up direct closed airmails for the countries of destination (II Congress/C 6 – Rep 5, prop 4608.1). The 1984 Hamburg Congress also adopted recommendation C 44, reproduced at the end of this vol, the aim of which is to expedite the transmission of airmail corr in transit à découvert (II Congress/C 6 – Rep 5, prop 4000.4).

²) The 1984 Hamburg Congress introduced the rule of bundling à découvert airmail corr by country of destination by analogy with what is laid down in art 154, para 3, bundling by groups of countries of destination being done only if the weight of the correspondence does not justify the make-up of individual bundles (II Congress/C 6 – Rep 6, prop 4608.2).

Article **214**
Preparation and checking of AV 2 bills (Det Regs 213, 215, 216 and 220)

1 When, in the conditions laid down in articles **215** and **216,** airmail correspondence à decouvert is accompanied by bills in the form of the annexed specimen AV 2, its weight shall be shown separately for each group of countries of destination. The AV 2 bills shall be specially numbered in two consecutive series, one for unregistered items and the other for registered items. The number of AV 2 bills shall be entered in the corresponding item of table III of the C 12 letter bill. Transit administrations may request the use of special AV 2 bills listing in a set order the most important groups of countries. **All AV 2 bills shall be inserted into the bag containing the C 12 letter bill.**

2 The weights of à découvert correspondence for each group of countries shall be rounded up to the nearest decagramme **when** the fraction of the decagramme **is equal to or greater than 5 grammes; it shall be rounded down to the nearest decagramme otherwise.** (¹)

3 If the intermediate office establishes that the actual weight of à découvert correspondence differs by more than 20 g from the weight recorded, it shall amend the AV 2 bill and immediately notify the dispatching office of

exchange of the mistake by C 14 verification note. If the discrepancy noted is within the above-mentioned limits the entries made by the dispatching office shall hold good.

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

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[1]) See Conv, art 83, note 8.

Article **215**
Airmail correspondence in transit à découvert. Statistical operations (Conv 84, para 2; Det Regs 173, 214, 216 and 220)

1 The air conveyance dues for airmail correspondence in transit à découvert provided for in article **84** of the Convention shall be calculated on the basis of statistics taken annually and alternately during the **first fourteen or twenty-eight days of May or October,** in such a way that these periods coincide with those **for the** statistics on surface mail in transit provided for in article **173, paragraph 1.** ([1])

2 During the statistical period, à découvert transit airmail correspondence shall be accompanied by AV 2 bills, prepared and verified as laid down in article **214;** the AV 10 bundle label and the AV 2 bill shall be overprinted with the letter "S". When there is no à découvert airmail correspondence, **registered or unregistered, to be inserted** in a mail which normally includes such correspondence, **one or two AV 2 bills, as necessary,** endorsed *"Néant"* (Nil) shall accompany the letter bill of the mail.

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

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[1]) In order to simplify the work of adms, the 1984 Hamburg Congress decided to have the statistical period for à découvert airmail corr coincide with that used for calculating transit charges and surface-mail terminal dues. Consequently, instead of starting on 2 May or 15 October as under the 1979 Rio de Janeiro Congress system, the statistical period henceforth starts on 1 May or 1 October, as the case may be. As to the possible extension of the statistical period from 14 to 28 days, see Conv, art 84, note 3 (1984 Hamburg Congress, II Congress/C 6 – Rep 5 and Congress/C 10 – PV 19, prop 4610.2).

Article **216**
Airmail correspondence in transit à découvert which is excluded from statistical operations (Conv 84, para 3; Det Regs 214)

1 Airmail correspondence in transit à découvert which is excluded from statistical operations in accordance with article **84,** paragraph 3, of the Convention and for which accounts are prepared on the basis of the actual weight shall be accompanied by AV 2 bills prepared and checked as laid down in article **214.** If the weight of missent airmail correspondence originating at one and the same office of exchange and contained in a dispatch from that office does not exceed 50 grammes, (1) routine preparation of an AV 2 bill in accordance with article **214,** paragraph 4, shall not take place.

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

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1) The EC considered a suggestion from India to raise the exemption threshold from 50 to 100 g. A special consultation carried out on this matter in October 1981 showed that 60 percent of adms favoured this simplification, but the EC decided, at its 1982 session, to maintain the status quo, in particular, to avoid unfavourable effects on the quality of the sorting (1984 Hamburg Congress, I Congress – Doc 1, para 27).

Article **217**
Return of empty airmail bags (Det Regs 168, 205)

1 Empty airmail bags shall be returned to the administration of origin in accordance with the rules of article 168. Nevertheless, a special mail shall be made up as soon as the number of empty bags reaches ten. (1)

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

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

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

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[1]) A para redrafted by the 1964 Vienna Congress to take into account, firstly, the agreement reached with IATA in respect of the return by air free of charge of empty airmail bags, and secondly, the condition contained in the last sentence of para 1. (II 1189 and 1342, prop 5059.) The practical method of application recognized by the IATA-UPU Contact Committee at its meeting on 29 March 1962 and prescribing the procedure to be observed is given below:

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 administrations 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 administrations 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 administrations shall specify a single office of exchange to which empty bags are to be returned.
iii Administrations 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 AV 8 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 AV 7 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 AV 7 accordingly. In case of refusal, it shall return the relevant AV 7 bill with an indication to that effect and shall advise the postal administration concerned as to when it will be able to take the consignment.
viii An intermediate administration reforwarding empty bags to the administration of origin may send them by any other airline with available capacity.

This procedure was used as from 1 January 1963 (circ 156/1962) for a trial period of a year, and has continued in application by tacit renewal. See Summary Record 1964 ELC session, p 9.

[2]) See art 205, paras 1 and 2 for the distribution and transmission of AV 7 S bills.

[3]) A provision adopted by the 1964 Vienna Congress in order to emphasize the possibility of concluding special agreements for the reciprocal use of airmail bags and to encourage the conclusion of such agreements (cf note 1, last subpara of "General principles").

Chapter II

Accounting. Settlement of accounts

Article **218**
Accounting for air conveyance dues

1 Accounting for air conveyance dues shall be effected in accordance with articles **83** and **84** of the Convention.

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

1) The 1964 Vienna Congress, in instituting the method of statistical returns for accounts for airmail dispatches in transit à découvert (see Conv, art 84, note 3), envisaged this as an exceptional method for airmails (II 1186 and 1342, prop 5062).

Article **219**
Accounting for surface transit charges relating to airmails

If airmails transported by surface are not included in the statistics provided for in article **173,** (1) the relative sea or land transit charges shall be calculated in accordance with the actual gross weight of the airmails shown on the AV 7 statements.

1) See art 178, note 2.

Article **220**
Preparation of AV 3 and AV 4 statements of weights (Det Regs 221 and 222) (1)

1 Each creditor administration shall prepare a statement in the form of the annexed specimen AV 3, monthly or quarterly as preferred, using the airmail particulars entered on the AV 7 delivery bills. Mails carried over the same air sector shall be entered on the AV 3 statement by office of origin, then by country and office of destination, and in chronological order **of the mails** for each office of destination. When **the copies of the AV 3bis statement** (2) **are used for the settlement of air conveyance dues** inside the country of destination in accordance with article **82,** paragraph 4, of the Convention, **they** shall be marked *"Service intérieur"* (Internal service).

2 For à découvert correspondence reforwarded by air, the creditor administration shall prepare a yearly statement in the form of the annexed specimen AV 4. This shall be done at the end of each statistical period as laid down in article **215,** paragraph 1, and based on the particulars appearing on the AV 2 "S" bills. The total weights shall be multiplied by 26 **or 13, as appropriate,** on the AV 4 statement. If the accounts have to be prepared on the basis of the actual weight of à découvert airmail correspondence, AV 4 statements shall be drawn up as often as is provided for in paragraph 1 for AV 3 statements and on the basis of the corresponding AV 2 bills.

3 If, during an accounting period, a change occurring in the arrangements made for the exchange of airmail correspondence in transit à découvert results in a variation of at least 20 percent and exceeding 500 **gold** francs **(163.35 SDR)** in the total amounts to be paid by the dispatching administration to the intermediate administration, these administrations, at the request of one or the other, shall agree to replace the multiplier referred to in paragraph 2 by another valid only for the year in question.

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

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[1]) In formal opinion C 95 (III 959), the 1979 Rio de Janeiro Congress calls on adms to prepare AV 3 and AV 4 statements of weights and AV 5 detailed accounts in accordance with the provisions of the Acts of the Union (art 10 of the Conv and arts 220 and 221 of the Det Regs).

[2]) The use of the AV 3bis statement for the settlement of internal air conveyance dues was introduced by the 1984 Hamburg Congress. Since this statement includes a column for M bags, it can be used both for calculating terminal dues and for settling internal air conveyance dues (II Congress/C 6 – Rep 2, prop 4615.1).

Article **221**
Preparation of AV 5 detailed accounts **and AV 11 general accounts** (Det Regs 220 and 222)

1 The creditor administration shall prepare on a form, conforming to the annexed specimen AV 5, detailed accounts showing the amounts due to it according to the AV 3, **AV 3bis** and AV 4 statements of weights. Separate detailed accounts shall be prepared for closed airmails and for airmail correspondence à découvert ([1]) as often as indicated in article **220,** paragraphs 1 and 2 respectively.

2 The amounts to be included in the AV 5 detailed accounts shall be calculated:

a for closed mails, on the basis of the gross weights appearing on the AV 3 **and AV 3bis** statements;

b for airmail correspondence à découvert, according to the net weights shown on the AV 4 statements, increased by 5 percent.

3 Monthly or quarterly AV 5 accounts may be summarized by the creditor administration in a quarterly, half-yearly or annual recapitulative airmail account, as agreed between the administrations **concerned.** (²)

4 AV 5 detailed accounts may be summarized in a quarterly general account in the form of the annexed specimen AV 11, prepared by the creditor administrations which have adopted the offset system of settling accounts; this account may, however, be prepared half-yearly after agreement between the administrations **concerned**. (³)

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¹) The 1969 Tokyo Congress made provision for the preparation of separate detailed accounts for closed airmails and à découvert airmail corr to expedite settlement of accounts for airmail corr included in the statistics (II 1515, prop 4033/Rev).

²) According to the text adopted by the 1964 Vienna Congress, AV 5 accounts drawn up monthly were summarized in a quarterly or half-yearly recapitulative airmail account. It was understood that this measure, which was designed to reduce the number and frequency of banking transactions, was not to cause delay in settlement of accounts (II 1192, prop 5107). The 1974 Lausanne Congress stressed the optional nature of this provision and also provided for an annual recapitulation in border-line cases. (II 1380, prop 3598.1.)

³) An optional measure adopted by the 1974 Lausanne Congress. It makes it easier to settle airmail accounts by offsetting balances through creating for that purpose a general airmail account (AV 11) similar to that for parcels (cf General account, CP 18). (II 1380, prop 3598.2.)

Article **222**

Submission and acceptance of AV 3**, AV 3bis** and AV 4 statements of weights, AV 5 detailed accounts **and AV 11 general accounts** (Det Regs 220 and 221) (¹)

1 As soon as possible and at the latest within six months from the end of the period to which they refer, the creditor administration shall send the debtor administration AV 3 statements, **the copies of AV 3bis statements,** AV 4 statements when payment for à découvert airmail correspondence is made on the basis of the actual weight, and the relevant AV 5 detailed accounts, all together in duplicate. The debtor administration may refuse to accept accounts not forwarded to it within that period. (²)

2 After verifying the AV 3**, AV 3bis** and AV 4 statements and accepting the relative AV 5 detailed accounts, the debtor administration shall return one

copy of the AV 5 accounts to the creditor administration. If the verification reveals any discrepancies, the corrected AV 3, **AV 3bis** and AV 4 statements shall be attached in support of the duly amended and accepted AV 5 accounts. If the creditor administration disputes the amendments made to these AV 3, **AV 3bis** or AV 4 statements, the debtor administration shall confirm the actual data by sending photocopies of the AV 7 or AV 2 forms drawn up by the office of origin upon dispatch of the disputed mails. A creditor administration which has received no notice of amendment within three months ([3]) of the date of dispatch of the accounts shall regard the accounts as fully accepted.

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

4 The AV 5 recapitulative accounts and the AV 11 general accounts referred to in paragraphs 3 and 4 respectively of article 221 shall be prepared and dispatched by the creditor administration as soon as the AV 5 detailed accounts relative to the period concerned are accepted or regarded as fully accepted. The debtor administration shall make payment within the period of six weeks provided for in article 103, paragraph 9.

5 Notwithstanding paragraph 4, the AV 11 general account may be prepared and dispatched without waiting for the AV 5 accounts to be returned, accepted, as soon as an administration which has all the accounts relative to the period concerned finds that it is the creditor. The check of the AV 11 account by the debtor administration and payment of the balance shall be made within a period of three months after receipt of the general account.

6 Whenever the statistics provided for in article **215,** paragraph 1, fall in October, annual payments for airmail correspondence in transit à découvert may be made provisionally on the basis of statistics compiled during May of the previous year. The provisional payments shall then be adjusted in the following year when the accounts based on the October statistics are approved or regarded as fully accepted.

7 If an administration is unable to carry out the annual statistical operations provided for in articles 215, paragraph 1, and 220, paragraph 2, it shall reach agreement with the administrations concerned to make the annual payment on the basis of the statistics of the preceding year and, if necessary, to use the special multiplier laid down in article 220, paragraph 3. ([4])

8 Discrepancies in the accounts shall not be taken into consideration if they do not exceed **30 gold** francs **(9.80 SDR)** per account. ([5])

9 If the total of AV 5 detailed accounts does not exceed 50 gold francs (16.33 SDR) per annum the debtor administration shall be excused all payment. If the balance of an AV 11 general account does not exceed 50 gold

francs (16.33 SDR), it shall be carried over to the next AV 11 general account. If a balance not exceeding 50 gold francs (16.33 SDR) is outstanding at the end of the year, the debtor administration shall be exempted from all payment. (6)

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

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[1]) The delays in the settlement of airmail accounts have given rise to several studies.
The 1964 Vienna Congress, by resolution C 33, b, charged the EC "to seek suitable methods of remedying the inconvenience suffered by certain administrations as a result of the delay in payment of charges for the conveyance of airmail" (II 1130, 1194–1196, props 5108, 5123).
The results of the work done on this subject are contained in circ 208/1968, which urged adms to settle their airmail accounts as quickly as possible and suggested some ways of speeding up the settlement of airmail accounts.
Since IATA had drawn the UPU's attention to the considerable delays in the settlement by some adms of the amounts due to airlines, the IB again pointed out to adms their responsibilities in this field (see circs 179/1971 and 166/1973).
As part of the work done by the IATA-UPU Contact Committee, individual reminders were sent to a number of adms in August 1975 and June 1976 on the basis of information provided by IATA. While the information was not precise enough to enable all adms to identify the amounts claimed, quite a number of them said they settled within the prescribed time limits the accounts submitted by the adms from the countries to which the creditor airlines belonged. They also claimed that they immediately paid their own national airline the sums received from other adms; they felt, however, that not all adms did this. To avoid such a situation which can easily arise in the case of settlement by offsetting, the 1979 Rio de Janeiro Congress adopted recommendation C 72 (III 929 and 930) recommending adms to pay their national airline, without delay, sums due to it as soon as these sums are paid by the debtor adms, possibly by offsetting.
At the prop of the EC, the 1984 Hamburg Congress also took certain measures recommended by the IATA-UPU Contact Committee in order to improve the position:

- specifying in art 102, para 4, that 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 (II Congress/C 6 – Rep 6, prop 2502.1);
- adopting recommendation C 71, reproduced at the end of this vol, which calls on adms wishing to settle airmail accounts by offsetting to include them in an AV 11 airmail general account;
- speeding up settlement of the recapitulative AV 5 accounts and of the AV 11 General accounts, see paras 4 and 5 of this art (II Congress/C 6 – Rep 6, prop 4617.1).

[2]) As regards the non-acceptance of an airmail account, see IB opinion, Rep 1972, pp 89–91.

[3]) With a view to setting a standard time limit for the verification and acceptance of C 20, C 20bis, AV 5 and CP 16 accounts, the 1979 Rio de Janeiro Congress reduced from four to three months the time limit set for airmail accounts (II 1632, prop 3604.1).
With the same aim of standardizing time limits, the 1979 Rio de Janeiro Congress decided to discontinue setting separate time limits for the submission and acceptance of accounts relating to à découvert airmail corr for which payment is made on the basis of statistics. (Under the 1974 Lausanne Congress system, these time limits were four and two months respectively.) (II 1632, prop 3604.2.)

[4]) Provision adopted by the 1984 Hamburg Congress in order to introduce a standard procedure in cases when an adm is unable to perform the statistical operations during the period set in art 215, para 1 (II Congress/C 6 – Rep 5, prop 4617.2).

[5]) Amount raised from 10 to 30 fr by the 1984 Hamburg Congress to take account of currency depreciation and to simplify accounting operations between adms (II Congress/C 6 – Rep 2, prop 4617.6).

[6]) The 1984 Hamburg Congress assembled in para 9 all the rules on exemption from payment by transferring from 1979 Rio de Janeiro art 216, para 4, the ones concerning AV 11 general accounts (II Congress/C 6 – Rep 6, props 4616.1 and 4617.1). At the same time, the Hamburg Congress increased from 25 to 50 fr the payment exemption threshold for both types of account (cf note 5 above) (II Congress/C 6 – Reps 2 and 7, prop 4617.6).

Section II

Surface airlifted (S.A.L.) mail ([1])

Article 223
Make-up of surface airlifted mails ([2])

1 For making up surface airlifted mails, surface bags or bags of the same colour shall be used. ([3])

2 The layout and text of surface airlifted mailbag labels shall be in the form of the annexed specimen AV 8bis. Administrations may, however, use the AV 8 labels provided for in article 202, paragraph 3, adding in bold lettering the words *"S.A.L. Surface par avion"* (S.A.L. Surface airlifted mail). ([4])

3 The AV 8 and AV 8bis labels themselves, or the optional tabs provided for in article 162, paragraph 3, shall be in the colours prescribed in article 162, paragraph 1, a to d.

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[1]) Section adopted by the 1984 Hamburg Congress to assemble the provisions on the operational aspects of surface airlifted mail (cf Conv, art 71, note 7).

[2]) In resolution C 73, the 1979 Rio de Janeiro Congress instructed the EC to consider the advisability of supplementing the existing regulations concerning the handling of inward surface airlifted mail in countries of transit and destination (III 930). This art, adopted by the 1984 Hamburg Congress, is the outcome of recommendations by the IATA-UPU joint bodies on this subject (II Congress/C 6 – Rep 5, prop 4000.7).

[3]) The words "or bags of the same colour" refer to the possibility of using lightweight bags with the appearance of surface bags.

[4]) In decision C 69, the 1979 Rio de Janeiro Congress instructed the EC to study with IATA the possibility of creating a new specimen bag label in order to distinguish surface airlifted mails from airmails (III 927). An inquiry conducted in July 1982 at the request of the Joint IATA-UPU Working Party revealed that several adms had already created special labels for "S.A.L." mail, some of which had coloured borders with blue and green stripes. The EC came out in favour of a simpler model subject to mentioning in the Annotated Acts the possibility of using labels with distinctive borders (1983 EC Docs, p 182). The 1984 Hamburg Congress endorsed the EC prop (II Congress/C 6 – Rep 5, props 4000.7 and 4908.91).

Article 224
C 18bis delivery bill (1)

1 Surface mails to be handed over at the airport shall be accompanied by five copies of the C 18bis delivery bill for each stop.

2 These five copies of the C 18bis delivery bill shall be distributed as prescribed in article 205, paragraphs 2 and 3, for the copies of the AV 7 delivery bill.

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1) Art created by the 1984 Hamburg Congress. See art 223, note 1.

Article 225
Steps to be taken in the event of an interrupted flight, or of diversion or missending of surface airlifted mails (1)

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

a officials of the administration of the country where the mails are in transit shall take charge of such mails and reforward them by surface if conditions are such that the mails can be sent promptly to the country of destination, while informing the administration of origin by telegraph;

b if rapid delivery by surface to the country of destination cannot be ensured, the administration of the transit country shall get in touch, by telephone or telegraph, with the administration of origin of the mails to determine how the latter are to be reforwarded to their destination and how compensation for reforwarding is to be calculated and settled;

c the administration of the country of transit shall make out a new delivery bill (C 18, C 18bis or AV 7, as required) and redirect the mails as instructed by the administration of origin.

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1) Art created by the 1984 Hamburg Congress. See art 223, note 1. The provisions are taken from the 1979 Rio de Janeiro Det Regs, art 205, para 3.

Section III

Information to be supplied by administrations and by the International Bureau

Chapter I

Information to be supplied by administrations and by the International Bureau

Article **226**
Information to be supplied by administrations (Det Regs 227)

1 Each administration shall send to the International Bureau, on the forms sent to it by the latter, the necessary information concerning the operation of the airmail service. This information shall include, in particular, the following:

a as regards the internal service:
   i the districts and principal towns to which mails or airmail correspondence originating abroad are forwarded by internal air services;
   ii the rates per kilogramme of the air conveyance dues calculated in accordance with article **83,** paragraph 3, of the Convention and its date of application;

b as regards the international service:
   i the decisions taken as regards the application of certain optional airmail provisions;
   ii the rates per kilogramme of the air conveyance dues, which it collects direct in accordance with article **86** of the Convention, and their date of application;
   iii the rate per kilogramme of the air conveyance dues for airmails in transit between two airports in the same country, fixed in accordance with article **83,** paragraph 4, of the Convention, and its date of application;
   iv the countries for which it makes up airmails;
   v the offices transferring transit airmails from one line to another and the minimum time necessary for such transhipment;
   vi details on the surface airlifted (S.A.L.) mail services provided under article 89 of the Convention;

vii the conveyance rates fixed for the onward transmission of airmail correspondence received à découvert in accordance with the system of average rates laid down in article **84,** paragraph 1, of the Convention and their date of application;

viii the air surcharges or combined charges for the various categories of airmail correspondence and for the various countries, with an indication of the names of the countries for which unsurcharged mail is admitted;

ix where applicable, the special charges for redirection or return to origin fixed in accordance with articles **80,** paragraph 3 and **81,** paragraph 3, of the Convention.

2 Any amendment to the information mentioned in paragraph 1 shall be communicated to the International Bureau without delay, by the quickest means. Amendments concerning the information mentioned under subparagraphs a, ii, and b, **vii,** must reach the International Bureau within the time limits prescribed in article **85,** of the Convention.

3 Administrations may agree to exchange direct any information about air services in which they are interested, particularly timetables and the latest times of arrival for airmail correspondence from abroad to catch various deliveries.

Article **227**
Documents to be supplied by the International Bureau (Det Regs 226)

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

a *"Liste générale des services aéropostaux"* (Known as *"Liste AV 1"*) (General List of Airmail Services or AV 1 List) published from the information supplied under article **226,** paragraph 1;

b *"Liste des distances aéropostales"* (List of Airmail Distances) drawn up in collaboration with the air carriers; (1)

c *"Liste des surtaxes aériennes"* (List of Air Surcharges) article **226,** paragraph 1, b, **viii** and **ix.**

2 The International Bureau shall also be responsible for supplying to administrations, at their request and expense, maps of the airlines and air timetables regularly published by a specialist private organization and recognized as being best suited to the needs of airmail services.

3 Any amendments to the documents listed in paragraph 1 and the date on which the amendments take effect shall be notified to administrations by

the quickest means (air or surface), with the minimum of delay and in the most appropriate form.

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[1]) When airmail first began, the distances for calculating air conveyance dues (Conv, art 83, para 2) were fixed arbitrarily by each adm in agreement with its national airline. As a result, distances between two given points varied considerably and it even happened that, for a given route, the outward distance was different from the return distance.
To correct this state of affairs, which made it difficult to calculate conveyance costs, the IATA–UPU Contact Committee, meeting in Cheltenham in 1951, drew up principles for calculating and applying standardized airmail distances. These principles, which were confirmed by the IATA–UPU Contact Committee in 1973, are set out in the Foreword to the List of Airmail Distances.
The method of calculating airmail distances has been progressively simplified. For instance, it was agreed with IATA in 1961 to calculate the distances on the basis of the great-circle distance from end to end, plus a coefficient of increase to take account of intermediate stops. This coefficient represents, for the whole route, the difference between the great-circle distance from end to end and the sum of great-circle distances over the shortest route. Considering that this method satisfied both adms and airlines, the IATA–UPU Contact Committee recommended in 1978 that the periodic revision of the "List" should be confined to updating the coefficient of increase on a purely technical basis.
Application of this procedure made it possible to reduce the coefficient of increase from 5 percent to 4 percent for the period of validity of the Acts of the 1979 Rio de Janeiro Congress.
IATA's calculations on the basis of airline timetables for May and November 1984 brought out coefficients of 3.2 and 3.3 percent respectively. However, IATA asked for the 4 percent coefficient to be kept, mentioning, in particular, the 1984 Hamburg Congress decision to maintain the status quo as regards the basic airmail conveyance rate (cf Conv, art 83, note 1, f). Considering that the effects for adms would be minimal, the EC decided, at its 1985 session, to accede to the IATA request in order to show its good will towards the carriers. Accordingly, the coefficient of 4 percent is retained for the period of the Acts of the 1984 Hamburg Congress.

Part IV

Final provisions

Article **228**
Entry into force and duration of the Regulations

1 These Regulations shall come into force on the day on which the Universal Postal Convention comes into operation.

2 They shall have the same duration as that Convention unless renewed [1]) by common consent between the parties concerned.

Done at **Hamburg, 27 July 1984.**

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[1]) Hitherto the Det Regs have been renewed concurrently with the principal Act (Conv or Agr). (For the signatures, see 1984 Hamburg Congress Docs, III, pp 29 to 61.)

LIST OF FORMS (1) (2) (3) (4) (5) (6) (7) (8)

No	Title or nature of form	References
1	2	3
C 1	Customs label	Art 116, para 1
C 2/CP 3	Customs declaration	Art 116, para 1
C 3/CP 4	Franking note	Art 117, para 2
C 4	"R" Label combined with the name of the office of origin and the serial number of the item	Art 131, para 4
C 5	Advice of delivery/of payment/of entry	Art 135, para 2
C 6	Collective envelope for redirection of letter-post items	Art 142, para 1
C 7	Request for withdrawal from the post	Art 144, para 1
	Request for alteration of address	Art 144, para 1
	Request for cancellation or alteration of the COD amount	Art 144, para 1
C 8	Inquiry concerning an unregistered item	Art 146, para 1
C 9	Inquiry concerning a registered item, insured letter or postal parcel	Art 147, para 1
C 9bis	Advice of redirection of a C 9 form	Art 147, para 10
C 10	Advice concerning presumed fraudulent use of postage stamps or franking impressions	Art 195, para 1, a
C 11	Report concerning presumed fraudulent use of postage stamps or franking impressions	Art 195, para 1, b
C 12	Letter bill concerning exchange of mails	Art 156, para 1
C 12bis	Statement of bags of mails received	Art 170, para 1
C 12ter	Statement of bags received	Art 170, para 2
C 13	Special list of registered items	Art 157, para 1
C 14	Verification note concerning exchange of mails	Art 165, para 2
C 15	Delivery bill for bags of mails dispatched by surface	Art 173, para 2
C 15bis	Statistical statement of bags received	Art 177, para 1
C 15ter	Recapitulative statistical statement of mails received	Art 177, para 2
C 16	Verification note concerning statistical information	Art 176
C 17	Annual statement of weight of transit mails	Art 181, para 1
C 18	Delivery bill for surface mails	Art 164, para 1
C 18bis	Delivery bill for surface airlifted mails	Art 164, para 6
C 19	Transit bulletin concerning mail statistics	Art 180, para 1
C 20	Detailed account of transit charges	Art 182, para 2, b
C 20bis	Detailed account of surface-mail terminal dues	Art 182, para 2, a
C 21	Statement of transit charges	Art 187, para 1
C 21bis	Statement of surface-mail terminal dues	Art 187, para 1
C 22	International reply coupon	Art 196, para 1
C 23	Detailed statement of reply coupons exchanged	Art 196, para 4
C 24	Detailed statement of reply coupons supplied	Art 196, para 1
C 25	Postal identity card	Art 106, para 2
C 26	Detailed monthly account of customs, etc, charges	Art 197, para 1
C 27	Trial note for determination of the most favourable route for a letter or parcel mail or for determination of the most favourable route for items sent à découvert	Art 163, paras 3 and 4
C 28	Bag label	Art 162, para 1

No	Title or nature of form	References
1	2	3
C 28bis	Statistics label	Art 174, para 1
C 29	Routine correspondence	Art 191
C 30	Bundle labels	Art 155, para 1
C 31	Account of amounts due in respect of indemnity for letter-post items	Art 198, para 1
C 32	Declaration concerning the non-receipt (or receipt) of a postal item	Art 147, para 12
C 33/CP 10	Label showing reason for non-delivery	Art 143, para 2
VD 1	Table VD 1	Art 110
VD 2	"V" label combined with the name of the office of origin and the registration number of the item	Art 134, para 1, a
VD 3	Dispatch list for insured letters	Art 158, para 1
VD 4	Report concerning loss of/theft from/damage to or other irregularities in respect of an insured letter	Art 165, para 7
AV 1	General list of airmail services, AV 1 List	Art 227, para 1, a
AV 2	Bill concerning weight of à découvert airmail correspondence	Art 214, para 1
AV 3	Statement of weights of airmails	Art 220, para 1
AV 3bis	Statement of weights (terminal dues): airmails	Art 171, para 1
AV 4	Statement of weights of à découvert airmail correspondence	Art 220, para 2
AV 5	Detailed account concerning airmail	Art 221, para 1
AV 5bis	Statement of weights of airmails received: airmail terminal dues	Art 171, para 2
AV 6	Transmission envelope for AV 7 and AV 7 S bills	Art 205, para 2, c
AV 7	Delivery bill for airmails	Art 205, para 1
AV 7 S	Delivery bill for airmails of empty bags	Art 217, para 2
AV 8	Airmail bag label	Art 202, para 3
AV 8bis	Bag label for surface airlifted mail	Art 223, para 2
AV 9	Envelope for make-up of airmails	Art 202, para 1
AV 10	Bundle labels	Art 202, para 1
AV 11	General account – airmail	Art 221, para 4
AV 12	Detailed account of airmail terminal dues	Art 185, para 2

Annexes
Forms C 1 to C 33/CP 10, VD 1 to VD 4, AV 1 to AV 12

Background note on the standardization of forms

[1]) The forms intended for use and exchange in world postal relations must have not only the same wording from country to country but also the same dimensions. For this reason the 1924 Stockholm Congress adopted what is known as the normal format for UPU forms (II 322 et seq, 352–359; 1934 Cairo Congress, I 36, 37 and 1272, prop 28).

This format is the result of scientific studies which originated in the metric system. One of its characteristics is that the relation between the two sides is always the classical relation between the side of a square and its diagonal, namely: $1 : \sqrt{2} = 1 : 1.4142$. Thanks to this relation, if a sheet of paper is folded so as to reduce the greatest dimension by half, two new sheets which are geometrically similar to the first are obtained, and so on. The constancy of the relation between the sides gives the normal format an advantage over the large number of formats which are more or less empirical.
The normal format comprises four series, each of which is derived from a basic sheet. The main series (A) comprises those to be used for written or printed texts. It is derived from a basic sheet with a 1 m² surface, a basic unit of the metric system. This square metre is, however, contained in a rectangle of 841 × 1189 mm (ratio $1 : \sqrt{2}$). The secondary series (E, C, D) derive certain elements from the A series by geometrical progression.
The sheets of series A deriving from the basic sheet A 0 841 × 1189 mm have the following dimensions:

A1	594 × 841 mm	A6	105 × 148 mm
A2	420 × 594 mm	A7	74 × 105 mm
A3	297 × 420 mm	A8	52 × 74 mm
A4	210 × 297 mm	A9	37 × 52 mm
A5	148 × 210 mm	A10	26 × 37 mm

The index figures of sheets or formats 1, 2, 3, etc, correspond to the number of times the basic sheet has had to be folded to produce the format in question.
Series C, specially for use for envelopes and files, must for this reason be of relatively larger dimensions than the sheets of the A series. The sides of the basic sheet C 0 measure 917 × 1297 mm (ratio $1 : \sqrt{2}$), with a resulting size of 1.1893 m².

[2]) The classification and description of forms in use in the UPU were revised by the 1929 London Congress (I 604 and 605; II 288 and 289). Each form is marked with one or two initials corresponding to the Act to which it relates, for example, C = Convention, VD = Valeurs (Insured Letters), CP = Colis (Parcels), etc. These initials are followed by a number determined by the sequence of the articles requiring the use of each form.

[3]) Forms for use by the public are listed in the Det Regs, art 199. For the language in which the forms are to be drawn up, see Conv, art 10.

[4]) The 1947 Paris Congress accepted prop 234, which provided that in all forms containing an address, the street and the number shall appear immediately above the place of destination (I 208; II 879). In the same way it was decided that dimensions should be uniformly indicated in such a way that the first figure indicates the breadth (base) and the second the height (I 208, prop 233; II 879).

[5]) The 1952 Brussels Congress accepted a proposal to annex to the different Acts a list of the relevant forms and to give each form a definite reference number (II 1014, prop 866). The numbering adopted as a basis is that used for forms attached to the 1947 Paris Acts (1952 Brussels Congress, II 145).

[6]) The 1952 Brussels Congress charged the IB to send the forms published in the Acts to adms on loose leaves, in order to facilitate printing (II 143 and 319, prop 1287). These specimens constitute the Collection of UPU Forms.

[7]) See also Conv, art 10, notes 1–3.

[8]) The 1979 Rio de Janeiro Congress issued formal opinion C 8 calling on adms to use forms in accordance with the specimens given in the Acts.

(Front) (1)

CUSTOMS C 1

May be opened officially

(Part to be detached if the item is accompanied by a customs declaration, otherwise to be filled up)

See instructions on the back

Detailed description of contents

Insert a cross if the item contains

a gift ☐

a sample of merchandise ☐

Value (specify the currency):	Net weight

(Back)

Instructions

If the value of the contents exceeds 918.30 gold francs (300 SDR) or the equivalent in the currency of the country of dispatch, only the upper part of this label should be affixed to the item and customs declaration C 2/CP 3 should be completed.(2)

The contents of your item (even if a gift or a sample) must be described fully and accurately. Non-observance of this condition may lead to delay of the item and inconvenience to the addressee, or even lead to the seizure of the item by the customs authorities abroad.(3)

Your item must not contain any dangerous article prohibited by postal regulations.(4)

Convention, Hamburg 1984, art 116, para 1 — Size: 52 x 74 mm, colour: green

Note. — Postal administrations are recommended to indicate the equivalent of 918.30 gold francs (300 SDR) in their national currency.

1) To make possible more detailed description of the contents, the 1969 Tokyo Congress slightly changed the layout of the C 1 label. The addition of two boxes for indication of gifts and samples of merchandise is likely to simplify and speed up customs formalities (II 1423 and 1424, prop 3023).

2) See art 116, note 8.

3) Inserted in order to draw the sender's attention to the need to comply strictly with customs prescriptions (1964 Vienna Congress, II 1102, prop 4174). See also Det Regs, art 116, note 12.

4) Provision introduced by the 1979 Rio de Janeiro Congress to make users aware that dangerous articles must not be inserted in postal items (II 1588, prop 2901.1).

C 4 (1)

R **LAUSANNE 1**
No 460

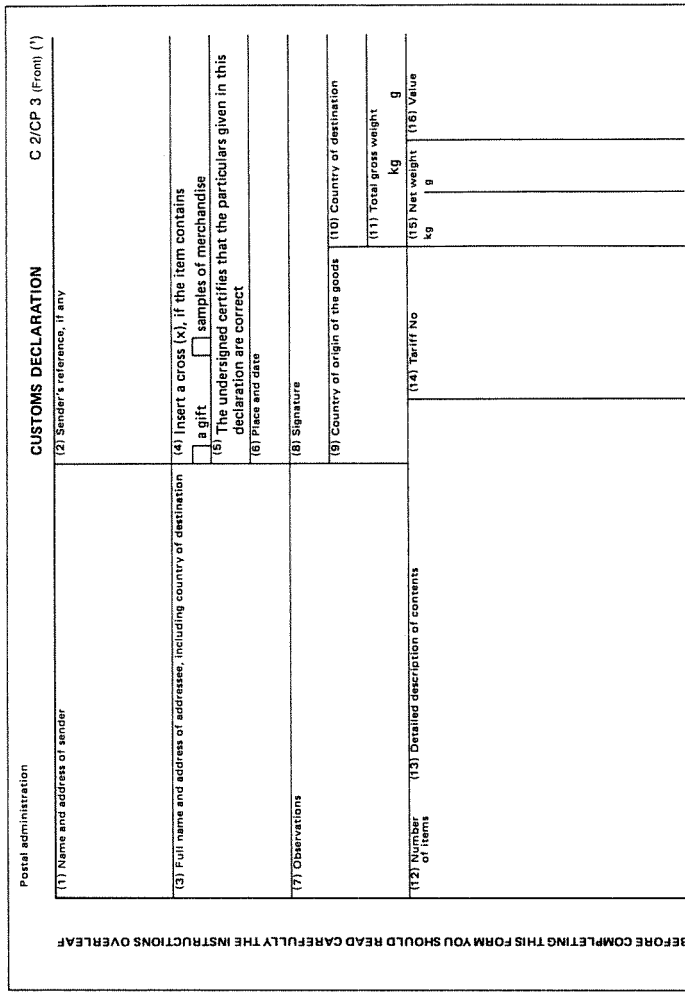
Convention, Hamburg 1984, art 131, para 4 —
Minimum size: 37 x 13 mm
Maximum size: 50 x 20 mm (2)

Note. – Administrations using bar codes in their service may use C 4 labels bearing such codes in addition to the indications already provided for. (3)

1) See art 131, notes 4, 5 and 8.

2) Maximum size set by 1979 Rio de Janeiro Congress (II 1589, prop 2904.1).

3) Remark added by the 1984 Hamburg Congress in order to bring the regulations into line with modern methods of processing registered items (II, Congress/C 4 – Rep 10, prop 2904.1).



BEFORE COMPLETING THIS FORM YOU SHOULD READ CAREFULLY THE INSTRUCTIONS OVERLEAF

Postal administration

CUSTOMS DECLARATION C 2/CP 3 (Front) (1)

(1) Name and address of sender

(2) Sender's reference, if any

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

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

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

(6) Place and date

(7) Observations

(8) Signature

(9) Country of origin of the goods

(10) Country of destination

(11) Total gross weight
kg g

(12) Number of items

(13) Detailed description of contents

(14) Tariff No

(15) Net weight
kg g

(16) Value

Convention, Hamburg 1984, art 116, para 1; Parcels, Hamburg 1984, art 106, para 1, b — Size: 210 x 148 mm

[1]) Since a customs declaration adapted to customs requirements was one of the methods of simplifying and speeding up customs formalities, the CCC-UPU Contact Committee (a joint customs-post office body) devised the new C 2/CP 3 form, valid both for letter-post items and postal parcels, which was adopted by the 1969 Tokyo Congress (II 1423 and 1424, prop 3024). See also Det Regs, art 116, note 8.

Instructions (1) (2)

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

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

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

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

Item (5) Your signature on the front is regarded as implying that your item does not contain any dangerous article prohibited by postal regulations.(3)

Item (7) See note 1 below.

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

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

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

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

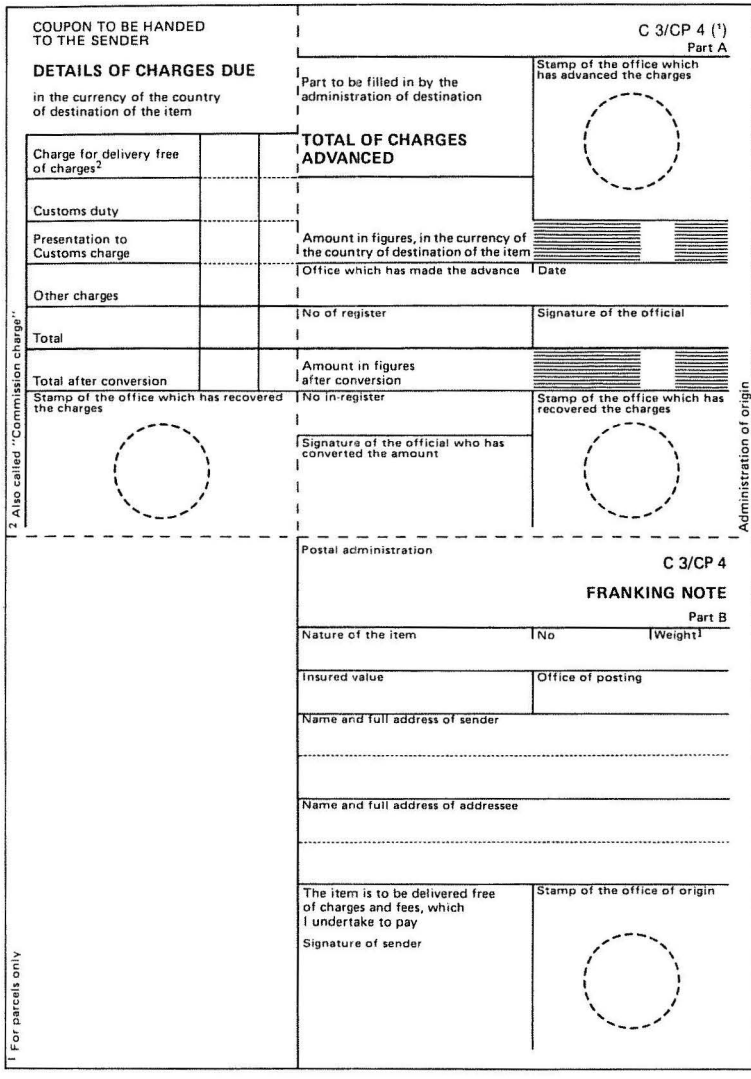
[1] Insert in space (7) any other relevant information (eg, "returned goods", "temporary admission").

[1]) Instructions supplemented by the 1969 Tokyo Congress to induce senders to give a detailed description of the contents of items (II 1423 and 1424, prop 3024). See also Det Regs, art 116, note 12.

[2]) Bulk senders who make out the customs declarations at the same time as the other dispatch documents (goods declaration, dispatch note, invoice, 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 (1969 Tokyo Congress, II 1423 and 1424, prop 3024, reasons, end).

[3]) Instructions introduced by the 1979 Rio de Janeiro Congress to make users aware that dangerous articles must not be inserted in postal items (II 1588, prop 2902.1).

(Front)



Convention, Hamburg 1984, art 117, para 2; Parcels, Hamburg 1984, art 110, para 3, b –
Size: 148 x 105 mm, colour: yellow

[1]) The 1969 Tokyo Congress merged the C 3 and CP 4 forms into a single form (II 1476, prop 3214).

(Back)

C 3/CP 4
Part B

DETAILS OF CHARGES DUE

in the currency of the country of destination of the item

Charge for delivery free of charges[2]		
Customs duty		
Presentation to Customs charge		
Other charges		
Total		

Part to be filled in by the administration of destination

TOTAL OF CHARGES ADVANCED

Stamp of the office which has advanced the charges

Amount in figures, in the currency of the country of destination of the item

Office which has made the advance | Date

No of register | Signature of the official

[2] Also called "Commission charge".

Part B (Back)

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

COUPON

Nature of the item | Weight[1]

No | Insured value

Office of posting

Name and full address of addressee

The sender has paid the charges and fees indicated on the back

Stamp of the office of origin

[1] For parcels only

Postal administration

C 3/CP 4

FRANKING NOTE

Part A

Nature of the item | No | Weight[1]

Insured value

Office of posting

Name and full address of sender

Name and full address of addressee

The item is to be delivered free of charges and fees, which I undertake to pay

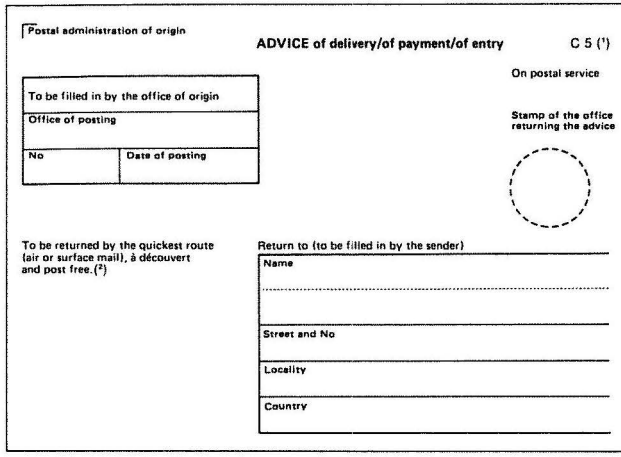
Signature of sender

Stamp of the office of origin

To be returned to the office of

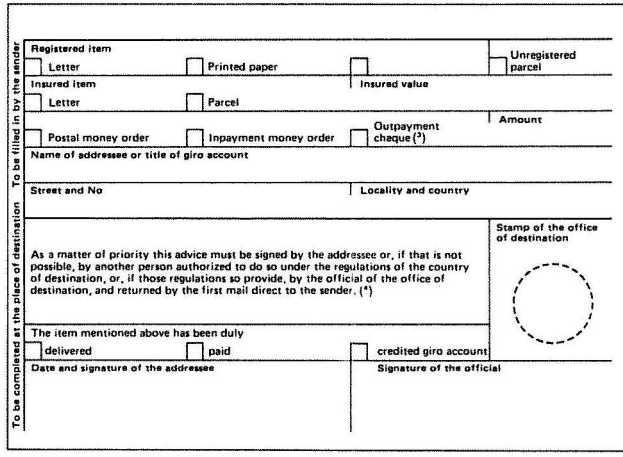
Part A (Front)

(Front)



Convention, Hamburg 1984, art 135, para 2 – Size: 148 x 105 mm with a tolerance of 2 mm; colour: light red

(Back)



1) "Of entry" was added by the 1979 Rio de Janeiro Congress (II 1590, prop 2905.6).

2) Automatic return of all advices of delivery by the quickest route (air or surface). See Conv, art 48, note 1.

3) New boxes added by the 1979 Rio de Janeiro Congress (II 1589 and 1590, props 2905.1, 2905.3 and 2905.5).

4) See Det Regs, art 135, note 4.

(Front)

C 6

Postal administration of origin

COLLECTIVE ENVELOPE
Redirection of letter-post items

ON POSTAL SERVICE

Date stamp

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

Full address of addressee

Name of addressee

Care of (where appropriate)

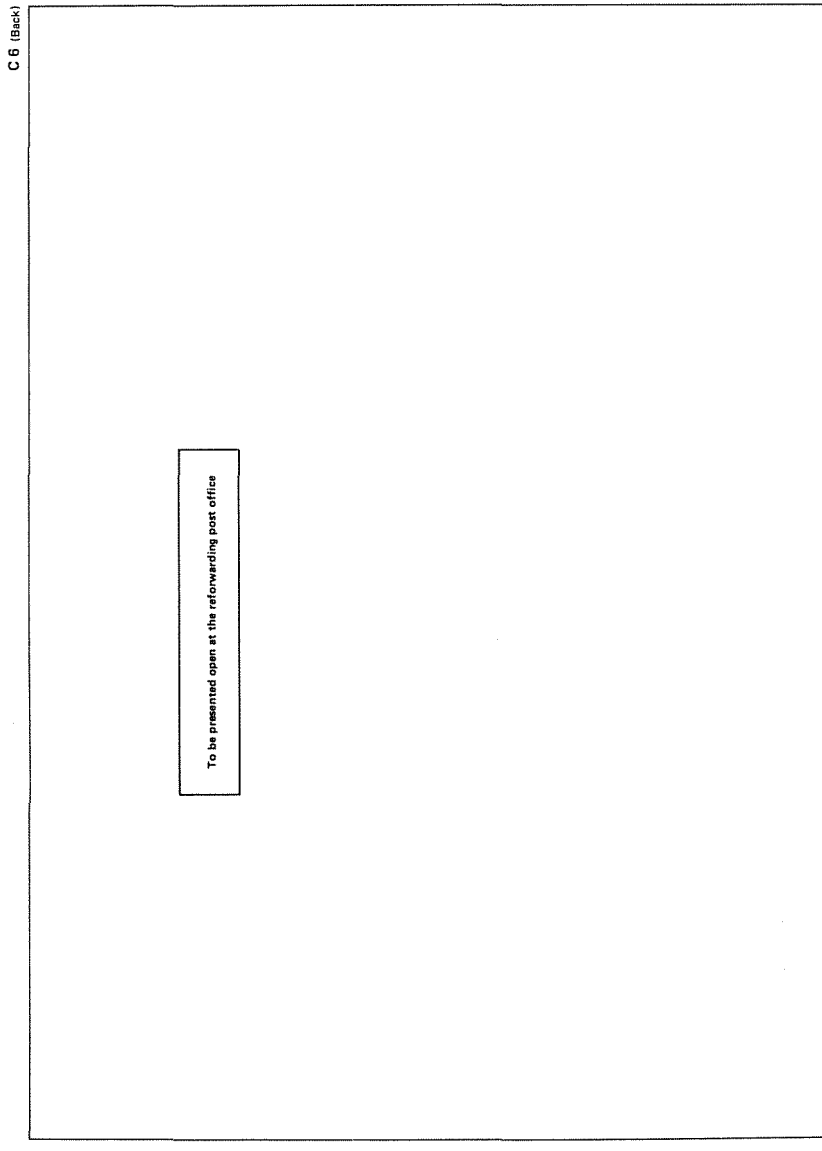
Street and No

Locality or office of destination

Country of destination

Convention, Hamburg 1984, art 142, para 1 – Maximum size: length, width and depth combined 900 mm; the greatest dimension may not exceed 600 mm (1)

1) Sizes adopted by the 1979 Rio de Janeiro Congress. (II 1590, prop 2906.2).


C 6 (Back)
To be presented open at the reforwarding post office

Postal administration of origin

REQUEST C 7 (Page 1)

☐ for withdrawal from the post (I)

☐ for alteration of address (II)

Office or service of origin

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

Office of destination or service designated as intermediary

☐ Request by post

☐ Request by telegraph (page 2)

To be sent as a registered item by the quickest route (air or surface)[1]. One form is sufficient for several items posted at the same time at the same office by the same sender to the same addressee

Request by post

Description of item

Nature of item | No of item | Date of dispatch

Office of origin | No of mail

Original COD amount in figures (where applicable)

Full name and address of the sender

Full address of the addressee as given on the item

The attached facsimile represents

☐ the envelope of the item ☐ the address of the item

I. Request for withdrawal from the post

Please return the item

☐ by surface ☐ by air

II. Request for alteration of address

Please redirect the item

☐ by surface ☐ by air

New address

III. Request for cancellation or alteration of the COD amount

☐ Please cancel the COD amount

☐ Please alter the COD amount

New COD amount, to be written in words

☐ The corrected COD money order is attached

Place and date

Stamp of the office or service where the request is handed in
Signature of the official in charge

Signature of sender

Convention, Hamburg 1984, art 144, para 1 – Size: 210 x 297 mm

Request by telegraph(2) C 7 (Page 2)

I. Request for withdrawal from the post

☐ Postbur ☐ Postex ☐ Postgen
Office or service of destination of the request

Return by ☐ surface ☐ air
Nature of item | Posting No

| Office of posting | Date of posting
from
| Full address of addressee
to

| Particulars of the sender (if any), form and colour of the item, etc
Description

☐ Postbur ☐ Postex ☐ Postgen

II. Request for alteration of address

☐ Postbur ☐ Postex ☐ Postgen
Office or service of destination of the request

| Old particulars
Replace
| New particulars
by
| Nature of item | Posting No
on
| Office of posting | Date of posting
from
| Full address of addressee
to

| Particulars of the sender (if any), form and colour of the item, etc
Description

redirection requested by ☐ surface ☐ air

☐ Postbur ☐ Postex ☐ Postgen

III. Request for cancellation or alteration of the COD amount

☐ Postbur ☐ Postex ☐ Postgen
Office or service of destination of the request

| New amount in words (if applicable)
☐ Cancel ☐ Alter to
| Nature of item | Posting No
the COD charge on
| Office of posting | Date of posting
from
| Full address of addressee
to

☐ Postbur ☐ Postex ☐ Postgen

Place and date

Signature of sender

Stamp of the office where the request is handed in
Signature of official in charge

C 7 (Page 3)

Part to be filled in by the office or service where the request originates

Office or service where request is handed in	This page should be returned to the address opposite by the quickest route (air or surface)

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

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

I. Request for withdrawal from the post	The item in question was duly returned to origin by ☐ surface ☐ air	
	No of mail	Date of mail
II. Request for alteration of address	The item in question was duly redirected to the under-mentioned address by ☐ surface ☐ air	
	No of mail	Date of mail
	New address of the redirected item	
III. Request for cancellation or alteration of the COD amount	The COD amount in question was duly	
	☐ cancelled	☐ altered to the amount stated below
	New COD amount	
IV. Miscellaneous	☐ The item in question has already been delivered to the addressee	
	☐ The item in question has been seized by virtue of the internal legislation of this country	
	☐ The request by telegraph not being explicit enough to enable the necessary action to be taken, please send additional details	
	☐ The search was unsuccessful	

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



[1]) The words "by the quickest route (air or surface)" were added by the 1979 Rio de Janeiro Congress (II 1590, prop 2907.2).

[2]) See Det Regs, art 108.

Postal administration of origin

C 8 (Front)

INQUIRY
Unregistered item

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

Stamp of the office of origin

Office or service of origin	Date	Reference

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

Reason for inquiry

Item	☐ not arrived	☐ rifled	☐ damaged	☐ delayed
Item under inquiry	☐ Letter	☐ Postcard	☐ Newspaper	
	☐ Printed paper	☐ Small packet	☐	
Special indications	☐ Express	☐ Airmail		
	☐ COD	COD amount and currency		
Posted	Exact or approximate date			
Sender	Name and full address			
Addressee	Name and full address			
	Name and address on the item			
Contents (precise description)				
Description of external wrapping	The address was ☐ written on the item ☐ gummed ☐ tied on Size of the item Special marks Facsimile ☐ attached ☐ not attached			
The item, if found, should be sent	☐ to the sender ☐ to the addressee			

Convention, Hamburg 1984, art 146, para 1 — Size: 210 x 297 mm

2 Particulars to be supplied by the sender C 8 (Back)

Posted	Date and time Name of post office or location of letter-box ☐ By the sender himself ☐ By a third party Name of third party
Postage prepaid	☐ For air transmission ☐ For surface transmission Amount of postage prepaid
Special indications	☐ Express ☐ Airmail Any other indications

3 Detailed information from the office of origin

4 Particulars to be supplied by the addressee

Has the item reached the addressee?		Date ☐ Yes ☐ No
How correspondence is normally delivered	☐ Called for at the post office	Name of post office Name of person to whom items are handed over
	☐ Delivered to the place of address	☐ Handed directly to the addressee ☐ Handed to a person in the addressee's service ☐ Put in a special box ☐ The box is locked and regularly cleared
Origin of any correspondence previously lost		

5 Detailed information from the office of destination[1]

This form must be returned to

[1] In the case of COD items, please state how paid.

Postal administration of origin

INQUIRY
Registered item, insured letter or postal parcel

C 9 (Page 1)

Stamp of the office of origin

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

Office or service of origin

Date of inquiry

Date of duplicate | Reference

1 Particulars to be supplied by the service of origin

Reason for inquiry

☐ Item not received ☐ Contents missing (1) ☐ Item damaged ☐ Item delayed ☐ Advice of delivery not duly completed (1)

Registered item

☐ Letter ☐ Printed paper ☐ Small packet ☐

Insured item | Insured value amount

☐ Letter ☐ Parcel

☐ Ordinary parcel

Special particulars

☐ Airmail ☐ S.A.L.(1) ☐ Express ☐ Advice of delivery

COD amount and currency

☐ COD

Weight (does not concern letter-post items)

Date of posting | Office of posting | No of item

Routeing (does not concern letter-post items)

Name and full address of sender

Name and full address of addressee

Contents (precise description)

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

Facsimile of the address on the item

☐ attached ☐ not attached

Item, if found, should be sent (1)

☐ to the sender ☐ to the addressee

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

Mail in which the item was sent	Date	From	For
☐ Air ☐ S.A.L.(1) ☐ Surface			
☐ Air ☐ S.A.L.(1) ☐ Surface			
☐ Air ☐ S.A.L.(1) ☐ Surface			

Convention, Hamburg 1984, art 147, para 1 – Size: 210 x 297 mm

C 9 (Page 2)

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

Mail in which the item was sent

No Date

☐ Air ☐ S.A.L.(1) ☐ Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry	No	No of entry	Office stamp
☐ Bulk advice			
☐ Table VI of the letter bill (C 12)			
☐ Special list (C 13)			
☐ Dispatch list (VD 3)			
☐ Parcel bill (CP 11 or CP 20)			

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

Mail in which the item was sent

No Date

☐ Air ☐ S.A.L.(1) ☐ Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry	No	No of entry	Office stamp
☐ Bulk advice			
☐ Table VI of the letter bill (C 12)			
☐ Special list (C 13)			
☐ Dispatch list (VD 3)			
☐ Parcel bill (CP 11 or CP 20)			

Signature

Mail in which the item was sent

No Date

☐ Air ☐ S.A.L.(1) ☐ Surface

Dispatching office of exchange

Office of exchange of destination

Particulars of entry	No	No of entry	Office stamp
☐ Bulk advice			
☐ Table VI of the letter bill (C 12)			
☐ Special list (C 13)			
☐ Dispatch list (VD 3)			
☐ Parcel bill (CP 11 or CP 20)			

Signature

3 Particulars to be supplied by the service of destination C 9 (Page 3)

A. In case of delivery

Date of delivery

The item in question was duly delivered to the entitled person

In case of rifling, damage or delayed delivery, indicate briefly the reason in table 4 under "Any other comments"

The COD amount has been

☐ forwarded to the sender of the item — Date — No of money order

☐ forwarded to the giro centre — Date — No of money order

Name of giro centre

☐ credited to giro account

Stamp and signature of official in charge of the delivery office

B. In case of non-delivery, give the reason if it is a question of retention or return to origin

Treatment of the item — Name of office

☐ It is at — Date

☐ It has been returned to the office of origin[1]

Reasons

☐ It has been redirected[1] — New address in full — Date

☐ It has not been received at the office of destination. The addressee's declaration is attached

Stamp and signature of official in charge of the delivery office

4 Final reply

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

The investigations made in our service have been unsuccessful. If the item under inquiry has not been received back by the sender, we authorize you to compensate the applicant within the prescribed limits

Reference

☐ The full amount paid may be debited against our service in a CP 16 summarized account

Reference

☐ Because of the use of bulk advice, it is impossible to establish where the loss occurred. One half of the amount paid may be debited against our service in a CP 16 summarized account(2)

☐ Because of the agreement between our two administrations, your administration has to compensate the applicant(3)

Any other comments (continue overleaf)

Stamp, date and signature

This form must be returned to

[1] See table 2 for routeing.

---

1) New additions made by the Hamburg Congress (II Congress/C 4 – Reps 9 and 10, prop 3909.3, 3909.4, 3909.5, 3909.6).

2) Conv, art 55, para 4 and art 56, para 4; Parcels, art 42, para 4.

3) Conv, art 59, para 3; Parcels, art 44, para 4.

Postal administration of origin

C 9bis (1)

Office or service sending the advice

ADVICE
Redirection of a C 9 form

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

Item concerned

Nature of item	☐ Registered item ☐ Insured letter ☐ Ordinary parcel ☐ Insured parcel
Posting	Date / Office / Number
Special particulars	Insured value COD amount
Sender	.....
Addressee	.....

C 9 form redirected today to	Name of office

Information on the redirection of the item concerned

Mail	From	To	
	No of the mail	Date	
Entry	☐ Bulk advice	No	No of entry
	☐ Letter bill	No	No of entry
	☐ Special list	No	No of entry
	☐ Dispatch list	No	No of entry
	☐ Parcel bill		
Other information			

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

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

Signature

Convention, Hamburg 1984, art 147, para 10 – Size: 210 x 297 mm

1) Form adopted by the 1969 Tokyo Congress (II 1491, prop 3155/Rev 2). See also Det Regs, art 147, note 8.

Postal administration of origin

C 10

ADVICE
Presumed fraudulent use of postage stamps or franking impressions

Office dispatching the advice	Date of advice	Reference

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

Nature of presumed fraud

- ☐ Counterfeit postage stamp
- ☐ Already used postage stamp
- ☐ Counterfeit franking machine impression
- ☐ Already used franking machine impression
- ☐ Counterfeit printing press impression
- ☐ Already used printing press impression

Nature of item

Office of origin	Date of posting

Copy of the address

Presumed irregularity

Observations, if any

Stamp, date and signature

Convention, Hamburg 1984, art 195, para 1, a – Size: 210 x 297 mm

Postal administration of origin

C 11

REPORT
Presumed fraudulent use of postage stamps or franking impressions

Office preparing the report

To the administration of	Notes. To be sent by registered post to the administration of origin of the item	
	Date of report	Reference

Nature of item	Office of origin	
Date of dispatch	Weight of item	Postage prepaid
Name and address of addressee		

Nature of presumed fraud

- ☐ Counterfeit postage stamp
- ☐ Already used postage stamp
- ☐ Counterfeit franking machine impression
- ☐ Already used franking machine impression
- ☐ Counterfeit printing press impression
- ☐ Already used printing press impression

The addressee declares

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

Name and address of sender

Consequently,

- ☐ we have delivered the item to the addressee
- ☐ we have seized in order to send it to the administration of origin
  - ☐ the item
  - ☐ that part of the item containing the address and the suspect imprint or stamp

Observations, if any

In witness whereof, we have, in single copy, drawn up this report in order that effect may be given to article 13 of the Convention and to article 195 of its Detailed Regulations.

Signature of addressee or his attorney	Stamp of the office preparing the report and date Position and signature of the official

Convention, Hamburg 1984, art 195, para 1, b – Size: 210 x 297 mm

Dispatching administration

LETTER BILL
Exchange of mails

C 12 (Front)

Dispatching office of exchange	Date of dispatch	Mail No

Office of exchange of destination

Name of ship

Flight No

Transit administration(s) (1)

Number of surface bags subject to transit charges and/or terminal dues (2)	Number of surface bags exempted from transit charges and terminal dues (2)

LC/AD bags	M bags

I. The mail contains
unregistered items ☐ express ☐ air

II. Number of bags

	Number
Bags with red labels	
Bags with white and blue labels	
Sacks of empty bags (SV)	
Total number of bags	

III. Summary of items entered in the mail

	Registered	Insured
Number of bags containing items		
Number of packets containing items		
Number of special lists (registered) or dispatch lists (insured)		
Total number of items included in the mail		

Number of AV 2 bills

IV. Closed mails included in this mail

No of the mail	Office of origin	Office of destination	No of bags or packets

Stamp of the dispatching office of exchange
Signature of the official

(1) Continue overleaf if necessary.

Convention, Hamburg 1964, art. 154, para. 1
Size: 210 x 297 mm

V. Official notes

Dispatching administration bags	Number
Bags returned empty belonging to the administration of destination	Number

☐ C 27 note enclosed in mail (4)

Other information

VI. List of registered items

Bulk entry

Presence of items (3) ☐ express ☐ airmail

Number of items inserted in this bag (5)

In letters

In figures

Individual entry

Number		Office of origin	Observations
serial	of the item		
1			
2			
3			
4			
5			
6			
7			
8			
9			

Stamp of the office of exchange of destination
Signature of the official

C 12 (Back)

VI. List of registered items (conclusion)

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

[1]) Indication of the transit adm by the dispatching office of exchange enables the office of exchange of destination to draw up the C 12bis form by forwarding route.

[2]) The 1984 Hamburg Congress introduced separate boxes for permanent entry of the number of LC/AO bags, on the one hand, and of M bags, on the other, contained in each mail (II Congress/C 5 – PV 7, prop 3912.2 adopted without discussion).

[3]) Box designed for entering bags exempted from transit charges and terminal dues. See Conv, art 65.

[4]) Addition made by the 1984 Hamburg Congress (II Congress/C 4 – Rep 10, props 2563.2 and 2912.2). See also Det Regs, art 163, para 3.

[5]) Addition made by the 1984 Hamburg Congress (II Congress/C 4 – Rep 10, props 2560.1 and 2912.1). See also Det Regs, art 160, para 4.

[6]) See Det Regs, art 157, para 2.

Year

C 12bis (1)

STATEMENT OF BAGS
Mails received

Dispatching administration	Administration of destination
Dispatching office of exchange	Office of exchange of destination
Transit administration(s) (2)	Month / Year

Number of bags received during month according to C 12 forms

Date of mail	Number of mail	Number of bags		Date of mail	Number of mail	Number of bags	
		LC/AO	M			LC/AO	M
1	2	3	4	1	2	3	4

STATEMENT
of bags received C 12ter (1)

Dispatching administration	Transit administration(s)
Administration of destination	☐ First quarter ☐ Second quarter ☐ Third quarter ☐ Fourth quarter — Year

I. Number of bags received during quarter according to C 12bis forms

Office of exchange		Number of bags		Office of exchange		Number of bags	
of dispatch	of destination	LC/AO	M	of dispatch	of destination	LC/AO	M
1	2	3	4	1	2	3	4
				Total of bags to be entered on C 20bis account and C 17 statement as applicable			

Administration of destination
Place, date and signature

Seen and accepted by administration of origin
Place, date and signature

Convention, Hamburg 1984, art 170, para 2 –
Size: 210 x 297 mm

1) New form introduced by the 1984 Hamburg Congress to be completed quarterly by central adms of destination (II Congress/C 5 – PV 7, prop 3912.92/Rev 1). On the basis of the 4 quarterly forms drawn up each year, the adms of destination of the mails are to prepare their own C 20bis terminal dues account and the C 17 statements of weights of transit mails (see Det Regs, art 181).

Dispatching administration

SPECIAL LIST
Registered items

C 13

Dispatching office of exchange	Date of dispatch	Time	Mail No
	Special list No		
Office of exchange of destination	Name of ship		
	Flight No		
	Via		

Bulk entry

Number (in letters)

Number (in figures)

Individual entry

Number		Office of origin	Observations
serial	of the item		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Number		Office of origin	Observations
serial	of the item		
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

Stamp of the dispatching office of exchange
Signature of the official

Stamp of the office of exchange of destination
Signature of the official

Convention, Hamburg 1984, art 157, para 1 –
Size: 210 x 297 mm or 210 x 148 mm

Postal administration of origin

VERIFICATION NOTE
Exchange of mails

C 14 (Front)

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

1 Irregularities concerning bags or covers

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

The bags and covers described above

- ☐ did not arrive here
- ☐ were missent
- ☐ were they received by your office?
- ☐ arrived in excess
- ☐ arrived in bad condition
- ☐ have been repaired here
- ☐ arrived here unlabelled

2 Irregularities concerning documents

Missing documents (please send a copy)

- ☐ AV 7 delivery bill
- ☐ AV 2 weight bill
- ☐ Letter bill
- ☐ Special list

No

Number of registered items received

	LC	AO	CP	The total weight was checked here
☐ The AV 7 delivery bill has been corrected as follows according to the weights given on the labels				
☐ In view of an error in calculation the totals on the AV 7 delivery bill have been corrected as follows				

Irregularities concerning the tables of the letter bill	Entered	Received	Observations
☐ II. Number of bags			
☐ III. Total registered items			
☐ Special lists			
☐ Dispatch lists			
☐ Total insured items			
☐ V. Bags returned, etc. Number			

To be sent by registered post

Convention, Hamburg 1984, art 165, para 2 – Size: 210 x 297 mm

3 Other irregularities

C 14 (Back)

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

Dispatching administration

C 15 (1)

DELIVERY BILL (BAGS)
Mails dispatched by surface

Dispatching office of exchange	Month / Year Statistical period
Office of exchange of destination	☐ First mail ☐ Last mail

Number and weight of bags subject to transit charges and/or terminal dues

Date	Mail number	LC/AO bags			M bags			Observations
		Number	Weight		Number	Weight		
1	2	3	4		5	6		7
			kg	g		kg	g	

Stamp of dispatching office of exchange

Convention, Hamburg 1984, art 173, para 2 – Size: 210 x 148 mm

(1) Form re-arranged by the 1984 Hamburg Congress to permit entry of the number and actual weight of bags during the months of the statistics separately for LC/AO bags and for M bags (II Congress/C 5 – PV 8, prop 3915.2/Rev 1). See also Det Regs, art 175).

Administration of destination of mails

C 15bis (1)

STATISTICAL STATEMENT
of bags received

Dispatching office of exchange of mails	Statistical period — Month — Year
Office of exchange of destination of mails	Dispatching administration of mails
	Transit administration(s)

Summary of C 15 delivery bills

Mail number	Date	Number and weight of LC/AO bags			Number and weight of M bags			Observations
		Number	Weight		Number	Weight		
1	2	3	4		5	6		7
			kg	g		kg	g	
Totals to be entered on C 15ter statement			kg	g		kg	g	

Office of exchange of destination
Place, date and signature

Convention, Hamburg 1984, art 177, para 1 –
Size: 210 x 297 mm

1) Form adopted by the 1984 Hamburg Congress (II Congress/C 5 – PV 8, prop 3915.91/Rev 1). See Det Regs, art 177, para 1.

C 15ter (1)

RECAPITULATIVE STATISTICAL STATEMENT of mails received

Dispatching administration	Statistical period — Month — Year
Administration of destination	Transit administration(s)

Summary of C 15bis statements

Dispatching office	Office of destination	Number and weight of bags received during statistical period						Observations
		LC/AO bags			M bags			
		Number	Weight		Number	Weight		
1	2	3	4		5	6		7
			kg	g		kg	g	
Number and total weight of bags, per category		a	b kg		c	d kg		
Average weight of bags to be entered on C 20bis account and C 17 statement as appropriate ($LC/AO = \frac{b}{a}$) & ($M = \frac{d}{c}$)		LC/AO kg			M kg			
Administration of destination Place, date and signature					Seen and accepted by administration of origin Place, date and signature			

Convention, Hamburg 1984, art 177, para 2 –
Size: 210 x 297 mm

1) Form adopted by the 1984 Hamburg Congress to recapitulate the C 15bis forms of one and the same dispatching adm with a view to determining the average weights of LC/AO bags and M bags (II Congress/C 5 – PV 8, prop 3915.92/Rev 1).

Postal administration of origin

C 16

VERIFICATION NOTE
Statistical information

Office of origin of note	Date of note	No	Mail No

Office of destination of note	Date of dispatch	Time
	Dispatching office of exchange	
	Office of exchange of destination	

Closed mails subject to transit charges and/or terminal dues

Findings and differences (1)	LC/AO bags		M bags	
	Number	Weight	Number	Weight
According to declaration of dispatching office		kg		kg
According to findings of transit office		kg		kg
According to findings of office of destination		kg		kg
Difference		kg		kg

Observations

This form must be returned by registered post to

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

Convention, Hamburg 1984, art 176 – Size: 210 x 297 mm

1) Table arising from the adoption of prop 3574.2 (1984 Hamburg Congress, II Congress/C 5 – PV 8) and approval of the suggestion by the Comm 5 Chairman to instruct the IB to make the necessary changes to the C 16 form with a view to strengthening the rights of transit countries by allowing them to check the weights of bags and, where applicable to point out the differences observed (II Congress – PV 21).

ANNUAL STATEMENT C 17 (1)

WEIGHT OF TRANSIT MAILS

Administration of destination	Transit administration(s)
Dispatching administration	Year

Transit mail from same administration of origin for same administration of destination

Number of bags received			Observations
Quarter	LC/AO	M	
1			
2			
3			
4			
Total No of bags			
multiplied by the average weights[1]	kg	kg	
Total weight	kg	kg	

Total weight of LC/AO + M bags to be entered on C 20 account	kg

Administration of destination
Place, date and signature

[1] Data to be taken from form C 15ter (mails received) for statistical period.

Convention, Hamburg 1984, art 181, para 1 – Size: 210 x 297 mm

1) Form adopted by the 1984 Hamburg Congress (II Congress/C 5 – PV 8, prop 3917.4/Rev 1). As regards the preparation and transmission of the form, see Det Regs, art 181.

Postal administration of origin

C 18

DELIVERY BILL
Surface mails

Office of origin of the C 18 bill	Date of transfer
To be filled in if the mail is transferred to an office or a train	To be filled in if the mail is transferred to a sea service
Name of office, train No or forwarding route (1)	Shipping company
	Name of ship / Date of sailing
	Port of disembarkation

Number or date of the mail	Origin of mails	Destination of mails	Number of: red label bags	bags of unregistered correspondence	bags of insured parcels	bags of ordinary parcels	parcels not in bags	sacks of empty bags	Observations or, if containers are used indication of: No of container	No of seal
1	2	3	4	5	6	7	8	9	10	
Totals										

Stamp of the dispatching office of the mail, date and signature	The undersigned acknowledges receipt in good condition of the mails mentioned above Date and signature

Convention, Hamburg 1984, art 164, para 1 – Size: 210 x 297 mm

1) The words "or forwarding route" were added by the 1979 Rio de Janeiro Congress (II 1593, prop 2918.1).

Postal administration of origin

C 18bis (1)

Office of origin of the C 18bis bill

DELIVERY BILL
Surface airlifted mails

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

Airport of direct transhipment (art 203, para 2)	Airport of offloading

Date or No of mail	Origin of mails	Destination of mails	Number of						Gross weight of bags, etc		Observations or, if containers are used indication of	
			red label bags	bags of unregistered correspondence	bags of insured parcels	bags of ordinary parcels	parcels not in bags	sacks of empty bags			No of container	No of seal
1	2	3	4	5	6	7	8	9	10		11	
									kg	g		
Totals												

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

Convention, Hamburg 1984, art 164, para 6 – Size: 210 x 297 mm

[1]) If this form is used for preparing statements of weight for the settlement of terminal dues, adms may create for that purpose additional columns 3a and 3b to enter the weight of LC/AO bags and the weight of M bags respectively (1984 Hamburg Congress resolution C 75).

Dispatching administration

TRANSIT BULLETIN
Mail statistics

C 19 (Front)

Dispatching office

Date of dispatch

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

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

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

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

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

Continue overleaf if necessary

[1] Not counting bags of empty receptacles and other "Exempt" bags.

Convention, Hamburg 1984, art 180, para 1 – Size: 210 x 297 mm, colour: green

C 19 (Back)

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

Stamp of the office of destination

C 20 (1)

DETAILED ACCOUNT
Transit charges

Creditor administration	Year of account
Debtor administration	

Administration of destination of mails	Total weight of mails LC/AD + M	Land and/or sea transit charges per kg (scales)	Total
1	2	3	4
	kg	☐ g fr ☐ SDR	☐ g fr ☐ SDR

Adjustment

	Credit
Amount to be credited or debited for differences in weight not covered by previous detailed account	Debit

	Transit charges Total amount receivable	☐ g fr ☐ SDR
Creditor administration Place, date and signature	Seen and accepted by debtor administration Place, date and signature	

Convention, Hamburg 1984, art 182, para 2, b Size: 210 x 297 mm

[1]) Form recast by the 1984 Hamburg Congress (II Congress/C 5 – PV 10, prop 3920.3/Rev 2).

C 20bis (1)

DETAILED ACCOUNT
TERMINAL DUES
Surface mail

Year of account

Creditor administration	Debtor administration

Mail received

Data from form C 15ter (mails received) for statistical period

Average weight of bags	
LC/AO kg	M kg

Quarter	Number of bags received according to form C 12ter		Total annual weight of LC/AO bags	Total annual weight of M bags	Observations
	LC/AO	M			
1			Annual number of LC/AO bags x average weight of LC/AO bags	Annual number of M bags x average weight of M bags	
2					
3					
4					
Total			kg	kg	

Mail dispatched

Data from form C 15ter (mails dispatched) for statistical period

Average weight of bags	
LC/AO kg	M kg

Quarter	Number of bags dispatched according to form C 12ter		Total annual weight of LC/AO bags	Total annual weight of M bags	Observations
	LC/AO	M			
1			Annual number of LC/AO bags x average weight of LC/AO bags	Annual number of M bags x average weight of M bags	
2					
3					
4					
Total			kg	kg	

Terminal dues

	Weight LC/AO bags	Weight M bags	Observations
Mail received	kg	kg	
Mail dispatched	kg	kg	
difference	kg	kg	
x terminal dues rate	☐ g fr ☐ SDR	☐ g fr ☐ SDR	
Totals	☐ g fr ☐ SDR	☐ g fr ☐ SDR	
Amount payable	☐ g fr ☐ SDR		

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

Convention, Hamburg 1984, art 182, para 2, a – Size: 210 x 297 mm

[1]) Form recast by the 1984 Hamburg Congress (II Congress/C 5 – PV 10, prop 3921.3/Rev 2).

Postal administration

C 21 (¹)

STATEMENT
Transit charges

Date of statement

Notes. Statement showing the total amounts of the reciprocal detailed accounts between administrations

Year for which sums are due		Carried forward from the C 20 detailed accounts	
Sums due ☐ provisional ☐ final		Administration preparing the statement	Corresponding administration
Currency ☐ Gold francs ☐ SDR		Amounts	Amounts
Provisional payment made			
Paying administration			
	Totals		
	Deduction		
Creditor administration	Balance		

Observations, if any

The administration preparing the statement
Signature of official

Convention, Hamburg 1984, art 187, para 1 – Size: 210 x 297 mm

¹) Form recast by the 1984 Hamburg Congress (II Congress/C 5 – PV 10, prop 3921.6).

[Postal administration

C 21bis (1)

STATEMENT
Surface-mail terminal dues

[Date of statement

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

Year for which sums are due		Carried forward from the C 20bis detailed accounts	
Sums due ☐ provisional ☐ final		Administration preparing the statement	Corresponding administration
Currency ☐ Gold francs ☐ SDR		Amounts	Amounts
Provisional payment made			
Paying administration			
	Totals		
	Deduction		
Creditor administration	Balance		

Observations, if any

The administration preparing the statement
Signature of official

Convention, Hamburg 1984, art 187, para 1 – Size: 210 x 297 mm

1) Form recast by the 1984 Hamburg Congress (II Congress/C 5 – PV 10, prop 3921.5).



UNIVERSAL POSTAL UNION

INTERNATIONAL REPLY COUPON (1)

C 22

This coupon is exchangeable in any country of the Universal Postal Union for one or more postage stamps representing the minimum postage for an unregistered letter sent by surface to a foreign country.[1] (2)

Control stamp of the country of origin (3)	Selling price (optional)	Stamp of the office making the exchange

[1] This explanation is repeated on the back of this coupon in Arabic, Chinese, English, German, Russian and Spanish.

Convention, Hamburg 1984, art 196, para 1 — Size: 105 x 74 mm

[1]) The new model of the reply coupon adopted by the 1974 Lausanne Congress (II 992, 993, 1075 to 1078, 1294 to 1298; Congress – Docs 7 and 162, prop 2922.1/Rev). The design for the security backing, which is the same as on the old-type reply coupons, is the work of Donald Brun, a Basle designer.

[2]) See Conv, art 31, notes 6 to 9.

[3]) In order to bring the form into line with the new wording of art 191, para 3, the 1979 Rio de Janeiro Congress deleted the words "(date optional)" and the dotted circle originally provided in the left-hand square (II 1588, prop 2922.1).

Postal administration

C 23

DETAILED STATEMENT
Reply coupons exchanged

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

	Number	Amount
Reply coupons at 2.25 gold francs (0.74 SDR) exchanged for postage stamps and sent to the International Bureau		☐ g fr ☐ SDR

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

Convention, Hamburg 1984, art 196, para 4 — Size: 210 x 148 mm, colour: white

UNIVERSAL POSTAL UNION
International Bureau

DETAILED STATEMENT
Reply coupons supplied

C 24

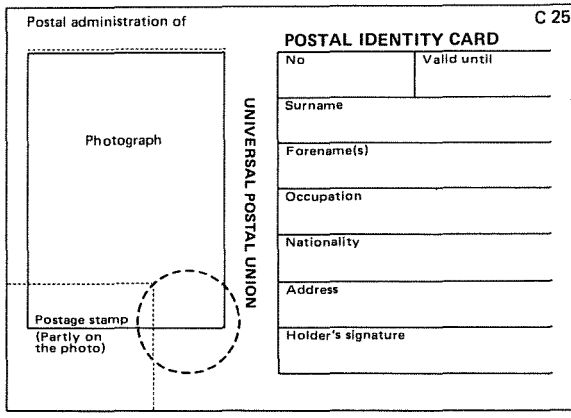
Administration which received the reply coupons	Date of statement
	Notes. Consignments of reply coupons must not contain fractions of a hundred.

	Number	Amount
Reply coupons at 2.25 gold francs (0.74 SDR) supplied by the International Bureau		☐ g fr ☐ SDR

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

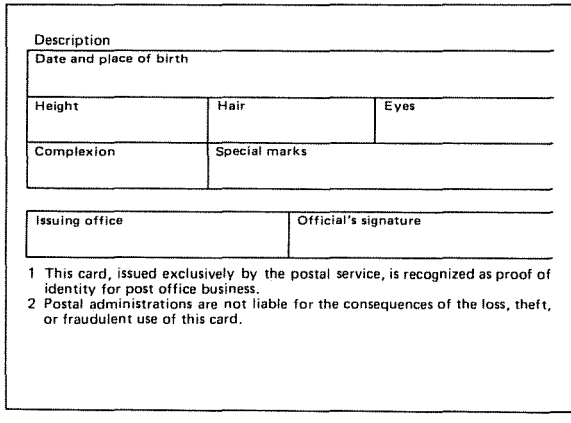
Convention, Hamburg 1984, art 196, para 1 – Size: 210 x 148 mm, colour: pink

(Front) (1) (2) (3)



Convention, Hamburg 1984, art 106, para 2 – Size: 105 x 74 mm

(Back)



[1]) A new model of postal identity card adopted by the 1969 Tokyo Congress (II 1400, prop 3016).

[2]) Countries which issue identity cards without a postage stamp may have them printed without the space intended for the postage stamp and without the indication "Postage stamp (Partly on the photo)". See also circ 38/1971.

[3]) The dimensions of the frame on the postal identity card are merely of reference value in relation to the place where the photograph of the holder should appear; this photograph must be of the dimensions currently used for identity cards, although these may vary from one country to another (1957 Ottawa Congress, II 810).

Creditor administration

C 26

DETAILED MONTHLY ACCOUNT
Customs, etc, charges

Debtor administration	Date of account Month / Year

Serial No	Date of the advance	Number of the franking note	Office which made the advance	Amount of each franking note		Observations
1	2	3	4	5		6
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total						

The creditor administration
Place, date and signature

Convention, Hamburg 1984, art 197, para 1 – Size: 210 x 297 mm

Dispatching administration

C 27

TRIAL NOTE

☐ **Determination of the most favourable route for a letter or parcel mail**

☐ **Determination of the most favourable route for items sent à découvert**

Administration of destination	Date of note

Notes. To be returned duly completed by the quickest route (air or surface).

To be filled in by the dispatching office

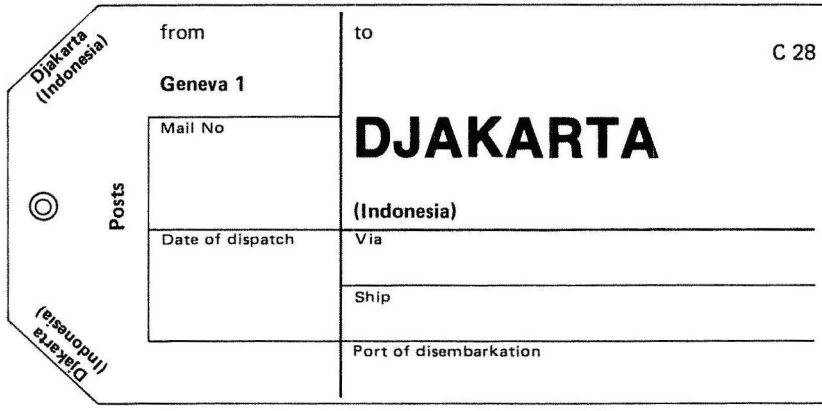
Mail	☐ Surface letter mail	☐ Air letter mail
	☐ Surface parcel mail	☐ Air parcel mail
	Number	Dispatching office
	Date of dispatch	Office of destination
Method of conveyance		Number
	☐ By flight	Name of ship
	☐ By ship	
	☐ By	
Signature		

To be filled in by the office of destination

Arrival	Office which received the mail	
	Date of arrival	Time
Method of arrival		Number
	☐ By flight	Name of ship
	☐ By ship	
	☐ By	
Other information		
Signature		

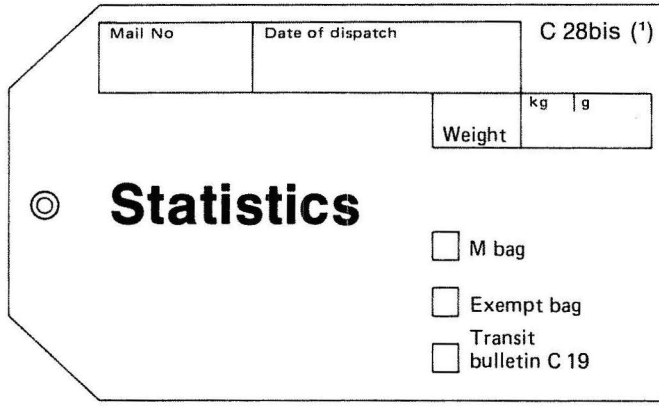
To be returned to	Name of office

Convention, Hamburg 1984, art 163, paras 3 and 4 – Size: 210 x 297 mm



Convention, Hamburg 1984, art 162, para 1 — Size: 125 x 60 mm, colour: vermilion red, white, light blue or green respectively.

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



Convention, Hamburg 1984, art 174, para 1 — Size: 100 x 60 mm, colour: light brown

[1]) Label created by the 1979 Rio de Janeiro Congress to enable offices of exchange of transit or destination to find always in the same place the data that they have to examine (II 1566, prop 2928.91).

Dispatching administration	C 29 **ROUTINE CORRESPONDENCE** Date | Number Reply to No | Date
Administration of destination	A letter written on this form does not require any preamble or salutations. The address of the addressee is necessary only if an envelope with a transparent panel is used.
Subject	

Convention, Hamburg 1984, art 191 — Size: 210 x 297 mm

C 30

LC

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

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

Convention, Hamburg 1984, art 155, para 1 – Size: 105 x 74 mm, colour: white

C 30

AO

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

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

Convention, Hamburg 1984, art 155, para 1 – Size: 105 x 74 mm, colour: light blue

R ☐ LC ☐ AO

Number of registered items

C 30

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

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

Convention, Hamburg 1984, art 155, para 1 – Size: 105 x 74 mm, colour: pink

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

Debtor administration

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

C 31 (1)

Date of account

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

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

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

Any observations may be made in the blank space on the front or on the back of the form.
Convention, Hamburg 1984, art 198, para 1 – Size: 210 x 297 mm

[1]) Form adopted by the 1979 Rio de Janeiro Congress (II 1583, prop 2930.94/Rev 1).

Postal administration

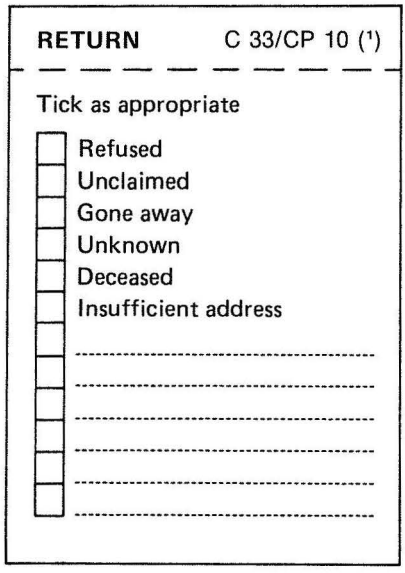
C 32 (1)

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

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

Convention, Hamburg 1984, art 147, para 12 – Size: 210 x 297 mm

1) Form adopted by the 1979 Rio de Janeiro Congress (II 1548, prop 2930.92).



Convention, Hamburg 1984, art 143, para 2;
Parcels, Hamburg 1984, art 138, para 1 –
Maximum size: 52 x 74 mm, colour: pink

1) Form adopted by the 1984 Hamburg Congress (II Congress/C 4 – Rep 3, prop 3543.3; Congress/C 7 – Rep 9, prop 5535.2).

Postal administration

VD 1

TABLE VD 1

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

Serial number	Country of destination	Routes	Intermediate countries and sea services to be used	Limit of insured value	Observations
1	2	3	4	5	6

Convention, Hamburg 1984, art 110 — Size: 210 x 297 mm

VD 2



Convention, Hamburg 1984, art 134, para 1, a – Size: 37 x 13 mm, colour: pink[1])

[1]) See art 134, note 1.

Dispatching administration

VD 3

Dispatching office of exchange

DISPATCH LIST
Insured letters

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

Number		Office of origin	Place of destination	Amount of insured value ☐ g fr ☐ SDR	Observations
serial	of the mail				
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Stamp of dispatching office of exchange Signatures of officials	Stamp of office of exchange of destination Signatures of officials

Convention, Hamburg 1984, art 158, para 1 –
Size: 210 x 297 mm

Postal administration

REPORT
Insured letter

VD 4 (Front)

To be sent by registered post

Office preparing the report	Date	Reference

Reason for report	☐ Loss ☐ Theft ☐ Damage ☐ Irregularities
Posting of item	Office Date / Number
Sender	Name and full address
Addressee	Name and full address
Special particulars	Insured value COD amount and currency Other particulars
Weight	shown / observed
Packing	Description Number of seals Private mark on seals The packing should be regarded as ☐ regulation ☐ non-regulation
Mail in which the item was sent	Number / Date of dispatch / Time Dispatching office Date of arrival / Time Office of destination The item was contained in an ☐ inner bag ☐ outer bag The fastening (lead seal) of the bag was ☐ intact ☐ not intact
Method of conveyance	Name or number ☐ Travelling post office ☐ Railway van ☐ Ship ☐ Flight

Convention, Hamburg 1984, art 165, para 7 – Size: 210 x 297 mm

VD 4 (Back)

Contents	☐ From the invoice ☐ From the customs declaration ☐ According to the addressee or the sender .... The contents have been examined in the presence of ☐ the addressee ☐ the sender Contents established on examination .... Contents damaged ..... Contents missing .....
Estimate of loss	☐ According to the addressee ☐ According to the sender The loss is estimated at the amount of
Cause	The loss is due to .....
Subsequent treatment of the item	☐ After repacking and weighing the item has been forwarded to its destination New weight ☐ The contents have been destroyed by the undersigned office ☐ The packing is held here ☐ The addressee refuses the item ☐ The sender refuses the item ☐ The addressee has accepted the item ☐ The sender has accepted the item Amount of indemnity claimed
Signature of addressee or sender	

Attestation. In witness whereof we have drawn up this report a duplicate of which has been sent to the authority indicated below.

Authority of destination of the report

Stamp of the reporting office and date
Signatures of the postal officials

AV 1

GENERAL LIST OF AIRMAIL SERVICES

AV 1 LIST

Note. – The AV 1 List is drawn up and distributed to administrations by the International Bureau (Convention, Hamburg 1984, art 227, para 1, a)

Convention, Hamburg 1984, art 227, para 1, a – Size: 210 × 297 mm

Dispatching administration

AV 2

BILL
Weight of à découvert airmail correspondence

Dispatching office of exchange	Date of bill / No
	Airmail correspondence ☐ Unregistered ☐ Registered
Office of exchange of destination	
Administration of destination of the mail	Mail ☐ Surface ☐ Air / No Date of dispatch / Time

Notes. The weight of correspondence à découvert and, where applicable, for a specific zone, is rounded off to the nearest ten grammes, upward for fractions above 5 grammes, downward for those below.
During the statistical period put a large capital letter "S" at the top of this form.(1)

Groups of countries for which the conveyance dues are the same	Net weight LC/AO	Observations
1	2	3
	g	

Stamp of dispatching office of exchange

Stamp of office of exchange of destination

Convention, Hamburg 1984, art 214, para 1
Size: 210 x 297 mm

1) See art 215, para 2, for the preparation, where applicable, of "Nil" AV 2 "S" bills.

Administration reforwarding the mails

AV 3

Office of exchange reforwarding the mails

STATEMENT OF WEIGHTS
Airmails

Date of statement

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

Notes. To be sent in duplicate.

Date of convey-ance	Serial number of mail	Dispatching office	Office of destination	No of the flight used	Weight of each category of item				Observations
					LC/AO		CP		
1	2	3	4	5	6		7		8
					kg	g	kg	g	
Totals									

Convention, Hamburg 1984, art 220, para 1 – Size: 210 x 297 mm

Administration of destination of airmails

AV 3bis

STATEMENT OF WEIGHTS (TERMINAL DUES)
Airmails

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

Summary of AV 7 delivery bills

Date of dispatch	Serial No of mail	Office of origin	Office of destination	Weight LC/AO		Weight M bags (1)		Weight parcels		Observations
1	2	3	4	5		6		7		8
				kg	g	kg	g	kg	g	
Totals										

Office of destination
Place, date and signature

Convention, Hamburg 1984, art 171, para 1
Size: 210 x 297 mm

1) Column created by the 1984 Hamburg Congress (II Congress/C 5 – PV 7, prop 3953.3/Rev 1).

Administration of destination

AV 4

STATEMENT OF WEIGHTS
A découvert airmail correspondence

Office of exchange of destination of mails	Notes. To be sent in duplicate. Date of statement
Administration dispatching the mails	☐ Surface mails ☐ Airmails Office of exchange dispatching the mails

Month		Quarter		Statistical period		Year
Date of dispatch of the mail	No of AV 2 bill	Groups of countries of destination				Observations
		LC/AO	LC/AO	LC/AO	LC/AO	
1	2	3	4	5	6	7
		g	g	g	g	
Totals						
To be multiplied by 13 or 26[1]						
To be carried forward to AV 5 form						

[1] In the case of AV 4 statements for correspondence sent during statistical periods.

Convention, Hamburg 1984, art 220, para 2 – Size: 210 x 297 mm

Creditor administration

AV 5

DETAILED ACCOUNT
Airmail

Debtor administration	Date of account
	☐ Closed airmails
	☐ A découvert airmail correspondence

Month | Quarter | Year

Route Country of destination or groups of countries	Cate-gories of items	Weight carried during the month or months of						Total weight		Cost of conveyance per kg ☐ g fr ☐ SDR		Total conveyance dues payable ☐ g fr ☐ SDR	
1	2	3		4		5		6		7		8	
		kg	g	kg	g	kg	g	kg	g				
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
Increase of 5% on the total amount due for transit à découvert													
Final total													—

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

Convention, Hamburg 1984, art 221, para 1 – Size: 210 x 297 mm

Administration of destination of airmails

AV 5bis (1)

STATEMENT OF WEIGHTS OF AIRMAILS RECEIVED
Airmail terminal dues

Administration of origin of the airmails	Year
	☐ First quarter
	☐ Second quarter
	☐ Third quarter
	☐ Fourth quarter

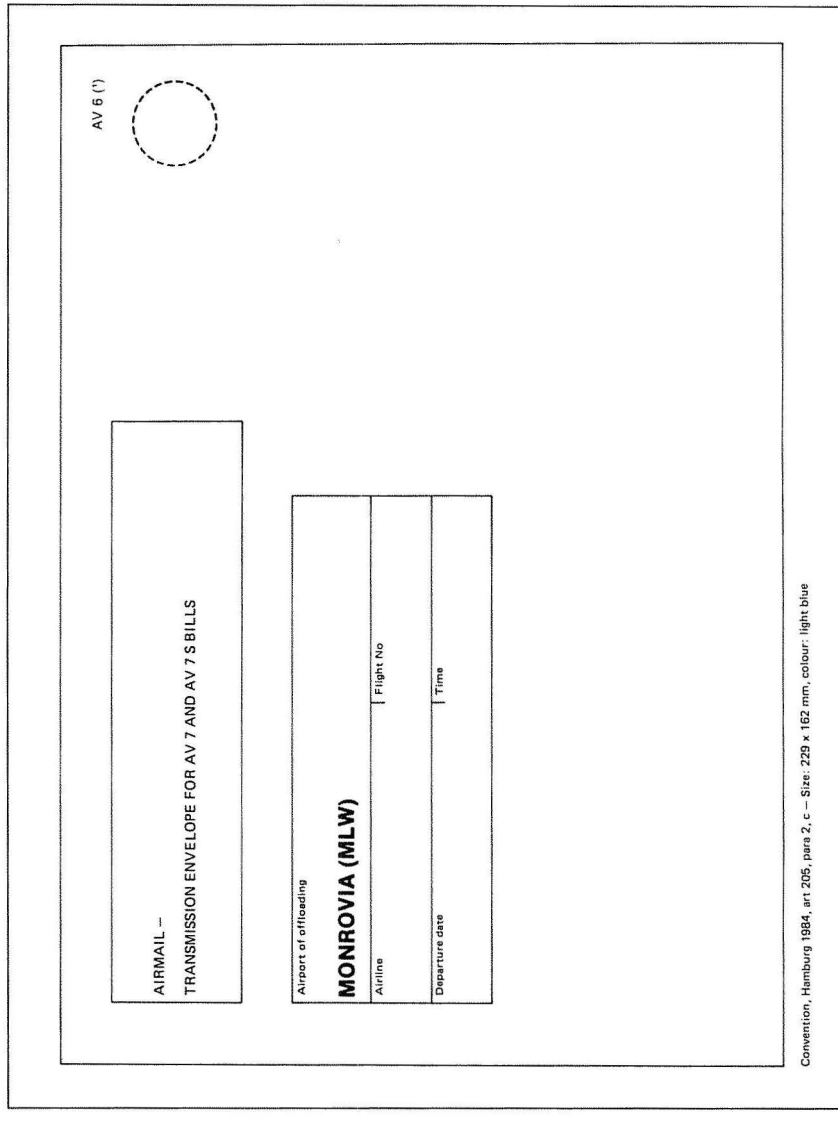
Summary of AV 3bis statements

Office of origin	Office of destination	LC/AO Weight in kg		M bags Weight in kg		Observations
1	2	3		4		5
		kg	g	kg	g	
Total of weights, to be carried over on to AV 12 detailed account						

Administration of destination of the airmails	Seen and accepted by the administration of origin of the airmails
Place, date and signature	Place, date and signature

Convention, Hamburg 1984, art 171, para 2 – Size: 210 x 297 mm

1) Form recast by the 1984 Hamburg Congress (II Congress/C 5 – PV 7, prop 3955.3/Rev 1).



[1]) See art 205, note 5. Adms may use window envelopes so that the information at the top of the AV 7 bill can be read.

Postal administration of origin

AV 7 (1)

Office of origin of the AV 7 bill

DELIVERY BILL
Airmails

Office of destination of the AV 7 bill (2)	Date of departure	Time
	Flight No	

Airport of direct transhipment (art 208, para 2) (2)	Airport of offloading
LONDON-HEATHROW (LHR)	**MONRIOVIA (MLW)**

Number of mail	Office of origin	Office of destination	Number of			Gross weight of bags, etc						Observations
			LC/AO bags and covers[3]	(1) M bags	[illegible]	LC AO		(1) M		CP		
1	2	3	4	5	6	7		8		9		10
						kg	g	kg	g	kg	g	
Totals												

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

[1] The presence of LC/AO covers must be reported in the "Observations" column.
[2] The presence of unenclosed parcels must be reported in the "Observations" column.
Convention, Hamburg 1984, art 205, para 1 – Size: 210 x 297 mm

[1]) Adms of origin are free to insert a lading table in the AV 7 form (1957 Ottawa Congress, II 818).

[2]) This box may also be used by the adm of origin to indicate a second flight in the case of failed transhipment (1978 EC Docs, p 169). See also Conv, art 78, note 3.

[3]) Columns created by the 1984 Hamburg Congress (II Congress/C 5 – PV 7, prop 3962.3/Rev 1).

Postal administration of origin

AV 7 S (1)

Office of origin of the AV 7 S bill

DELIVERY BILL
Airmails of empty bags

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

Airport of direct transhipment (art 208, para 2)	Airport of offloading
LONDON-HEATHROW (LHR)	**MONROVIA (MLW)**

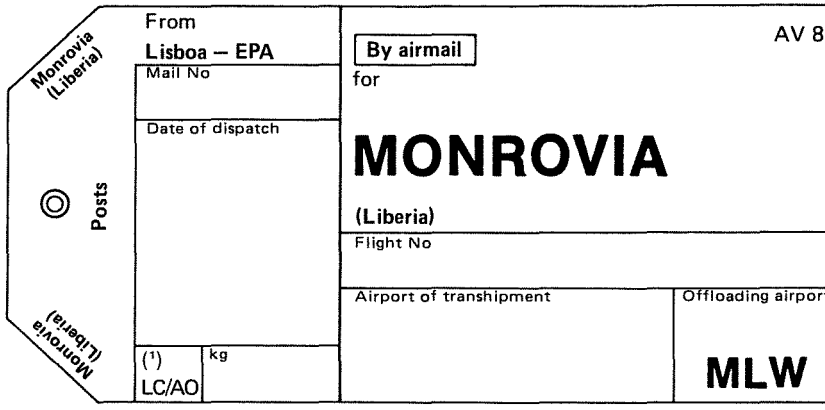
Number of mail	Office of origin	Office of destination	Number of sacks of empty bags	Gross weight kg	Gross weight g	Observations
1	2	3	4	5		6
Totals						

EMPTY AIRMAIL BAGS

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

Convention, Hamburg 1984, art 217, para 2 – Size: 210 x 297 mm

[1]) The words "empty airmail bags" must if possible be overprinted in colour. Adms have however the option of using ordinary AV 7 forms, adding the words "empty airmail bags" in an appropriate manner (1964 Vienna Congress, II 1189 and 1376). Cf also art 217, note 1.

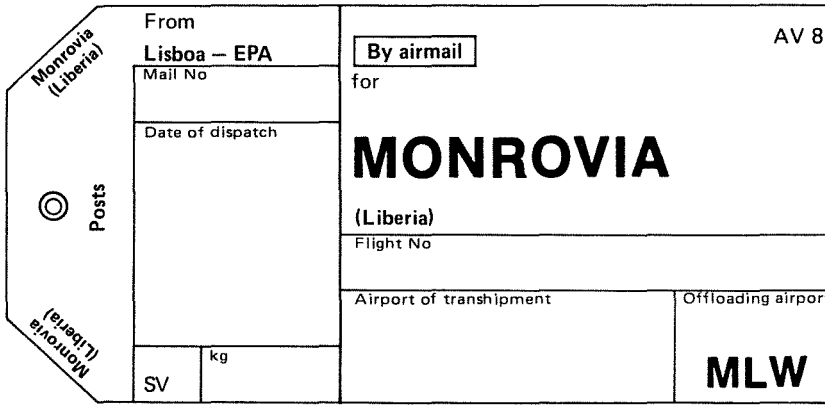


Convention, Hamburg 1984, art 202, para 3 – Size: 125 x 60 mm, colour: vermilion red, white or light blue

On the light blue label, delete the indication "LC"

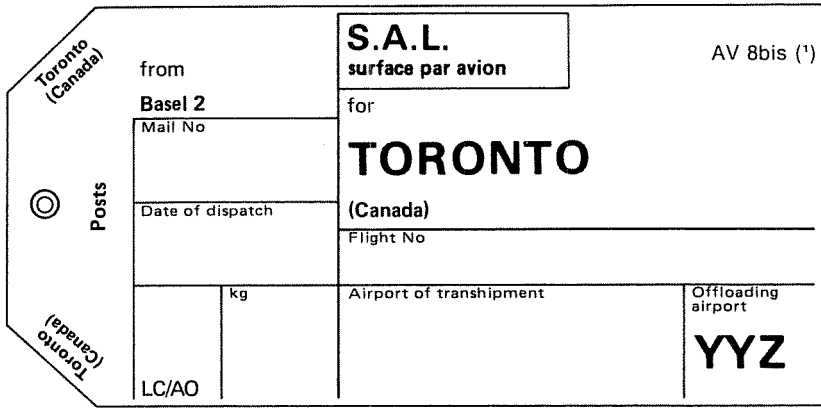
---

1) If M bags are sent by air, "LC/AO" should be replaced by "M".



Convention, Hamburg 1984, art 202, para 3 – Size: 125 x 60 mm, colour: green

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



Convention, Hamburg 1984, art 223. para 2 – Size: 125 × 60 mm, vermilion red, white or light blue. On the light blue label, delete "LC".

1) See art 223, note 4. Adms may use labels with distinctive borders.

AV 9

Administration dispatching the mail

Dispatching office

AIRMAIL DISPATCH

☐ No _____

☐ Without documents

WEIGHT LC/AO

g

AIRMAIL DISPATCH

for

MONROVIA (MLW)

(Liberia)

Flight No

Airport of transhipment

LONDON-HEATHROW (LHR)

Convention, Hamburg 1984, art 202, para 1 – Size: 176 x 250 mm or 250 x 353 mm, colour: blue

AV 10

LC

By airmail

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination

MADRID AP

In case of irregularity, this label must be attached to the verification note (1)

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: white

AV 10

AO

By airmail

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

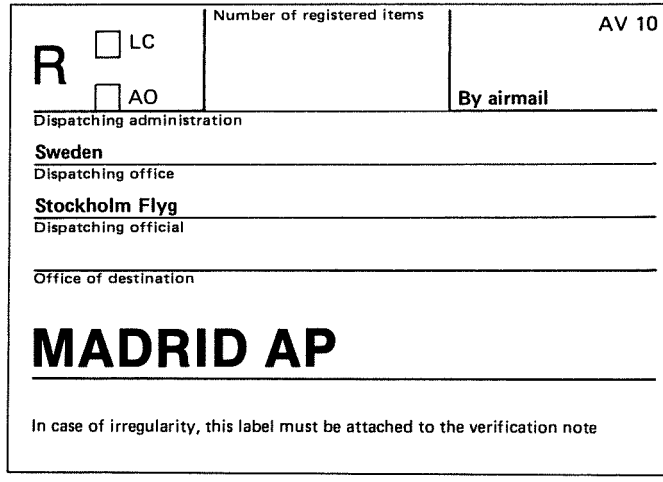
Office of destination

MADRID AP

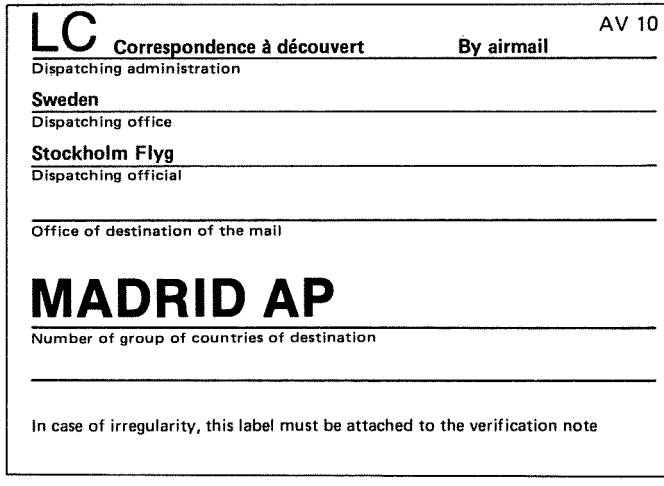
In case of irregularity, this label must be attached to the verification note (1)

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: light blue

Note. — Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.

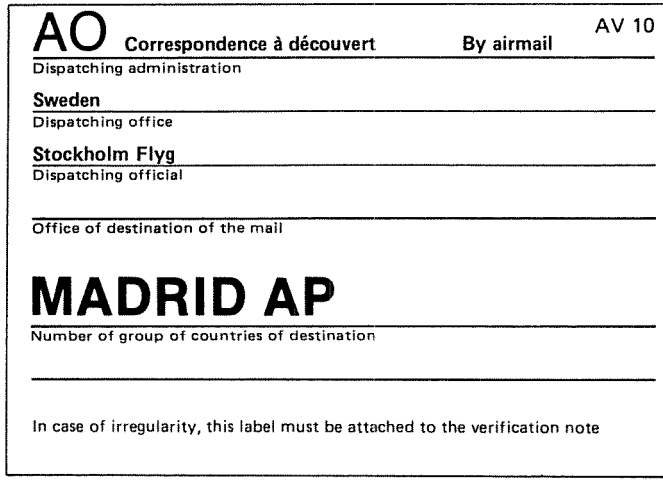


Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: pink



Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: white

Note. — Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.



AO **Correspondence à découvert** AV 10

By airmail

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

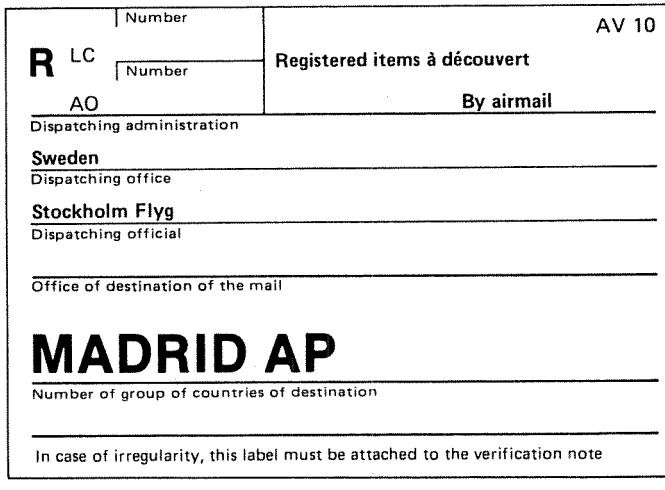
Office of destination of the mail

MADRID AP

Number of group of countries of destination

In case of irregularity, this label must be attached to the verification note (1)

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: light blue



R LC Number / Number / AO

AV 10

Registered items à découvert

By airmail

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination of the mail

MADRID AP

Number of group of countries of destination

In case of irregularity, this label must be attached to the verification note (1)

Convention, Hamburg 1984, art 202, para 1 — Size: 105 x 74 mm, colour: pink

Note. — Bearing in mind the needs of their service, administrations may make slight changes in the text, dimensions and colour of AV 10 forms so long as they do not depart unduly from the directives which the specimen contains.

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1) The absence of the AV 10 form does not exempt adms from acting on the verification notes (1969 Tokyo Congress, II 1405, prop 4101).

Administration preparing the account

AV 11

GENERAL ACCOUNT – AIRMAIL

Corresponding administration	Date of account Quarter / Year Half-year / Year

Exchange	Period	Balance of AV 5 accounts in favour of the administration		Observations
		preparing the account	corresponding administration	
1	2	3	4	5
		☐ g fr ☐ SDR	☐ g fr ☐ SDR	
Received by the administration preparing the account				
Sent by the administration preparing the account				
Totals				
Less				
Credit balance				

Name of creditor administration

The administration preparing the AV 11 account Place, date and signature	Seen and accepted by the administration receiving the AV 11 account Place, date and signature

Convention, Hamburg 1984, art 221, para 4 – Size: 210 x 297 mm

AV 12 (1)

DETAILED ACCOUNT
TERMINAL DUES
Airmail

Year of account

Creditor administration	Debtor administration

MAIL RECEIVED	Weight of bags received according to form AV 5bis		
	Quarter	LC/AO	M
	1	kg	kg
	2	kg	kg
	3	kg	kg
	4	kg	kg
	Total	kg	kg

MAIL DISPATCHED	Weight of bags dispatched according to form AV 5bis		
	Quarter	LC/AO	M
	1	kg	kg
	2	kg	kg
	3	kg	kg
	4	kg	kg
	Total	kg	kg

TERMINAL DUES		Weight LC/AO bags	Weight M bags
	Mail received	kg	kg
	Mail dispatched	kg	kg
	difference	kg	kg
	x terminal dues rate	☐ g fr ☐ SDR	☐ g fr ☐ SDR
	Totals	☐ g fr ☐ SDR	☐ g fr ☐ SDR
	Amount payable		

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

Convention, Hamburg 1984, art 185, para 2 –
Size: 210 x 297 mm

1) Form recast by the 1984 Hamburg Congress (II Congress/C 5 – PV 8, prop 3962.3/Rev 1).

Other decisions of the 1984 Hamburg Congress in relation to the Convention and its Detailed Regulations (1)

1) A complete list of the decisions of the 1984 Hamburg Congress, other than amendments to the Acts, is given in numerical order on pp 921–925 of vol III of the Documents of that Congress.

Resolution C 14

Principle and method of calculating internal air conveyance dues

Congress,

Aware
of the study carried out by the Executive Council as a result of resolutions C 31 and C 39 passed at the 1979 Rio de Janeiro Congress,

Noting
that the results of this study showed a majority of countries consulted to be in favour in principle of the abolition of the right to collect internal air conveyance dues,

Considering
that the arguments advanced in favour of resolutions C 31 and C 39 remain valid,

Taking account
of the fact that, in some administrations, the relative cost of air transport compared with surface transport has narrowed substantially over the years,

Instructs

the Executive Council:

a to continue the study of the question of internal air conveyance dues to see whether the continuance of the right to collect such dues remains justified;

b if it decides that continuation is justified to study again the methods of calculation to be employed with the aim of introducing a system which will enable the administration of destination to meet the actual costs relating to such transport and the administration of origin to verify effectively the bases of calculating any dues claimed.

(Proposal 4000.8, Committee 6, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 15

Scientific specimens of hazardous substances

Congress,

Considering
a that article 36 of the Convention prohibits the entry of all hazardous and dangerous substances (other than perishable biological materials and radioactive materials) into the international mail system;
b that under current regulations no distinction is made between large and small quantity shipments of such substances;
c that perishable biological substances (including etiologic agents) and radioactive materials are currently admissible into the international mails, under the provisions of article 21 of the Convention, without adverse impact on public health and safety,

Recognizing
that recent improvements in packaging and shipping techniques have established a basis for the safe transmission of specimens of hazardous substances,

Taking into account
the anticipated adoption of technical regulations by the International Civil Aviation Organization that will allow for the shipment of a very small quantity of certain types of hazardous substances under carefully controlled conditions,

Given that
the legitimate scientific and business needs of research organizations, government agencies and commercial enterprises indicate the need to modify the Convention to allow for the entry of items containing a "small quantity" of hazardous materials into the international mails,

Instructs

the Executive Council:
- to study the feasibility of providing for a "small quantity" mailing exemption for items containing certain hazardous materials;
- where appropriate to formulate the series of mail preparation (packaging, labelling, etc) and transport requirements that should be used for the mailing of such articles;
- to establish appropriate contact with representatives of the International Civil Aviation Organization in order to obtain information about its plans to modify its hazardous materials regulations;

- to disseminate its findings to all member countries upon completion of its study; and
- where appropriate to formulate proposals to amend the Acts of the Union, in accordance with the findings made in its study.

(Proposals 2000.1 and 2000.16, Committee 6, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Formal opinion C 16

Shipping infectious substances by post

Congress,

Considering
that the measures worked out jointly with the World Health Organization (WHO) and the International Air Transport Association (IATA), as set out in article 119 of the Detailed Regulations of the Convention and in recommendation C 68 of the 1979 Rio de Janeiro Congress, enable items containing infectious substances to be exchanged without risk between officially recognized qualified laboratories,

Considering
that the post is particularly suitable for the transmission of such substances (speed, extent of the postal network and low cost compared with that of other methods of transport),

Noting however
that the number of postal administrations which participate in the conveyance of infectious substances is very small,

In view of the fact
that the WHO has stated that the international exchange of diagnostic specimens is hampered for this reason,

Convinced
that for humanitarian reasons, it is the mission of the Post to participate in the conveyance of infectious substances, on the basis of the rules laid down in agreement with the WHO and IATA,

Expresses the formal opinion

that those postal administrations which do not yet participate in the exchange of infectious substances should examine the possibility of doing so and that they should reply favourably to any request to this effect made by the public health authorities of their country.

(Proposal 2000.12, Committee 6, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 17

Advance application of the provisions concerning the external marking of items containing radioactive materials

Congress,

Having adopted
proposal 2521.1 concerning the external marking by the shipper of items containing radioactive materials,

In view of the fact
that the revised Regulations of the International Atomic Energy Agency (IAEA) for the Safe Transport of Radioactive Materials will include identical provisions,

Considering
that the revised IAEA Regulations may be published before its own Acts go into force,

Considering it essential
that the new provisions relating to the external marking of items containing radioactive materials be applied simultaneously by the two organizations,

Recommends

postal administrations which participate in the exchange of radioactive materials to take the necessary measures to ensure that the new provisions are applied with effect from the date of implementation of the revised IAEA Regulations,

Instructs

the International Bureau to inform administrations as soon as possible of the precise date on which the revised IAEA Regulations will take effect.

(Proposal 2000.13, Committee 6, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 18

Maximizing the air conveyance of mail

Congress,

Having noted
Cogress – Doc 16, which summarizes the work carried out in accordance with resolution C 73 of the 1979 Rio de Janeiro Congress on maximizing the air conveyance of mail,

Expressing its satisfaction
at the progress made since the Rio de Janeiro Congress, particularly as regards the introduction and development of the "reduced priority" type services (surface airlifted mail),

Confirming
the policy adopted by the Rio de Janeiro Congress with regard to maximization, namely that it is for each administration (or group of administrations in the case of a regional programme) to decide on the best use of air conveyance for its mail, taking account of the particular circumstances (geographical situation, capacity of departing aircraft, configuration of its postal traffic, needs of users, cost factor, etc),

Considering
that the documents already published on maximization, including the "Definitions and principles for the operation of maximization systems", constitute a good basis for the implementation of such systems,

Instructs

the Executive Council:

i to continue to obtain from administrations which have introduced a maximization-oriented service data on their experience, for distribution to all administrations;

ii to update, in agreement with the International Air Transport Association (IATA), if necessary, the "Definitions and principles for the operation of maximization systems";

iii to take, in cooperation with IATA if appropriate, any other measures which may be of use in facilitating the increased use of air conveyance of mail;

iv to submit to the next Congress a report on the measures taken and on the recommendations to be made concerning the future orientation to be given to maximization work.

(Proposal 4000.5, Committee 6, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Recommendation C 20

Packaging used for the conveyance of postal items

Congress,

Noting
that the use of packs sold by postal administrations is on the increase,

Noting however
that users of such packs tend to neglect the interior packing,

Invites

postal administrations to inform users employing the packs sold by postal services of the need:
- to use appropriate interior packing as well; and
- to make sure that the outside wrapping is properly closed;

so that the items concerned can be processed and conveyed satisfactorily.

(Proposal 5000.5, Committee 7, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 21

Packaging used for the conveyance of postal items

Congress,

Having adopted
proposal 5000.5 relating to the packaging used for the conveyance of postal items,

Noting however
that such packaging is not standardized,

Instructs

the Consultative Council for Postal Studies to examine with the International Organization for Standardization (ISO) the possibility of laying down norms concerning the packaging sold by postal administrations.

(Proposal 5000.5, Committee 7, 3rd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 25

International high-speed mail service (EMS)

Congress,

Aware of

i the need to develop and promote with extreme rapidity the high-speed mail services operated by postal administrations;

ii the constantly increasing number of postal administrations providing this service both nationally and internationally;

iii the advantages resulting from operating and strengthening this service to meet the competition from certain companies specialized in the transport and delivery of documents and small parcels;

iv the need for the greatest possible flexibility and inventiveness to carry out this task;

v the importance of defining the basic principles which should govern this service,

Noting with satisfaction

i the desire of many countries to discuss and take account of these questions within the framework of the UPU;

ii the fact that the Executive Council has prepared a standard agreement contained in the "Guide for the use of countries wishing to participate in an EMS service"; and

iii the fact that the CCPS has already included this subject in its work programme for 1984–1989,

Taking into consideration

the work already done on EMS during various conferences and particularly at the Washington Conference in September 1983,

Instructs

the Consultative Council for Postal Studies:

a to undertake with the utmost urgency the actions necessary for the technical, economic and practical development of this service with a view to its prompt implementation by the greatest possible number of postal administrations;

b to stress the progress achieved in this area in the report which it submits to each session of the EC, so that the latter may closely monitor the development of the EMS service;

c where necessary, to recommend to postal administrations joint action aimed at introducing or developing the service in order to counteract the effects of the competition at the international level from private companies;

d possibly to submit to the next Congress proposals for including in the Acts of the Union the basic principles of international high-speed mail.

(Proposal 2000.19, Committee 4, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Resolution C 26

Postal monopoly

Congress,

In view of
the results of the study arising from 1979 Rio de Janeiro Congress resolution C 78 which instructed the CCPS to study the situation regarding the postal monopoly in the countries of the Union and means of combating competition from private undertakings in the conveyance of documents,

Considering
that the postal service is based in particular on the efficiency and reliability of the services rendered, on the one hand, and on the financial capacities of postal administrations on the other,

Stressing
that the Post, as a universal service, is bound to offer all users, equally, the possibility of communicating on the same conditions, inter alia, by paying the same postal rate regardless of whether they live in urban or rural areas,

Persuaded
that this public service mission would not be taken into account by a collection of private networks, the operation of which, based mainly on profitability, would give preference to heavy traffic flows,

Noting
the efforts and sizeable investments made by Union member countries to maintain, improve and expand a postal infrastructure designed to serve all their citizens and, consequently, to promote economic, social and cultural development in their countries,

Aware
that it is not for the UPU to prepare protective legislation in this field since the postal monopoly does not have a definition common to all countries and is essentially a matter of national legal concern,

Considering, however
the serious consequences for the postal services and, ultimately, for national and international postal communications networks which would result from the elimination or weakening of the postal monopoly,

Appeals

to the governments of Union member countries:
a to maintain the postal monopoly in order to ensure that all of their citizens have equal access to a universal postal service;
b to define clearly the items which fall within the scope of the postal monopoly; and
c where appropriate, to instruct the Customs and other national authorities to assist the postal authorities in enforcing the postal monpoly.

(Proposal 2000.8, Committee 4, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting)

Recommendation C 27

Choice of themes for postage stamps

Congress,

Having noted
the Executive Council discussions on the subject of the issue by certain administrations of postage stamps considered by other administrations to be offensive,

Referring
to article 9 of the Universal Postal Convention, according to which "postage stamps for denoting payment of postage shall be issued by postal administrations only",

Recalling
formal opinion C 14 of the 1957 Ottawa Congress and recommendations C 85 and C 93 of the 1979 Rio de Janeiro Congress, concerning the choice of themes for postage stamps,

Considering
the solemn affirmation of the purpose, of the Union and the aims which it pursues, set out in the Preamble to and article 1 of the Constitution and in article 1 of the Convention,

Aware
of the need for postal administrations to avoid any action likely to disturb the operation of the international postal service,

Considering
the United Nations resolutions concerning understanding among mankind and the establishment of a lasting peace in the world,

Recommends

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; and
- 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.

(Proposal 2000.14, Committee 4, 2nd meeting; Congress – Doc 81/Rev 1, 16th plenary meeting).

Resolution C 35

New edition of certain Union publications

Congress,

Having adopted
a new system of statistics for the international letter-post traffic with a view to calculating transit charges and terminal dues,

In view of
the very positive experience with the use of certain publications which the International Bureau has published in the interests of UPU member countries,

Aware
of the need to continue to help postal administrations to improve the management, organization and operation of their postal services, in particular to adapt them to the new provisions of the Acts of the UPU,

Instructs

the International Bureau to update and republish:
- the Operational guide on the preparations for the statistics and the formalities relating to the accounts payable in respect of transit charges and terminal dues;
- the Manual of rules and procedures for forwarding international mail; and
- the Operational guide of the international parcel-post service.

(Proposal 04,15th plenary meeting; Congress – Doc 75/Add 1, 16th plenary meeting)

Formal opinion C 40

Customs treatment of postal items: International Convention on the Simplification and Harmonization of Customs Procedures (Kyoto Convention)

Congress,

In view of
the results of the study undertaken by the Executive Council together with the Customs Co-operation Council (CCC), which are summarized in the Comprehensive report on the work of the Executive Council 1979–1984 (Congress – Doc 1), and resolution C 49 authorizing the Executive Council to reconstitute the CCC–UPU Contact Committee to deal with the continued study of common problems,

Noting
- that the CCC–UPU Contact Committee and the Executive Council considered it necessary, among other things, to make better known the existence of Annex F.4 to the International Convention on the Simplification and Harmonization of Customs Procedures (known as the Kyoto Convention), whose application would make it possible to facilitate the customs treatment of postal items, and
- that by the aforesaid annex the CCC once again wished to help to facilitate the flow of postal traffic,

Noting
that Annex F.4 to the Kyoto Convention has been ratified by only 11 countries out of the 95 members of the Customs Co-operation Council,

Taking account
of the suggestion by the CCC–UPU Contact Committee,

Expresses the formal opinion

that postal administrations should approach the authorities in charge of customs questions in their countries to request that they take steps to speed up the ratification of Annex F.4 to the Kyoto Convention.

(Proposal 2000.11, Committee 4, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 41

Principles and method for the calculation of transit charge scales

Congress,

Considering
the principles governing the determination of transit charges as established by the Technical Committee on Transit (TCT) and ratified by the 1952 Brussels Congress, namely:

i introduction of a single rate for the two categories of item, LC and AO, because from the point of view of payment for transit the mail is considered merchandise sui generis irrespective of its LC and AO composition;
ii fixing of payment for transit on the basis of the cost of the mail in transit;
iii breakdown of the cost into two elements "transport costs" and "postal costs",

Aware
of the changes in sea traffic over the last few decades and of the continual development of many types of goods that can be compared to mail,

Taking account
of the results of the Executive Council study stemming from 1979 Rio de Janeiro Congress resolution C 28,

Decides

i that the "transport costs" component of the cost of transit shall be determined on the basis of the weighted world average of the prices actually paid for the conveyance of mail, by applying to the median length of each step of the scales the weighted world average price corresponding to that median length; this weighted world average shall be calculated by means of the mathematical "least squares" method;
ii that the "postal costs" component of the cost of transit shall be calculated on the basis of the weighted arithmetical mean of the postal costs incurred by administrations in effecting purely postal operations for transit mail;
iii that the elements to be taken into consideration for the "transport costs" and "postal costs" components shall be supplied by the transit administrations and shall be as follows:

a Transport costs

Land transit
– The most important land routes, from the point of view of postal transit volume, used for the conveyance of mail in transit, with an indication of the distance in kilometres for each route.

- The annual weight, for each route, of the mail subject to land transit charges.
- The prices actually paid for the rapid carriage of 1000 kg of mail (prices for part loads and per complete railway truck or lorry loads of 5000 kg, 10 000 kg and more than 10 000 kg) on each route.

Sea transit

- The most important sea routes, from the point of view of postal transit volume, used for the conveyance of mail in transit, with an indication of the distance in nautical miles for each route.
- The annual weight, for each route, of the mail subject to sea transit charges.
- The prices actually paid on each route for the conveyance of mail; this price is to be expressed in terms of the basic unit of the sea tariff used: per 1000 kg, per long ton (2240 lbs), per m^3, per shipping ton (40 cubic feet), etc, with an indication, if the basic unit is volumetric, of the average weight of the mail included in this unit, so that the price for the carriage of 1000 kg can be determined.

b Postal costs

- Administrative overheads, that is, the overall costs incurred by the transit administration (staff, premises, equipment, etc) in respect of operations connected with land and sea transit;
  as well as:
  - for *land transit,* the ancillary costs per tonne of transit mail incurred in respect of exchange and checking operations, loading and transhipment at junctions and outward stations, etc;
  - for *sea transit,* the ancillary costs per tonne of transit mail incurred by the transit administration in respect of the acceptance, loading and unloading of mail routed by sea,

Instructs

the Executive Council to update, as close to each Congress as possible and in accordance with the method specified above, the transit charge scales to be fixed in the Convention.

(Proposal 3000.1, Committee 5, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 42

Study on terminal dues

Congress,

Having taken note
of Congress – Doc 10 concerning the work done by the Executive Council on terminal dues,

Taking account
of the opinions expressed and the decisions taken on this subject in Committee 5 (Convention – Rate-fixing and payments),

Noting
that account should be taken as far as possible of:
a the costs of handling international mail, particularly as regards the imbalance of exchanges between administrations of origin and of destination;
b the consequences of using the SDR as intermediate unit of account for settlements;
c other factors that may be relevant in the search for the fairest possible formula,

Instructs

the Executive Council:
- to continue studying the question of terminal dues with a view to finding an equitable solution to the problems arising from the traffic imbalances between administrations of origin and of destination;
- to submit to the next Congress, if necessary, its recommendations concerning the adaptations to be made to the current rates of terminal dues, including such proposals for amending the Acts as may be necessary.

(Proposal 3000.7, Committee 5, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Recommendation C 43

Airmail correspondence in transit à découvert: number of average rates per group of countries of destination

Congress,

Having taken note
of the study carried out by the Executive Council in pursuance of resolution C 33

of the 1979 Rio de Janeiro Congress, including the result of the consultation of administrations carried out by circular letter No 3410.12(C)975 of 15 August 1980,

Noting
that the majority of administrations participating in this consultation are of the opinion that a reduction in the number of average rates per group of countries of destination laid down in article 80, paragraph 1, of the Rio de Janeiro Convention (which may not exceed 10) is likely to simplify the accounting of air conveyance dues and the dispatch operations relating to airmail correspondence in transit à découvert,

Noting
that some intermediate administrations have already reduced the number of average rates,

Recommends

intermediate administrations which have not yet done so to examine the possibility of reducing the number of rates per group of countries of destination for the next edition of the General List of Airmail Services (List AV 1).

(Proposal 4000.2, Committee 6, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Recommendation C 44

Speeding up of airmail in transit à découvert

Congress,

Recalling
recommendation C 70 and formal opinion C 71 of the 1979 Rio de Janeiro Congress,

Considering
that airmail in transit à découvert suffers excessive delays in forwarding and that such delays can be avoided if transit countries give a true picture of their forwarding facilities,

Bearing in mind
that à découvert exchanges form a large percentage of airmail traffic and for many developing countries provide the only means of forwarding airmail to most destinations,

Recommends

i that transit administrations undertake the reforwarding of à découvert mail only if they are making up direct closed dispatches for the countries of destination;

ii that postal administrations endeavour to minimize the number of transmissions à découvert;
iii that the advertising of such transit facilities in the General List of Airmail Services (AV 1 List) be realistic and aligned on existing transport outlets.

(Proposal 4000.4, Committee 6, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 45

Basic airmail conveyance rate

Congress,

Having taken note
of Congress – Doc 17 concerning the work done by the Executive Council on the basic airmail conveyance rate,

Noting
that the comparative studies carried out in connection with airfreight rates and operating revenues from airfreight have provided some very useful indicators,

Instructs

the Executive Council:
- to continue following up in a general way, in consultation with ICAO and IATA, the question of the basic airmail conveyance rate, bearing in mind the relationship between the airfreight rates actually paid and the remuneration of the air conveyance of mail;
- to submit to the next Congress, if appropriate, its recommendations concerning the adjustments to be made to the present basic rate, including any proposals for amending the Acts that may be necessary.

(Proposal 4000.6, Committee 6, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 49

Reconstitution of the CCC–UPU (Customs Co-operation Council–Universal Postal Union) Contact Committee

Congress,

In view of
the positive results of the work done by the CCC–UPU Contact Committee,

Considering
that efforts to speed up and simplify customs treatment of postal items should be continued,

Taking account
of the questions whose study in due course has already been suggested,

Considering
that the cooperation between the UPU and the CCC which has existed since 1965 is in the best interests of both organizations,

Authorizes

the Executive Council to reconstitute the CCC–UPU Contact Committee in order to continue the study of common problems.

(Proposal 2000.10, Committee 4, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 50

Revision of transit charges

Congress,

Having adopted
the new transit charge scales proposed by the Executive Council as a result of the study stemming from resolution C 28 of the 1979 Rio de Janeiro Congress,

Aware
of the continuous development of the data on which the calculation of these scales is based (transport prices, postal costs and weight of transit mail),

Instructs

the Executive Council:

i to recalculate, at a date as close to the next Congress as possible and by the method used in drawing them up, the scales of transit charges fixed in article 61 of the Convention;

ii to review the methodology currently being used, in particular, with respect to the distance steps in order to bring them into line with the actual land and sea routes taken by the mails in transit by both land and sea;

iii to seek ways of eliminating the distortions in the data which are taken into account in calculating the scales.

(Proposal 3061.2/Rev 1, Committee 5, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 52

Exchange value in SDR of amounts expressed in gold francs and gold centimes in the Acts of the UPU

Congress,

In view of
international currency developments,

Considering
that Special Drawing Rights are already widely used by the majority of postal administrations,

In view of
the need to envisage standardized provisions concerning the use of this accounting unit of the International Monetary Fund (IMF),

Decides

that amounts expressed in gold francs and gold centimes in the Acts of the UPU shall henceforth be supplemented by their exchange value in SDR calculated on the basis of the linking coefficient of 1 SDR = 3.061 g fr, in accordance with the arrangements provided for in International Bureau circular 219 of 1 September 1980.

(Proposal 05/Rev 1, Committee 3, 5th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Resolution C 54

Amendment of the presentation of the List of Prohibited Articles

Congress,

Considering
the capital importance of the information contained in the List of Prohibited Articles, particularly in regard to postal parcels,

Considering
that a change in the presentation of this document would greatly facilitate the work of the operational staff responsible for informing users,

Instructs

the Executive Council to undertake a study on amending the presentation of the List of Prohibited Articles with a view to making it easier to consult.

(Proposal 2000.3, Committee 4, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Formal opinion C 55

Closed mails in transit suspected of containing narcotics or psychotropic substances

Congress,

Having noted
- that the illicit transmission of narcotics and psychotropic substances through the post is on the increase;
- that, in operations carried out on the requisition of the Customs, the presence of items containing narcotics and psychotropic substances has been detected in closed mails through the use of new techniques (dogs belonging to the Customs, X-rays, etc),

In view of
article 1 of the Constitution of the Union and article 1 of the Universal Postal Convention which enshrine freedom of transit for postal items forwarded in transit by closed mails or à découvert as one of the essential and fundamental principles of the Universal Postal Union,

In view of
article 36 of the Universal Postal Convention dealing with prohibitions,

Considering
- that postal administrations are aware of the importance to be placed on combating the traffic in narcotics and psychotropic substances;
- that postal administrations must act within the framework of the provisions prescribed in the Acts of the Universal Postal Union and in their national legislation,

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 or psychotropic substances 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.

(Proposal 2500.4, Committee 4, 4th meeting; Congress – Doc 81/Rev 1/Add 1, 16th plenary meeting)

Decision C 59

Rate-fixing for combined items

Congress

Decides

to entrust the Executive Council with the study of proposal 3019.7.

(Proposal 3019.7, Committee 5, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Decision C 60
Rate-fixing on the principle of priority/non-priority mail

Congress

Decides

to entrust the Executive Council with the study of proposal 3019.10.

(Proposal 3019.10, Committee 5, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Decision C 61

Receptacles used for conveying mail (bags, trays, intra-container modules, etc)

Congress

Instructs

the Consultative Council for Postal Studies to carry out the study of proposals 2555.1, 2564.2 and 2568.1 and 4597.5, 4601.2 and 4612.1 and, after completing its work, to draw up proposals, as appropriate, for Congress.

(Proposals 2555.1, 2564.2 and 2568.1, Committee 4, 7th meeting, and proposals 4597.5, 4601.2 and 4612.1, Committee 6, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 62

Rate-fixing and conditions for the acceptance of letter-post items

Congress,

In view of the fact
- that some countries have already profoundly modified the classification of letter-post items in their internal service, by changing from a classification based on the content of the items to another based essentially on the interests of the clients (priority/non-priority criteria) or even on the interests of postal operations (separate/bulk items);
- that certain modifications have already been made in the rates structure of the Convention but that the principle retained is still based on the content;
- that the development of modern printing techniques and other types of reproduction have made it impossible to apply provisions concerning the conditions of acceptance of printed papers, which represents a source of annoyance and dispute both for customers and postal staff,

Bearing in mind
new market demands, in particular the competition from electronic means of communications, which requires major efforts from postal administrations to provide a truly priority service based on a simple and clear rates system,

Considering
the tendency to make increasing use of aircraft for forwarding mail,

Considering
that it would be advisable to examine again, without prejudice to the outcome of previous studies, the possibility of introducing a rates system based on concepts of priority/non-priority,

Instructs

the Executive Council, possibly in cooperation with the Consultative Council for Postal Studies:
- to consider the possibility of changing from a rates system based on the content of letter-post items to another based on concepts of priority/non-priority or, possibly, on other criteria;
- to consider also, as an alternative, the possibility of admitting such a system (or other systems) for a transitional period side-by-side with the traditional system;

– to prepare, as applicable, proposals for submission to the next Congress.

(Proposal 3000.3, Committee 5, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Decision C 64

Definition of the terms "documentation", "document" and "publication"

Congress

Instructs

the Executive Council to carry out a study of a purely editorial nature to define the terms "documentation", "document" and "publication" as used in the Acts and to submit to the next Congress proposals for bringing the Acts into line with the definitions adopted.

(Committee 3, 8th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 65

Study on the international registered and insured services and the introduction of an international recorded delivery service

Congress,

Noting

– the high cost of providing the international registered and insured services; and
– the inadequacy of the current registered items service to fully meet the changing needs of customers,

Aware of

– the varying levels, among administrations, of security provided, especially within the registered items service;
– the increasing use of the international registered service, merely to obtain proof of posting and delivery for items of low value; and
– the potential profitable market for restructured registered and insured services incorporating a service for low-value items,

Instructs

the Consultative Council for Postal Studies to undertake a study of the international registered and insured services, aimed at:
- developing a uniform method of handling for each category;
- relaxation of security for items of little or no intrinsic value, while recognizing the need for proof of posting and delivery;
- examination of the amount of indemnity to be paid;
- a more streamlined approach to inquiries and speedier settlement of claims;
- the use of high-speed services in conjunction with a security service; and
- making access to the insured items service easier.

(Proposal 2000.20, Committee 4, 7th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Recommendation C 68

Bundling of standardized items

Congress,

Aware
of the need to ensure smooth processing of standardized items by means of mechanized and automated equipment,

In view of
the provision of article 155, paragraph 1, of the Detailed Regulations of the Convention which governs the bundling by size (standardized items and other items) of ordinary items,

Having noted
that standardized items whose dimensions are close to the maximum size limits are often bundled with those whose dimensions are close to the minimum size limits,

Considering
that bundling in this fashion can often lead to deterioration of the edges of standardized items,

Concerned
that standardized items should remain suitable for mechanized and/or automated processing and should not cause such equipment to jam,

Recommends

to postal administrations that they make up, to the degree possible, bundles of standardized items of similar size.

(Proposal 2500.1, Committee 4, 7th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 69

Make-up of mails

Congress,

Aware of
the physiological importance of facilitating as much as possible, during the manual loading or unloading operations, the handling of bags used for conveying mails,

Noting
that the way in which bags are closed often allows the contents to shift inside them,

Concerned
with ensuring the maximum protection of postal staff responsible for handling such bags against any risk of injury resulting from their instability,

Recommends

administrations to prescribe that bags be closed as near as possible to the contents in order to ensure maximum stability of the latter.

(Proposal 2500.2, Committee 4, 7th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 70

Direct transhipment of airmails between different airlines

Congress,

In view of
the provisions of article 74, paragraph 4, of the Convention (Rio de Janeiro 1979) according to which "If the administration of the country of origin so wishes, its mails shall be transhipped directly, at the transit airport, between two different airlines, provided that the airlines concerned agree to make

the transhipment and that the administration of the transit country is informed of it beforehand",

Recalling
that this rule which was introduced by the 1979 Rio de Janeiro Congress dispensed with the obligation to obtain the prior agreement of the intermediate administration to facilitate the direct transhipment of airmails between different airlines,

Recalling further
that, for this purpose, Congress approved the "pratical application formula for the direct transhipment of airmails by the airlines" agreed between the Executive Council and IATA,

Noting
that these provisions are fairly frequently lost sight of and that, in particular, because they are not clearly informed by the dispatching administrations of their intentions, the administrations of the intermediate countries do not always know whether they should intervene in respect of the mails in transit, and this causes delays in forwarding and disputes with the airline representatives, as well as difficulties in the event of subsequent inquiries,

Noting
that the absence from the "practical application formula" of provisions governing the handling of airmails normally intended for direct transhipment, but from which the AV 7 delivery bill is missing, gives rise to costly inquiries and delays the settlement of accounts where the airmails are not handed over to the postal administration at the airport of transhipment but are forwarded by an airline by the first appropriate flight to destination,

Instructs

the International Bureau:

a to complete the study undertaken by the Executive Council in 1984 regarding the creation of a replacement AV 7 delivery bill:
   - by finalizing this bill in consultation with IATA, taking account of comments received from Executive Council member countries in reply to International Bureau circular letter 3410.14(C)1400 of 18 April 1984, and
   - by drawing up the guidelines for its use;

b to submit the suggested replacement bill and draft guidelines to the Executive Council at its first meeting and to communicate them to postal administrations upon approval by the Executive Council; and

c to incorporate the guidelines for using the replacement AV 7 bill in the practical application formula to be published in the Annotated Acts,

Requests

administrations:

- to see that the "practical application formula for the direct transhipment of airmails by the airlines" is observed, in particular as regards the prior informing of the administrations of the intermediate countries at the time of establishing connections involving direct transhipment of mails between two different airlines (B, iv and viii, of the formula);
- to ensure that the outward airlines (first carriers) do in fact make all the arrangements laid down in the "application formula" for the proper execution of the direct transhipment with the airlines flying the subsequent parts of the route (second and, if applicable, third carriers), without the intervention of administrations of the intermediate countries, even in cases where the airlines operate at different air terminals or airports;
- to accept, for accounting purposes, the "replacement AV 7 bill" upon its approval by the EC.

(Proposals 4000.3 and 4000.11, Committee 6, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Recommendation C 71

Settlement of airmail accounts

Congress,

Noting
that the delays in the settlement of airmail accounts continue to cause serious inconvenience to most airlines,

Considering
that the inclusion of airmail accounts in general accounts settled by offsetting which contain debts of different kinds may contribute to delaying the payment of the amounts due to the airlines.

Recommends

that administrations wishing to settle airmail accounts by offsetting should include them preferably in an AV 11 airmail general account,

Reminds

administrations of 1979 Rio de Janeiro Congress recommendation C 72 which asks them to pay their national airline, without delay, the sums due

to it as soon as the relative accounts are settled by the debtor administrations, possibly by offsetting.

(Proposal 4000.1, Committee 6, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 75

Note on forms C 18 and C 18bis allowing them to be supplemented if necessary

Congress,

Noting
that certain administrations use the actual weight for the determination of surface-mail terminal dues,

Taking account
of the existence of separate terminal dues rates for LC/AO items, on the one hand, and M bags, on the other,

Considering
that it would be possible to facilitate the task of administrations wishing to know the weight of the bags in each mail, by providing columns for indicating the gross weight of LC/AO bags and M bags,

Instructs

the International Bureau to insert in the Annotated Acts a note on forms C 18 and C 18bis similar to note 3 to form AV 7 which would authorize administrations to supplement these forms as necessary with extra columns to indicate the gross weight of LC/AO bags and M bags.

(Proposal 2900.2, Committee 5, 7th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Formal opinion C 76

Checking of mails and use of verification notes

Congress

Invites

the postal administrations of member countries to remind their services that, under the provisions of article 165 of the Detailed Regulations of the Conven-

tion, irregularities established must be reported *immediately* by means of a verification note sent by the quickest route (air or surface) to the office concerned, after the complete check of the mail.

(Proposal 2500.3, Committee 4, 10th meeting; Congress – Doc 81/Rev 1/ Add 2, 18th plenary meeting)

Formal opinion C 77

Receptacles other than bags used for mail conveyance

Congress,

Considering
that a number of administrations judge it premature to adopt proposals (viz 2555.1 and consequential proposals) by the United States of America aimed at introducing the use of receptacles other than mailbags in the international exchange of mails on a basis other than by special bilateral agreements,

Recognizing
that the use of alternatives to mailbags holds great promise for the future, particularly for administrations planning or already embarked on mechanized or automated treatment of mail,

Aware
that a number of administrations currently utilize such receptacles in their internal service,

Urges

administrations:
- to give favourable consideration to the use, on an experimental basis, of receptacles other than mailbags for the exchange of international mails, and
- to report the results of these experiments to the CCPS within the context of its study of the matter.

(Proposal 2000.21, Committee 4, 10th meeting; Congress – Doc 81/ Rev 1/Add 2, 18th plenary meeting)

Formal opinion C 78

Manufacture and use of international service forms

Congress,

Noting
that the paper used in the manufacture of international service forms is not always of acceptable quality, making it difficult to read entries and complicating all operations,

Considering
that the manufacture of forms in good quality paper facilitates postal operations and helps to prevent mistakes,

Calls on
all postal administrations, in accordance with 1979 Rio de Janeiro Congress formal opinion C 8, to have international service forms manufactured in good quality paper.

(Proposal 2900.1, Committee 4, 10th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 79

Study with a view to establishing basic charges for letter-post items

Congress,

Having adopted
the new basic charges for letter-post items which were increased by 50 percent compared with those laid down by the 1979 Rio de Janeiro Congress,

Noting
that adjustments of a similar scale took place at the last Congresses of the Union,

Convinced
that these changes clearly prove that, frequently the basic charges of the Convention become outdated, a fact which prompted successive Congresses to widen the optional increase margins for these charges,

Aware
of the need to adopt a rate-fixing system which mainly takes into account the actual cost of the service in order to determine the basic charges, without

prejudice to other factors affecting the latter, including the development of other communication systems and rival businesses,

Considering
the effects of the SDR for the determination of the level of charges,

Recognizing
that the possibility should be examined of finding a system whereby the charges would retain their real value between Congresses,

Instructs

the Executive Council:

i to study whether the provisions of article 19 for the fixing of postage charges for letter-post items are appropriate, bearing in mind, the actual cost of the service, the basic factor, as well as other factors, such as, changes in customer needs, the impact of external factors on the volume of postal traffic, the effects of SDR and any other factors considered to be relevant;

ii to study the possibility of establishing a system, application of which would enable the charges to retain their real value between Congresses;

iii to formulate the appropriate propsals for the next Congress.

(Proposal 3000.5/Rev 2, Committee 5, 10th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 80

Implementation of the decisions taken by the Hamburg Congress with regard to statistics of transit charges and terminal dues

Congress,

Bearing in mind
the decisions taken concerning:

- the statistical system for transit charges and surface-mail terminal dues;
- the provisional payments to be made by debtor countries with respect to transit charges and surface-mail terminal dues,

Decides

as follows:

i The results of the triennial statistics scheduled for the month of May 1985 in accordance with the Rio de Janeiro Convention and its Detailed Regulations shall serve as the basis for the preparation and settlement of accounts for the years 1984 and 1985.

ii The annual weights emerging from these statistics shall be used for the provisional payments relating to the year 1986. For this purpose, the new rates adopted shall be applied to the weights thus obtained to establish both transit charges and terminal dues.
iii The new statistical system adopted by the Hamburg Congress shall be applied on 1 January 1986 and the one-month statistical count, for the purpose of determining the average weight of the bags, shall take place in October 1986.
iv As soon as the final accounts for 1986, prepared according to the new statistical system, have been accepted or regarded as accepted, the provisional payments, already made shall be adjusted.

(Proposal 3500.3, Committee 5, 10th meeting; Congress – Doc 81/Rev 1/ Add 2, 18th plenary meeting)

Resolution C 82

Redirection and return to origin of correspondence by air

Congress,

Having adopted
proposals 4076.1/Rev 1 and 4077.1 which make it a rule that airmail letters and airmail postcards be redirected by the quickest route (air or surface),

Anxious
that, as far as possible, airmail should become the normal mode of conveyance for the redirection and return to origin of correspondence,

Noting
that the regulations on the matter (notably article 76 of the Convention, Rio de Janeiro 1979) are out of step with the practices currently adopted by administrations,

Instructs

the Executive Council:
- to review the conditions in which items may be redirected or returned to origin by air;
- to bring up to date and simplify the relevant regulations;
- to submit to the next Congress the proposals arising from this study.

(Proposals 4076.1/Rev 1 and 4077.1, Committee 6, 6th meeting; Congress – Doc 81/Rev 1/Add 2, 18th plenary meeting)

Resolution C 83

Address area on the layout key for trade documents

Congress,

Having taken note
of the work described in Congress – Doc 13 concerning the address area on the layout key for trade documents,

Considering
that it is important to see that the postal operational requirements of all the member countries of the Union are taken into consideration in the draft international standard being prepared in this connection by the International Organization for Standardization (ISO),

Aware
of the necessity of adapting the regulations to the needs of traffic exchanges and to the concerns of customers, such adaptation being one of the surest ways of promoting traffic,

Noting
the position adopted by the ISO, which, in order to facilitate the solution of the problems raised, has decided to postpone publication of the standard concerned for one year,

Instructs

the Consultative Council for Postal Studies:

a to pursue the study of the question as a matter of priority in conjunction with the ISO in order to reach solutions that are acceptable to both sides;

b to inform postal administrations, after consultation with the Executive Council if matters falling within the latter's purview are concerned, of such provisions as may have been agreed upon with the ISO so that these provisions can be applied immediately;

c to submit a report on its work to the next Congress as well as any proposals for amending the Acts arising from the provisions applied.

(Proposal 013, 16th plenary meeting; Congress – Doc 75/Add 2, 18th plenary meeting)

Universal Postal Convention and Detailed Regulations

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