

UNIVERSAL POSTAL UNION

CONVENTION

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Note on the printing of the Annotated Acts of the 20th Congress, Washington 1989

The boldface type in the texts indicates amendments (alterations, additions or deletions of words, passages, figures, signs, etc) to the 1984 Hamburg Congress Acts.
However, as the Postal Financial Services Acts were extensively recast, it was considered preferable in volume 4 not to indicate amendments to the text of the 1984 Hamburg Congress Acts in boldface type.
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(s)	article(s)
c	centime
CCC	Customs Co-operation Council
CCPS	Consultative Council for Postal Studies (until 1969 Consultative Committee for Postal Studies)
cf	confer (= compare)
circ(s)	circular(s)
circ let	circular letter
cm	centimetre
COD	Cash-on-Delivery Agreement or Detailed Regulations
col	column
Comm	Committee
Compendium	Compendium of 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
dm	decimetre
Doc(s)	Document(s) (of Congresses, Conferences, Executive Council, etc)
doc	document
EC	Executive Council
eg	for example
ELC	Executive and Liaison Committee
et seq	and those that follow
fr	franc
g	gramme
g c	gold centime
g fr	gold franc
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
ITU	International Telecommunication Union
Journal or Periodical	*Union Postale* (quarterly 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 (of time)
Money Orders	Money Orders Agreement or Detailed Regulations
No(s)	number(s)
oz	ounce (28.3465 grammes) (one-sixteenth of the pound avoirdupois)
p, pp	page(s)
para	paragraph
Parcels	Postal Parcels Agreement or Detailed Regulations
Prep Comm	Preparatory Committee
prop(s)	proposal(s)
Prot	Final Protocol (to the respective Act)
PTT	Posts, Telegraphs and Telephones
Rep	Report on the work of the Union (Management Report until 1952), published by the International Bureau
Subcomm	Subcommittee
subpara	subparagraph
t	tonne
TCT	Technical Committee on Transit
t-km	tonne-kilometre or kilometric tonne (unit used in connection with conveyance)
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization
UPU or Union	Universal Postal Union
viz	videlicet (namely)
vol(s)	volume(s)
WHO	World Health Organization

II. Conventional abbreviations used in the Acts

1 Abbreviations relating to forms:

AV	Airmail
C	Convention
CP	Parcels
MP	Money Orders
R	COD
VD	Insured Letters
VP	Giro

2 Other abbreviations:

AI	advice of entry (Giro, Det Regs, art RE 309, para 2)
AO	other items or items other than LC (Conv, art 19, para 1, b, etc)
AR	advice of delivery (Conv, Det Regs, art 138, para 1, etc)
F	letter bill (Conv, Det Regs, art 167, para 3) or parcel bill (Parcels, Det Regs, art 122, para 6)
IMF	International Monetary Fund (Conv, Det Regs, art 103, para 3, etc)
Jx	newspapers (Conv, Det Regs, art 167, para 1, b)
LC	letters and postcards (Conv, art 19, para 1, a, etc)
M	special bag of printed papers for the same addressee (Conv, art 19, para 2, etc)
R	registered (Conv, Det Regs, art 133, para 5, etc)
S.A.L.	Surface airlifted mail (Conv, art 19, para 4, etc)
SDR	Special Drawing Right (Conv, art 9, para 1, etc)
SV	empty bag (Conv, forms C 12 and AV 8)
T	postage due (Conv, Det Regs, art 142, 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 137, para 1, a, and Parcels, Det Regs, art 108, para 1, 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 (1), 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. (2) (3)

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1) This provision became art 25, para 4, with the entry into force of the Washington Acts.

2) See notes to Const, art 22.

3) 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 52, note 1.

Part I

Rules applicable in common throughout the international postal service (1) (2) (3) (4) (5)

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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).
Props designed to guarantee the secrecy of the mails by an explicit provision of the Conv were submitted at the 1891 Vienna Congress (pp 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 6).

3) Questions relating to international control. See the information provided by the IB concerning a general study of these questions (1945 Rep, 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 Agrs and their Prots and the selling price of international reply coupons after consultation with the IB" (before 1966, with the Swiss postal adm). This control was abolished by the 1979 Rio de Janeiro Congress (II 1526, prop 2504.4).

4) By resolution C 12 (reproduced at the end of this vol), the 1989 Washington Congress instructed the EC and CCPS, within their respective areas of responsibility, and with the support of the IB, to convene a group of experts in postal security and to develop and adopt initiatives regarding international policies, standards and programmes which could be undertaken prior to the next Congress (II Congress/C 4 – Rep 1, prop 2000.5).

5) By resolution C 13 (reproduced at the end of this vol), the 1989 Washington Congress instructed the CCPS to carry out a study on the possibility of creating a universal logo that would enable the postal services to be identified (II Congress/C 4 – Rep 1, prop 2000.13).

Chapter I

General provisions

Article 1
Freedom of transit (Conv 2 and 3; Det Regs 154 to 158)

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 (2) 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. (3) (4) (5) (6) (7) (8)

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 **41**, 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 (9), 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. (10)

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 (9), but their liability shall be limited to that laid down for uninsured parcels of the same weight.

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1) See Const, art 1, note 4.

2) At the 1989 Washington Congress, a prop to amend this text so as to oblige adms to forward closed mails by routes agreed with the adm of posting and not necessarily by the quickest routes was rejected (II Congress/C 4 – Rep 1, prop 2001.1).

3) 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.)

4) Such conveyance involves expenses for the intermediate adm; these are payable by the adm of the country of origin (see art 71). 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.

5) 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).

6) 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 (II 120, 121 and 549):
"Subject to the exceptions contained in article 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, paragraph 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."

7) 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 transit) 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 6 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."

8) 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 Convention on International Civil Aviation (such rights being usually known as "commercial rights") (II 356, 361–364, 370, prop 715, Congress – 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 83, note 2).

9) 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).

10) 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 (Parcels, Det Regs, art 101, para 1, h).

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 **or by any other appropriate means of telecommunication** (1), and inform the International Bureau of the fact.

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1) In view of advances in telecommunications technologies, the 1989 Washington Congress adopted a prop to stipulate that notification of the discontinuation of a service shall be sent by the fastest means, including telematics (II Congress/C 4 – Rep 1, prop 2002.1).

Article 3
Land transit without the participation of the services of the country crossed (Conv 1 and 71, para 2; Det Regs 156)

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)

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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 art and related provisions in arts 71, para 2, of the Conv, 156 of its Det Regs and 48, 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, **by any appropriate means of telecommunication** (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 **20**), special charges (article **26**) and air surcharges (article **21**) 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) In practice, the notification reaches the adm concerned too late and therefore serves no real purpose. In view of the continuing advances in telecommunications, the 1989 Washington Congress adopted props aimed at using any appropriate means of telecommunication (II Congress/C 4 – Rep 2, props 2004.1 and 2004.2; see also art 2, note 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 348, 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 348, prop 2004.1).

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

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

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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 the **Acts of the Union**. Charges for a new service shall be laid down by **each** administration concerned, having regard to the expenses of operating the service.

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1) The 1974 Lausanne Congress had provided for the possibility of creating new services not provided for in the Conv, in response to a request by some adms which had 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).
However, the 1989 Washington Congress considered that this option should also apply to new services not provided for in the other Acts (II Congress/C 4 – Rep 2, props 2006.1 and 2006.2).

Article 7
Use of bar codes and unique identification system for items, receptacles and related documents (1)

1 Administrations may use computer-generated bar codes and a unique identification system in the international postal services for purposes such as track/trace systems and other identification applications. The bar codes and the unique identification system may be used in order to identify, for example:
- **individual items;**
- **mail receptacles (mailbags, containers, letter trays, etc);**
- **related documents (forms, labels, etc).**

2 Administrations which choose to use bar codes in the international services should comply with the technical specifications laid down by the Consultative Council for Postal Studies. These specifications shall be notified to all administrations by the International Bureau.

3 Administrations which do not operate computerized bar-coding systems are not obliged to comply with the specifications laid down by the Consultative Council for Postal Studies.

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

5 If countries using a manual system choose to use the unique system, they should comply with the specifications laid down by the Consultative Council for Postal Studies. (1)

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1) Art created by the 1989 Washington Congress in response to a request from certain adms which had introduced, in their reciprocal relations, a standardized numbering and coding system to identify items, bags, other receptacles and docs in the international postal service (II Congress/C 4 – Rep 4, prop 2006.92, Congress – Docs 67 and 67/Add 1). The 1989 Washington Congress introduced the optional use, in the international service, of computer-generated bar codes and a unique identification system for track and trace purposes and other identification applications. Adms using such codes should comply with the technical specifications laid down by the CCPS. Those which do not use them are not obliged to apply these specifications, but may find it useful to adopt the unique identification system for items, etc, specified by the CCPS.

Article **8**
Charges (Conv 20, 21 and 26; 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 Vocabulary 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 195, 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 **9**
Monetary standard. Equivalents (Const 7; Conv 13; Det Regs 102 to 104) (1)

1 The monetary **unit laid down in article 7 of the Constitution and used in the Convention and the Agreements as well as in their Detailed Regulations** shall **be the** Special Drawing Right (SDR). (2) (3)

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.

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

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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 IMF decision to demonetize gold from 1 April 1978, proposed to the 1979 Rio de Janeiro Congress that the g fr should be replaced by the IMF accounting unit, which at that time was the SDR evaluated on the basis of a basket of the 16 most representative currencies for international commercial transactions (II 495). Although the 1979 Rio de Janeiro Congress noted that the g fr had ceased to exist in fact, props for deleting or amending art 7 of the Const did not obtain the required majority of two thirds of the member countries. Nevertheless, a prop aimed at specifying in the Conv that the g fr used in the Acts of the Union is convertible into SDR was adopted (II 1265–1268, 1270 and 1277–1286, III 903 and 904).
The 1989 Washington Congress amended art 7 of the Const in such a way that the monetary unit of the IMF, viz the SDR, became the UPU's official currency. As a result of this decision, art 8, para 1, of the Conv (Hamburg 1984) also had to be amended (see also Const, art 7, note 1). Moreover, following the introduction of guideline charges (cf art 20, note 1), paras 3, 5 and 6 of art 8 were deleted. Equivalents are

nevertheless still valid for converting into local currency the min selling price for international reply coupons, the indemnities payable to customers and certain special charges (II Congress/C 5 – Rep 9, props 2008.1 and 2008.2).

2) The value of the SDR is determined each day by the IMF on the basis of a basket of currencies, a coefficient being assigned to each of them for the purpose of this calculation. As from 1 January 1986, 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 1980 to the end of 1984, namely the US dollar, the German mark, the French franc, the yen and the pound sterling. The weighting coefficients assigned to the 5 currencies (US dollar 42 percent, German mark 19 percent, yen 15 percent, French franc 12 percent and pound sterling 12 percent) approximately reflect the relative importance of these currencies in the context of international trade and flows of money during the period 1980–1984. However, these coefficients, which are valid at the present time (summer 1990) may shortly be altered.

3) By resolution C 29, the 1979 Rio de Janeiro Congress ratified the linking coefficient of 3.061 g fr = 1 SDR. After considering the problem of how to round off the SDR equivalents of amounts expressed in g fr in the Acts, the 1980 EC accepted the principle that, for the sake of simplification, only the SDR equivalents for the rates, etc, giving rise to the biggest inter-administration payments should be rounded off to three decimal places (cf Conv, arts 72, 73 and 85). In all other cases, the SDR value should be given to two decimal places (cf IB circ 219/1980). By resolution C 52, the 1984 Hamburg Congress confirmed this practice.

4) The IMF is a UN 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 3 April 1990, the IMF had 152 member countries.
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.

Article **10**
Postage stamps (Conv 14; Det Regs 105, 195) (1) (2) (3) (4) (5) (6) (7) (8)

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. (9)

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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 UN (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, props 227 and 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 eg 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 studies entitled "Issue and manufacture of postage stamps. Promotion of philately" and "Philately. Issue and organization of the sale of postage stamps. Philatelic products". (See Collection of Postal Studies, vols 109 and 171.)
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 Directorate-General 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.

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 circ.
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 Fed Rep 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 195, notes 3 to 10.

8) The 1989 Washington Congress, by recommendation C 80 (reproduced at the end of this vol), recommended adms to observe the procedures described in the philatelic code of ethics for the use of member countries, annexed to that recommendation, when issuing and providing postage stamps and postal items for philatelic purposes (II Congress/C 4 – Rep 2, prop 2000.18/Rev 1).

9) 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" (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 (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: circs 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 **11**
Forms (1) (2) (3)

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.

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1) Standardization of forms. 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 m^2 surface, a basic unit of the metric system. This square metre is, however, contained in a rectangle of 841 x 1189 mm (ratio $1 : \sqrt{2}$). The secondary series (B, 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 x 1189 mm have the following dimensions:

A1	594 x 841 mm	A6	105 x 148 mm
A2	420 x 594 mm	A7	74 x 105 mm
A3	297 x 420 mm	A8	52 x 74 mm
A4	210 x 297 mm	A9	37 x 52 mm
A5	148 x 210 mm	A10	26 x 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 x 1297 mm (ratio 1 : $\sqrt{2}$), with a resulting size of 1.1893 m^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, eg, C = Conv, VD = *Valeurs* (Insured Letters), CP = *Colis* (Parcels), etc. These initials are followed by a No determined by the sequence of the arts requiring the use of each form.
Forms for the use of the public are listed in the Det Regs, art 202.
The 1947 Paris Congress accepted prop 234, which provided that in all forms containing an address, the street and the No 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).
The 1952 Brussels Congress accepted a prop to annex to the different Acts a list of the relevant forms and to give each form a definite reference No (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).

2) Layout 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 Conv and the Agrs 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 No of the form according to the Conv or the Agr (C 1, CP 11, etc) should be placed to the right of its title.
c Each postal adm's special order No or identification No may be placed in the lower left-hand corner of the form.
d Information concerning the "issuer" of the form (adm, post office, etc) should be placed in the upper left-hand corner.

3) Other features. The model forms are given in the "Collection of UPU forms" published by the IB.
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.
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.
To facilitate the running of postal operations and to ensure that all postal service docs remain in good order during their period of retention, the adms concerned are recommended to make use of good quality materials (recommendation, 1957 Ottawa Congress, II 371, prop 377; 1979 Rio de Janeiro Congress formal opinion C 8, II 1435, prop 0032, and 1984 Hamburg Congress formal opinion C 78, II 385, prop 2900.1).
The 1989 Washington Congress, by recommendation C 31 (reproduced at the end of this vol), recommended adms to select paper manufactured by processes that cause as little pollution as possible (ecological paper) for printed matter used in the postal services. The word "ecological" mainly means that the paper is not bleached using chlorine (ie chloride gas, hypochlorite or chlorine peroxide). Bleaching with chlorine causes the emission of particularly dangerous pollutants; it is also a waste of energy and adds 10 to 15 percent to the cost of making the paper.

Article **12**
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 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 (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 practical 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 351, prop 2011.1).

Article **13**
Settlement of accounts (Det Regs 101 to 103, 189 to 193, 199, 200, 217 to 220)

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 arbit awards, Const, art 32, note 5.

Article **14**
Undertakings regarding penal measures
(Gen Regs 115; Conv 10, 12, 34, 41; Det Regs 198) (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 had been circulating in the postal services, adopted a formal opinion (C 2) reminding member countries of the obligations entered into under art 14 of the Conv and requesting them to put into operation the effective measures which were 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 stampss ... or used postage stamps", see IB opinion, 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 41, note 7.

8) Addition adopted by 1979 Rio de Janeiro Congress to bring this provision into line with art 41, para 4, b and d.

9) Cf Conv, art 41, para 4, b and d.

Chapter II

Exemption from postal charges (Conv 16 to 18; Det Regs 116)

Article **15**
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 19, note 4.

4) At the request of a Restricted Union, the EC considered in 1972 how far the provisions of art 17 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 **16**
Exemption from postal charges on letter-post items relating to the postal service (Conv 15, 75; Det Regs 116)

Subject to article **21**, paragraph **1**, 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; (1) (2) (3)

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.

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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, 1969 Rep, 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 ITU, 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 ITU, decided to adjourn this *sine die* because of difficulties in applying it and possible consequences (cf ELC Summary Record, April and October 1948 sessions).
As regards exemption from postal charges for participants in UPU Congresses, Confs and Comms, the question is, generally speaking, settled in each case by the adm of the host country.
Props 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 21, para 1). 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 **17**
Exemption from postal charges of items which concern prisoners of war and civilian internees (Conv 15; Det Regs 116) (1) (2)

1 Subject to article **21**, paragraph **1**, 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 Conf 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 **18**
Exemption of literature for the blind from postal charges
(Conv 15; Prot II; Det Regs 116, 131) (1) (2)

Subject to article **21**, paragraph **1**, literature for the blind shall be exempt from postage, the special charges listed in article **26**, paragraph 1, and the cash-on-delivery charge. (3)

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 26 (II 1258 and 1259; props 2015.1 and 2015.2).

Part II

Provisions concerning the letter post

Chapter I

General provisions

Article **19**
Letter-post items (Det Regs 125 to 132) (1) (2) (3) (4) (5)

1 Letter-post items shall consist **of:**
a letters (6) **and** postcards **together called "LC";**
b printed papers, literature for the blind and small packets (7) **together called "AO".**

2 Special bags containing newspapers, periodicals, books and other printed papers for the same addressee at the same address shall be called "M bags".

3 Letter-post items conveyed by air with priority shall be called "airmail correspondence". (8)

4 Surface items conveyed by air with reduced priority shall be called "S.A.L.".

5 Based upon the speed of their treatment, letter-post items may be divided into:
a priority items, ie items conveyed by the quickest route (air or surface) with priority;
b non-priority items, ie items for which the sender has chosen a lower rate, implying a longer delivery time.

6 Administrations of transit and destination shall treat priority items as airmail correspondence; on the basis of bilateral rules, administrations may also give the same treatment to surface LC items when no better service is offered to the sender. Similarly, no distinction shall be made between non-priority items and surface AO items, or surface AO conveyed by air with reduced priority (S.A.L.).

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1) The 1989 Washington Congress recast this art and enlarged its scope, adding to it a new dimension, viz that of classification based on the speed and/or mode of conveyance. Since the concepts of "LC" and "AO" were not defined in the Conv, it was considered advisable to insert such definitions in para 1, while the definition of M bags was inserted in the new para 2. The wording of para 3 was taken from art 71 of the Conv (1984 Hamburg), while that of para 4 expresses the ideas contained in the notes on art 89 of the 1984 Hamburg Conv. The 1989 Washington Congress added para 5 to introduce the system of classification based on speed, and para 6 to regulate the coexistence of the two systems at operational level (II Congress/ C 5 – Rep 3 and C 6 – Rep 1, Congress – Doc 59, props 2018.1 and 2018.3). On the other hand, a prop to include a definition of letters and postcards in order the better to defend the monopoly of adms was rejected by that Congress (II Congress/C 4 – Rep 2, prop 2018.2/Rev1).

2) All adms must, as adms of destination and of transit, handle the categories of letter post listed in this art. However, they are not obliged, as adms of origin, to provide all these services to their customers; they are bound to provide only the letters and literature for the blind services. The letters service may be provided in the form of priority and non-priority items. With regard to literature for the blind, see Prot, art II.
The 1974 Lausanne Congress authorized countries which had abolished postcards as a separate category in their internal service to apply the charge for letters to international service postcards. The 1989 Washington Congress also authorized them to abolish printed papers and small packets (art 20, para 4). In addition, adms are not obliged to provide the aerogrammes service (art 20, para 5) or to allow reduced rates for newspapers, periodicals and certain other printed matter (art 20, paras 8 and 9), as well as for M bags (art 20, para 10). The airmail corr service may be replaced by the priority items service, while the S.A.L. service is provided in certain relations only (art 91). The priority items and non-priority items services are provided only by adms which have opted for this classification system.
Optional services. Although the exchange of letters is 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 23). The exchange of such items is therefore optional.
Certain supplementary services are also optional, eg:
- issuing of postal identity cards and recognition of such cards as proof of identity by countries which do not issue them (art 12, para 1);
- international business reply service (art 33);
- express items (art 35);
- items for delivery free of charges and fees (art 45);
- recorded delivery items (art 49);
- items for delivery to the addressee in person (art 56).

The sale of international reply coupons is optional (art 34, para 1).
Information on participation in the various optional services appears in the Compendium (Conv). In listing the categories of optional items, insured letters should also be mentioned (art 52). 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:

i Any adm desirous of becoming a party to the Agr shall accept the existing regulations without amendment (1929 London Congress, II 198).

ii 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).

3) 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 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, samples of merchandise and 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 132.

4) 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 (art 27);
ii Vienna Convention on consular relations of 24 April 1963 (art 35);
iii Convention on special missions, adopted by resolution 2530 (XXIV) of 8 December 1969 (art 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 117, Congress – Doc 1, para 17). See also art 14, note 1.

5) 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).

6) 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 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.

7) 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 121, Congress – Doc 1, para 28).

8) The 1984 Hamburg Congress adopted the concept of "priority" to distinguish "airmail correspondence" (letter-post items conveyed by air) from surface airlifted mail. The term "priority" covers not only the priority accorded to mail by airlines but also the priority handling by adms under art 37 of the Conv (II 495, 496 and 503, prop 4000.7).

Article **20**
Postage charges and limits of weight and size. General conditions (Const 7; Conv 8, 9, 15 to 19, 21; Prot II to VI; Det Regs 104, 113 to 132)

1 The postage charge for the conveyance of letter-post items throughout the entire extent of the **Union shall** be fixed **for guideline purposes** (1) in accordance with columns 1, 2 **and 3 of** the table below. **The limits of weight and size shall be fixed in accordance with columns 4 and 5 of the table below.** Except in the case provided for in article **27**, 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 charge (1)	Limits of weight (4)	of size
1	2	3	4	5
		SDR		
Letters	up to 20 g (5) above 20 g up to 100 g above 100 g up to 250 g above 250 g up to 500 g above 500 g up to 1000 g above 1000 g up to 2000 g	0.37 0.88 1.76 3.38 5.88 9.56	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 x 140 mm, with a tolerance of 2 mm. In roll form: length plus twice the diameter, 170 mm, but the greatest dimension may not be less than 100 mm
Postcards		0.26		Maxima: 105 x 148 mm, with a tolerance of 2 mm. Minima: 90 x 140 mm, with a tolerance of 2 mm. Length at least equal to the width multiplied by $\sqrt{2}$ (aproximate value 1.4)

Category	Weight step	Basic charge	Limits of weight	Limits of size
1	2	3	4	5
		SDR		
Printed papers	up to 20 g above 20 g up to 100 g above 100 g up to 250 g above 250 g up to 500 g above 500 g up to 1000 g above 1000 g up to 2000 g per additional step of 1000 g	0.18 0.40 0.74 1.32 2.21 3.09 1.54	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 x 140 mm, with a tolerance of 2 mm. In roll form: length plus twice the diameter, 170 mm, but the greatest dimension may not be less than 100 mm
Literature for the blind	see article **18**		7 kg	
Small packets (4)	up to 100 g above 100 g up to 250 g above 250 g up to 500 g above 500 g up to 1000 g above 1000 g up to 2000 g	0.40 0.74 1.32 2.21 3.09	**2** kg	

2 The Executive Council shall be authorized to revise and to amend the basic charges in column 3 once between two Congresses. The revised charges shall be based on the median value of the charges fixed by the members of the Union for international items from their countries. They shall come into force on a date fixed by the Executive Council. (6)

3 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. (3)

4 Member countries which have abolished postcards**, printed papers and/or small packets as separate categories** of letter-post item in their internal service may **do the same in respect of mail for abroad**. (7)

5 Each administration may admit aerogrammes, which are airmail letters consisting of a sheet of paper suitably folded and gummed on all sides.

However, notwithstanding paragraph 1, the dimensions in that form shall not exceed 110 x 220 mm and the length shall be at least equal to the width multiplied by $\sqrt{2}$ (approximate value: 1.4). (8)

6 Notwithstanding paragraphs 1 and **3**, a, postal administrations may apply a first weight step of 50 g to printed papers.

7 **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. (9)

8 Each postal administration may allow, for newspapers and periodicals published (10) in its country, a reduction of not more than 50 percent of the tariff **applicable to the letter-post category used for the item** (11), 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 (12), prospectuses, price lists, etc, no matter how regularly they are issued; the same shall apply to advertisements printed on sheets annexed (13) to newspapers and periodicals, **unless they consist of detached advertising inserts to be considered as integral parts of the newspaper or periodical**. (14) (15)

9 Administrations may likewise concede the same reduction for books and pamphlets (16), for music scores and for maps, provided they contain no publicity matter or advertisement other than that appearing on the cover or the fly leaves.

10 Newspapers, periodicals, books and other printed papers for the same addressee at the same address may be inserted in one or more special bags (M bags). The charge applicable to **such bags** shall be calculated by weight steps of 1 kg up to the total weight of each bag. Administrations may allow a reduction **for such bags** of up to 20 percent **of the charge payable for the category of item used.** (17) **This reduction** may be independent of the reduction provided for in paragraphs **8** and **9**. **M bags** 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. (18)

11 The administration of origin may**, within the limits laid down in paragraph 1** (19), (apply to non-standardized **items charges different from those applicable to standardized items**. (20) (21)

12 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 weight limit** is the highest. The charge **applicable on such an item shall, at the option of the originating administration,** be that of the

category with the highest **rate or the sum of the separate charges applicable to each article in the item. Such items shall bear the endorsement "Envois mixtes" ("Combination mailing").** (22)

13 The letter-post items sent on postal service as mentioned in article **16** shall not be subject to the limits of weight and size laid down in paragraph 1. However, they shall not exceed the maximum weight of 30 kg per bag.

14 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. (23)

15 Postal administrations may allow reduced charges based on their internal legislation for letter-post items posted in their country. They may, for instance, give preferential rates to major users of the Post. Such preferential rates may not, however, be lower than those applied in the internal service to items presenting the same characteristics (category, quantity, handling time, etc). (24)

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1) On the prop of the EC, the 1989 Washington Congress decided to transform the charges laid down in this art into guideline charges and consequently to abolish the upper and lower limits of the charges (II Congress/C 5 – Rep 1, Congress – Doc 58, prop 3019.6).

2) The 1969 Tokyo Congress replaced equal weight steps by progressive weight steps combined with degressive charges (II 441–445, 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 min and max weight steps for each category (II 1441–1443, prop 2019.2).
The 1989 Washington Congress deleted the condition according to which the charges for the weight steps adopted by a member country must bear the same relation to one another as exists between the basic charges in the weight-step structure laid down in para 1 (II Congress/C 5 – Rep 1, Congress – Doc 58, prop 3019.9).

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 437 to 439, prop 3019.8).
At the 1989 Washington Congress this weight step became obligatory (II Congress/C 5 – Rep 1, Congress – Doc 58, props 3019.4 and 3019.7; see, however, the reservations made in the Prot, art VI).

5) 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 props for a reduction; the most radical prop 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 max 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 prop was made to reduce the increase to 30 percent max; this prop 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 max increase was fixed at 60 percent and the max reduction kept at 20 percent (II 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 max 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 max 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 max 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 max 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.
The same Congress (see Prot, art III) exceptionally authorized adms to exceed the upper limit if this was necessary to bring their charges into relation with the costs of operating their services (II 1437 and 1438, prop 2303.1).
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.
However, that Congress gave adms the option of allowing reduced charges based on their internal legislation for letter-post items posted in their country (II 443 and 444, prop 3303.91).
At Washington in 1989, the level of basic charges was not changed, but the latter were fixed for guideline purposes only (cf note 1).

6) By resolution C 79, the 1984 Hamburg Congress instructed the EC to study the possibility of establishing a system, application of which would enable the charges to retain their real value between Congresses. Para 2 sets forth the system proposed by the EC and adopted by the 1989 Washington Congress (II Congress/C 5 – Rep 1, Congress – Doc 58, prop 3019.8; see also Gen Regs, art 102, para 6, subpara 6.19).

7) Following the realization by several countries that the cost of handling postcards was at least as high as that of letters, the 1974 Lausanne Congress authorized countries which had abolished postcards as a separate category in their internal service to apply the letter charge to postcards in the international service (II 1318, props 2303.91 and 2303.92).
The 1989 Washington Congress authorized adms to abolish printed papers and small packets, as well as postcards, as separate categories of letter-post items. Adms may also partly abolish these categories (eg they may abolish printed papers in general but keep the category for newspapers and periodicals or for books). The option of abolishing certain letter-post categories may be used by adms that classify items according to systems other than the traditional one, but it may be used even within the framework of the traditional system. In this case the letter charges are always applicable, except in cases where the conditions for lower charges are satisfied. Adms which have abolished postcards, but not printed papers, as a separate category of letter-post item must therefore apply the printed-paper rate to such cards for abroad if they satisfy the conditions laid down for printed papers (II Congress/C 5 – Rep 3, Congress – Doc 59, prop 3019.5).

8) Para added by the 1989 Washington Congress. Its text is taken over, in abbreviated form, from art 72, paras 1 and 2, of the Conv (Hamburg 1984) (II Congress/C 6 – Rep 1, Congress – Doc 59, props 3019.5 and 4072.1).

9) 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 1443–1445, prop 2019.3).
As a result of the 1989 Washington Congress decision to abolish the limits of charges (cf note 1), adms are bound to observe only the limits of weight and size.

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

11) The 1989 Washington Congress enlarged the scope of this para, which previously concerned only printed papers. The reduction may now be allowed also for newspapers and periodicals sent as other categories of items, in particular priority and non-priority items (II Congress/C 5 – Rep 3, Congress – Doc 59, prop 3019.5).

12) 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 IB opinion, 1954 Rep, p 23, para 5.

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

14) The last sentence was added by the 1989 Washington Congress (II Congress/C 5 – Rep 1, Congress – Doc 59, prop 3019.2).

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

16) Application of the reduction to books and pamphlets which are not published in the country of posting. See IB opinion, 1972 Rep, p 95 and 1982 Rep, pp 74 and 75.
Application of the reduction to special offprints of papers which have appeared in scientific publications. See IB opinion, 1970 Rep, p 79.

17) 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 (II 441, props 3019.2 and 3019.6).
The 1989 Washington Congress decided that the M-bag service may be provided also by adms which have abolished printed papers as a separate category of letter-post item. In some countries, therefore, the rates for M bags may be based on those for printed papers, while in others they may be based on the rates for priority items and non-priority items (II Congress/C 5 – Rep 3, Congress – Doc 59, prop 3019.5).

18 Other provisions relating to the treatment of printed papers sent to the same addressee in special bags: Conv, art 26, para 1, i, m and p; art 30, para 2; art 57, para 3; art 73, para 2, d; art 78, paras 1 and 2; Det Regs, art 133, para 6 and art 166.

19 Limits of weight and size.

20) The first differentiation between rates for standardized items and those for non-standardized items was introduced by the 1969 Tokyo Congress (II 1472, prop 2023). Conceived as an exception to para 1, the provision aimed at authorizing 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.

The 1989 Washington Congress gave adms greater freedom in fixing the difference between the rates for standardized items and those for non-standardized items. However, as the provision is applicable to standardized items according to art 22, it still only covers items up to 20 g (cf art 22, para 1, a, i). Through this liberalization, the Congress also wished to give adms that use a rate system based on the standardized/non-standardized items concept in their domestic service the option of applying this system to their mail for abroad as well. The combination of paras 4 and 11 provides the legal basis for replacing the traditional rate system by the standardized/non-standardized items system (II Congress/C 5 – Rep 3, Congress – Doc 59, prop 3019.5).

21) 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).

22) The provisions concerning combination mailings were liberalized by the 1989 Washington Congress (II Congress/C 5 – Rep 1, Congress – Doc 58, prop 3019.10).

23) 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).

24) By introducing a new art in the Prot (IV), the 1984 Hamburg Congress gave adms the option of allowing reduced charges based on their internal legislation for letter-post items posted in their country (II 443–444, prop 3303.91).
The 1989 Washington Congress transferred this provision, with certain amendments, to art 20, para 15. On that occasion it was deemed necessary to insert a prohibition on dumping prices. The internal service rates constitute a min for the international rates, for obviously the costs of international service items cannot be lower than those of domestic items of the same type, since in addition to posting and delivery costs they also include the costs of handling at the offices of exchange and the costs of conveyance from the country of origin to the country of destination (II Congress/C 5 – Rep 1, Congress – Doc 58, props 3019.11 and 3304.1).

Article 21
Rate-fixing based on method of conveyance and/or speed (Conv 39) (1)

1 Administrations shall be authorized to collect air surcharges for airmail items and may for that purpose use smaller weight steps than those laid down in article 20, paragraph 1. The surcharges shall be related to the air conveyance dues and shall be uniform for at least the whole of the territory of each country of destination (2) whatever the route used. In calculating the air surcharge for an airmail item, administrations shall be authorized to take into account the weight of any forms used by the public which may be attached to the item. 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 16 shall be exempt from air surcharge.

2 Administrations shall have the option of collecting lower air surcharges for S.A.L. mail than they collect for airmail correspondence. (3)

3 Administrations which so prefer may fix combined charges for the prepayment of airmail correspondence and S.A.L. mail, taking into account:
a the cost of the postal services rendered by them;
b the cost of the air conveyance. (4)

4 Administrations shall, within the limits of article 20, paragraph 1, be authorized to collect different charges for priority than for non-priority items. The air conveyance dues may be taken into account. (5)

5 The reductions in charges pursuant to article 20, paragraphs 8, 9 and 10, shall also apply to items conveyed by air, but no reduction shall be granted on the portion of the charge intended to cover the costs of such conveyance. (6)

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1) Art created by the 1989 Washington Congress as a result of the study on mail classification according to the priority/non-priority concept. Thus, the rate provisions for airmail, in particular arts 73, 74, 75 and 90 of the Conv (Hamburg 1984) and art XXI of its Prot, are brought together in a short and simplified form (II Congress/C 6 – Rep 1, prop 3019.91 and Congress – Doc 59).

2) The phrase "for at least the whole of the territory of each country of destination" allows adms to form groups of countries of destination for a uniform air surcharge and for combined charges.

3) Option introduced by the 1984 Hamburg Congress to ratify a practice quite common among adms providing S.A.L. services (II 503, props 4000.7 and 4000.9). For the decisions taken by adms in this respect, see List AV 1, part F.

4) When the weight steps adopted for fixing combined charges are lower than those laid down in the Conv, art 20, the basic charges may be reduced in the same proportion.

5) Provision introduced by the 1989 Washington Congress: adms using the priority/non-priority charging system may collect higher charges for priority than for non-priority items. The charges for both categories are, in principle, based on the letter charges. The charges for printed papers and small packets are only applicable where the present rate-fixing system is combined with the priority/non-priority system. Under these circumstances, a priority printed-paper item would correspond to an airmail printed-paper item, while a non-priority printed-paper item would correspond to a surface printed-paper item (II Congress/C 6 – Rep 1, prop 3019.91 and Congress – Doc 59).

6) This text was introduced into this art following a request by the International Publishers' Association (IPA).

Article **22**
Standardized items (Conv 20, Prot V) (1)

1 In connection with the provisions of article **20**, 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 x 140 mm, with a tolerance of 2 mm;
  maximum dimensions: 120 x 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 **124** 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; **service indications may also be placed just above the addressee's address when window envelopes are used;** (4) the items shall be closed by completely sticking down the sealing flap of the envelope; (5)

b for items in card form:
items in card form up to 120 x 235 mm in size may be accepted as standardized items provided they are made of cardboard heavy enough to be sufficiently stiff to withstand processing without difficulty; (6)

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. (7)
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. (8)

2 Administrations which admit items in envelopes whose width does not exceed 162 mm, with a tolerance of 2 mm, as standardized items in their domestic service may also admit such items as standardized items in the international service. (9)

3 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); (10)
– items containing articles causing protrusions; (10)
– folded letters sent unenclosed (without an envelope) which are not closed on all sides and which are not rigid enough for mechanical processing. (11)

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1) Other provisions relating to standardized items: Det Regs, arts 124 and 125.

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 min dimensions of 90 x 140 mm and the max dimensions of 120 x 235 mm covers formats C 6 (114 x 162 mm) and DL (110 x 220 mm) contained in ISO recommendation ISO/R 269. The max limits for postcards (105 x 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 prop 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) Clarification introduced by the 1984 Hamburg Congress (II 372, prop 2020.1).

4) Provision adopted by the 1989 Washington Congress to facilitate the processing of electronic mail (II Congress/C 4 – Rep 2, prop 2020.2).

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

6) This provision was introduced by the 1989 Washington Congress at the request of a majority of senders and printers who want to have as much room as possible on business reply mail in card form (II Congress/C 4 – Rep 2, prop 2020.3/Rev 1).

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

Pursuant to 1984 Hamburg Congress decision C 21 (II 519, prop 5000.5), the CCPS submitted to the 1989 Washington Congress a prop re-stating the recommendations formulated, on the basis of adms' replies, in the report of study 635 "Packaging used for the conveyance of postal items" (see recommendation C 34, reproduced at the end of this vol) (II Congress/C 4 – Rep 1, prop 2500.5).

8) 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).

9) With today's sorting equipment, the processing of items with a larger format can be mechanized. In view of the advances in technology, the 1989 Washington Congress introduced this new para in order to meet customers' needs better (II Congress/C 4 – Rep 2, prop 2020.1).

10) 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).

11) 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 **23**
Perishable biological substances. Radioactive materials
(Conv 20 and 41; Det Regs 117, 120 to 122, 167)

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 411–425, 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 and 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 (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 IAEA, the competent international body for such matters. (See ELC Docs, 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 (Conv) and Compendium (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 119–120, Congress – Doc 1, para 21). The IAEA was informed about the result of the study.

Article **24**
Items wrongly admitted (Det Regs 147)

1 Except as otherwise provided in the Convention and its Detailed Regulations, items not fulfilling the conditions laid down in articles **20** and **23** 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 **20**, 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 **41**, paragraphs 2 and 3.

3 Items containing the other articles prohibited by article **41** 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 32, paragraph 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 IB opinion, 1957 Rep, p 28, para 2.

2) Amendment made by the 1984 Hamburg Congress to make clear how the items should be charged (II 351, prop 2022.1).

Article **25**
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.

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 art 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 **26**
Special charges (Conv 27, 28, 32, 35, 38 to 40, 43, 45, 47, 50, 54 to 56)

1 The charges prescribed in the Convention which are collected in addition to the postage charges mentioned in article **20** 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 **27**, paragraph 1)	Same charge as in internal service	
b Charge on items posted outside normal counter opening hours (article **27**, paragraph 2)	Same charge as in internal service	
c Charge for collection at the sender's address (1) (article **27**, paragraph 3)	Same charge as in internal service	
d Charge for withdrawal outside normal counter opening hours (1) (article **27**, paragraph 4)	Same charge as in internal service	
e Poste restante charge (article **27**, paragraph 5)	Same charge as in internal service	
f Charge for delivery to the addressee of a small packet exceeding 500 g (article **27**, paragraph 6)	0.20 SDR at most	This charge may be increased by 0.10 SDR at most when the item is delivered to the place of address (2)
g Storage charge (article **28**)	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 **32**, 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 aded a handling charge of 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 **35**, paragraphs 2, **5** and **8**)	Charge which may not be less than the amount of postage prepayable on an unregistered single rate letter and not more than 1.63 SDR	For each bag containing the items mentioned in article **20**, paragraph **10**, 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 **or correction** of address (article **38**, paragraph 2)	1.31 SDR at most	
k Charge for a request for redirection (article **39**, paragraph **7**)	Same charge as in internal service	
l Charge for redirection or return (article **39**, paragraph **8**, and article **40**, paragraph **11**)	Same charge as in internal service	

Description of charge	Amount	Observations
1	2	3
m Presentation-to-Customs charge (article **43**)	2.61 SDR at most	For each bag containing the items mentioned in article **20**, paragraph **10**, administrations shall collect, instead of the charge per item, a bulk charge not exceeding 3.27 SDR
n Charge collected for delivery of an item free of charges and fees (article **45**, paragraphs 3, 4 and 5)	i Charge not exceeding 0.98 SDR collected by the administration of origin ii Additional charge not exceeding 1.31 SDR per request made after posting, collected by the administration of origin iii Commission charge not exceeding 0.98 SDR collected for the benefit of the administration of destination	
o Inquiry charge (article **47**, paragraph 4)	0.65 SDR at most	
p Registration charge (article **50**, paragraphs 1, b, and 2, and article **54**, paragraphs 1, b, and 2)	1.31 SDR at most	i For each bag containing the items mentioned in article **20**, paragraph **10**, administrations shall collect, instead of the charge per item, a bulk charge not exceeding five times the amount of the charge per item (7) ii In addition to the charge per item or bulk charge, administrations may collect, from the sender or from the addressee, special charges in accordance with their internal legislation, to take account of any exceptional security measures taken with regard to registered items and insured letters (8)

Description of charge	Amount	Observations
1	2	3
q Insurance charge (9) (article **54**, paragraph 1, c)	At most 0.33 SDR for each 65.34 SDR of insured value or fraction thereof or $^1/_2$ 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 **50**, paragraph 3)	0.13 SDR at most for each registered item	
s Advice of delivery charge (article **55**, paragraph 1)	0.98 SDR at most	
t Charge for delivery to the addressee in person (article **56**, paragraph 1)	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 27, 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, 1972 Rep, 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 32, 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 g fr 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 142, note 4.

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 max 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 1982 Rep, 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 Prot, art III).

Article **27**

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 26)

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 **26**, paragraph 1, f. (4)

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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, adms 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 g, 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 **28**
Storage charge (Conv 26)

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 **29**
Payment of postage (Conv 30 to 32)

1 As a general rule, the items mentioned in article **19**, with the exception of those which are dealt with in articles **16** to **18**, 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 Surcharged airmail correspondence, surcharged S.A.L. mail and priority items which it is not possible to have regularized by the senders shall be sent by air, as S.A.L. or as priority mail respectively if the charges paid represent at least the amount of the surcharge or, as appropriate, the difference between the charge for an airmail or S.A.L. item and the charge for a surface item or the difference between the charge for a priority item and the charge for a non-priority item. Nevertheless, the administration of origin may send such items by air or by priority means when the charges paid represent at least 75 percent of the surcharge or 50 percent of the combined charge. Below these limits, the items shall be forwarded by means of transport normally used for unsurcharged correspondence or non-priority items. (4) (5)

6 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.

1) Option introduced by the 1924 Stockholm Congress (II 188) for items other than letters and postcards. The 1929 London Congress expressed the view that no provision of the Conv prevented unpaid or

underpaid letters and postcards from being again presented to the sender for additional payment, since this was an internal matter (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) Props 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).

4) The 1989 Washington Congress introduced this new para, which replaces art 77 of the 1984 Hamburg Conv, in order to incorporate into this art the provisions concerning unpaid or underpaid airmail corr and to extend them to include unpaid or underpaid priority items and S.A.L. items (II Congress/C 6 – Rep 1, Congress – Doc 59, prop 2027.1).

5) For airmail corr and S.A.L. items, adms may use either surcharges (art 21, paras 1 and 2) or combined charges (art 21, para 3). The charges for priority items (art 21, para 4), on the other hand, are always in the form of combined charges which include the air conveyance dues.

Article **30**
Methods of denoting prepayment (Conv 10, 29; Det Regs 105, 195 to 197)

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; (3)
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;
e indication that full postage has been prepaid, for example, *"Taxe perçue"* ("Postage paid"). 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 or, in the case of unpaid or underpaid items, of the office which prepaid the item or made up the postage on it. (4)

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, prop 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 (Conv).

4) This provision replaces that of art 76 of the Conv and part of art 139, para 1, of the Det Regs (Hamburg 1984); its purpose is to incorporate into the present art the methods of denoting prepayment of airmail corr and to extend them to include all letter-post items (1989 Washington Congress, II Congress/C 4 – Rep 3, prop 2028.1).

Article **31**
Prepayment of letter-post items on board ship (Conv 29; Det Regs 140, 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. Prop 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; 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 **32**
Charge on unpaid or underpaid correspondence (Conv 26 and 29; Det Regs 142)

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, shall also be authorized to collect from the sender (1) the handling charge laid down in article **26**, 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 **26**, 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 29, 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 26, 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 26, 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 33
International business reply service (1)

1 Administrations may agree with each other to participate in the international business reply service (IBRS), as an optional service.

2 Administrations which operate the service shall comply with the provisions laid down by the Executive Council.

3 Two administrations may, nevertheless, agree bilaterally on another system to be applied between themselves.

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1) New art introduced by the 1989 Washington Congress to enable adms to participate in this service, which already exists in some countries, in order to make it as worldwide a service as possible (II Congress/C 4 – Rep 3, props 2000.16 and 2030.91).
By decision C 90 (reproduced at the end of this vol), the said Congress instructed the EC to draw up the provisions relating to the new service on the basis of the information annexed to that decision.

Article **34**
International reply coupons (Gen Regs 115; Conv 14; Prot IX; Det Regs 199) (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 **0.74 SDR**. (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 (8) on **a priority item or** an unregistered letter sent abroad by **air**. (9) **Except where precluded by the internal legislation of the country of exchange,** reply coupons shall also be exchangeable for postal stationery **or for other postal prepayment marks or impressions.** (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 Docs, 1958 to 1961, Subcomm 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 124–125, Congress – Doc 1, para 35).

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

4) The 1974 Lausanne Congress introduced a new accounting system for international reply coupons (Det Regs, art 199); for this purpose, it defined them as international postal securities of a single type, issued but not sold to adms by the IB (II 1075–1077; 1294–1298; 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 align it on the amount of the highest charge for a letter of 20 g (II 352, prop 2031.2). However, to take account of the abolition of the upper limit of the charge for a letter up to 20 g, the 1989 Washington Congress fixed a new value for the reply coupon (II Congress/C 5 – Rep 1, prop 2031.4).

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 and 1432; II 207 and 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, ie the highest charge applicable to surface letters up to 20 g for abroad (1947 Paris Congress, II, p 474).
Accordingly, with effect from the entry into force of the Acts of the 1989 Washington Congress, international reply coupons will be exchangeable for postage stamps representing the value of the highest charge fixed for airmail letters or priority letters for abroad.

8) In countries applying the provisions relating to standardized items (art 20, para 11 and art 22, para 1), two different rates may be applied to letters up to 20 g. 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).

9) When the "priority/non-priority" system is used, the international reply coupon must be exchangeable for a postage stamp representing the postage on a priority letter of 20 g. The logical consequence of this upgrading of the coupon must be the exchange for the min postage prepayable on an airmail letter instead of the min postage prepayable on a letter sent by surface. Moreover, customers using international reply coupons often need the airmail letter/priority item service rather than the surface letter/non-priority item service. The amendments made by the 1989 Washington Congress enable this upgrading of the reply coupon to be introduced. The cost of air conveyance of a letter up to 20 g is modest compared with the value of the reply coupon (II Congress/C 5 – Rep 4, prop 2031.2).

10) Amendments made by the 1989 Washington Congress to the second sentence of para 3 so that adms do not have to specify in their internal legislation that reply coupons are exchangeable for postal stationery or other prepayment marks and, at the same time, to enable users to use new methods of prepayment of correspondence in exchange for reply coupons. This flexibility can only serve to promote the development of international relations (II Congress/C 4 – Rep 5, prop 2031.6).

Article **35**
Express items (Conv 26; Det Regs 141, 165)

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, **any administration shall have the right to confine this service to airmail correspondence, to priority items and, when this is the only means used between two administrations, to surface LC items.** (3) **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 **26**, paragraph 1, i. This charge shall be fully paid in advance.

3 Express items may be dealt with in a manner different from that specified in paragraph 1, as long as the overall level of this service provided to the addressee is at least equal to that which would have been obtained through special messenger delivery. (4)

4 In cases where express items have to be submitted to customs control, administrations should:
a present them to Customs as soon as possible after their arrival; and
b encourage the customs authorities in their country to carry out the control of these items speedily. (5)

5 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.

6 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 **32**. (6)

7 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. (7)

8 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.

1) The 1947 Paris Congress deleted the words "in reciprocal relations" at the end of this para, 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 (Conv).

3) Provision adopted by the 1989 Washington Congress to allow both the adm of origin and the adm of destination to confine the express delivery service to airmail items and priority items (II Congress/C 4 – Rep 4, prop 2032.1). For these restrictions, see the Compendium (Conv).

4) Para introduced by the 1989 Washington Congress. Delivery by special messenger is not the only way to provide express service, and it is also very expensive. One alternative is handling and processing of these items in a dedicated stream, with tight service standards (II Congress/C 4 – Rep 4, prop 2032.2/Rev 2).

5) This para, introduced by the 1989 Washington Congress, aims at improving the quality of the express service as much as possible by advocating speedy customs control (II Congress/C 4 – Rep 4, prop 2032.3).

6) See art 32, note 4.

7) 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 and 550).

Article 36
Quality of service targets (Det Regs 109) (1) (2)

1 Administrations of destination shall fix a service target for the handling of priority and airmail items addressed to their country. The target shall be no less favourable than those applied to comparable items in their domestic service.

2 Administrations of destination shall also, as far as possible, fix a service target for the handling of surface and non-priority items addressed to their country.

3 Administrations of origin shall fix service targets for priority and airmail items for abroad by reference to the targets fixed by the administrations of destination.

1) Art created by the 1989 Washington Congress. In the consultation conducted by the 1988 EC within the framework of the study on mail classification, a clear majority of adms considered that it was possible to fix service targets for the handling of priority items and airmail corr in the countries of destination. Added together, the number of adms which replied that 90 percent of the items should be delivered to the addressees on the first working day after their arrival in the country of destination and the number of those

which replied that 90 percent of the items should be delivered to the addressees within two working days after their arrival constitute a clear majority. However, the majority of adms thought that this service target should not be universally applicable in all countries but that each adm should fix its own targets and publish them in the Compendium (Conv). Moreover, the adms of some large countries maintained that, while they could fix better service targets than that mentioned above for certain regions of their countries, they were unable to ensure the same standard of service for all regions. They were, however, prepared to offer the same service target as for comparable items in their domestic service. Because priority mail and airmail from abroad often arrived in a city that suited the adm of destination (eg a city with a big sorting centre), they could in some cases even offer a shorter target than that fixed for domestic service items.
Slightly over half the adms which replied thought that it was possible to fix service targets for the handling of non-priority and surface-mail items in the country of destination, but there was no majority in favour of a specific target (II Congress/C 6 – Rep 1, prop 2032.91/Rev 1 and Congress – Doc 59).

2) With regard to the conclusion of bilateral agreements on service targets, the 1989 Washington Congress adopted recommendation C 33 (reproduced at the end of this vol).

Article 37
Priority treatment of airmail correspondence and priority items
(Conv 19, 21, 42) (1) (2) (3)

Administrations shall take all necessary steps to:

a ensure the best conditions for the receipt and onward transmission of mails containing airmail correspondence and priority items;

b ensure that agreements concluded with the carriers concerning the priority due to such mails are respected; (4)

c speed up the operations relating to customs control of airmail correspondence and priority items addressed to their countries; and

d keep to a strict minimum the time required for forwarding airmail correspondence and priority items posted in their country to the countries of destination and for having airmail correspondence and priority items arriving from abroad delivered to the addressees.

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1) Following the decision of the 1989 Washington Congress to introduce quality of service targets into the Conv, the provisions of art 79 of the Conv (Hamburg 1984) were transferred to this art, the text of which was expanded so as to include priority items as well (II Congress/C 6 – Rep 1, prop 2032.92 and Congress – Doc 59).

2) The special regulation of conveyance from the airport to the post 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 corr between the airport and the post office concerned as much as possible (II 604 and 605, prop 979).

3) 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 Comm, 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 Comms (FAL) and IATA Airport Consultative Comms;
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.

4) 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 83, 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 (II 488, prop 4075.1).

Article **38**
Withdrawal from the post. Alteration or correction of address at the sender's request (Conv 26; Prot X; Det Regs 148, 149) (1) (2)

1 The sender of a letter-post item may have it withdrawn from the post, or have its address altered **or corrected**, so long as the item:
a has not been delivered to the addressee;
b has not been confiscated or destroyed by the competent authorities because of infringement of article **41**;
c has not been seized by virtue of the legislation of the country of destination. (3)

2 The request to be made to this effect shall be forwarded by **post** (4)**, telegraph or any other appropriate means of telecommunication** at the expense of the sender who shall pay, for each request, the special charge laid down in article **26**, paragraph 1, j. If the request is to be forwarded by **telecommunications**, the sender shall pay in addition the **corresponding charge for that service**. 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 **or correction** 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 telecommunications** of the action taken by the office of destination on his request for withdrawal from the post or alteration **or correction** of the address, he shall pay for this purpose the **relevant charge**. If telegrams are used, the telegraph charge shall be that for a reply-paid telegram, calculated on a

fifteen-word basis. (5) 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. (5)

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

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. (6) When an item is redirected by air following a request for alteration **or correction** of address, the corresponding air surcharge (6) shall be collected from the addressee and shall remain the property of the delivering administration. (7)

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1) Art 38 does not apply to the countries listed in the Prot, art X. 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 art was amended by the 1989 Washington Congress in order to bring it into line with its title and also to encourage the use of telex and any other telematic services for the transmission of requests for withdrawal from the post or for correction of address (II Congress/C 4 – Rep 2, prop 2033.2; see also art 2, note 1).

3) This shows that the addressee has no right of disposal (see arbit 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).

4) A request by post is sent registered to the office of destination. The registration charge is included in the special charge prescribed at art 26, 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).

5) 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).

6) See Det Regs, art 144, para 4, under which the item may be subject, for the further transmission, to the combined charge or special fee prescribed in art 39, paras 3 and 4, of the Conv, instead of to the "air surcharge".

7) Provision adopted by the 1974 Lausanne Congress on the analogy of art 39, para 3, for the reforwarding of such items by air (II 1298 and 1299, prop 2027.2).

Article **39**
Redirection (Conv 26; Det Regs 144, 145) (1)

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 **or unless the item is addressed in accordance with article 113, paragraph 1, k, of the Detailed Regulations.** (2) Nevertheless, reforwarding from one country to another shall be effected only if the items satisfy the conditions for the onward **conveyance.**

2 Airmail correspondence and priority items shall be redirected to their new destination by the quickest route (air or surface). (3)

3 Other items may be reforwarded by air at the express request of the addressee if the latter undertakes to pay the air surcharges or combined charges for the new air route or for the new priority transmission; in this case, the surcharge or the combined charge shall be collected, in principle, at the time of delivery of the item and retained by the delivering administration. All items may also be reforwarded by the quickest route if the surcharges or combined charges are paid at the redirecting office by a third person. (4) **Redirection of such items by the quickest route within the country of destination shall be governed by the internal regulations of that country.**

4 Administrations which apply combined charges may fix special fees, which must not exceed the combined charges, for the redirection by air or by priority means under the conditions laid down in paragraph 3. (5)

5 The special C 6 envelopes and bags used for collective redirection (6) **of correspondence shall be forwarded to the new destination by the route prescribed for individual items in paragraphs 2 and 3.**

6 Each administration may lay down a redirection period in accordance with that in force in its internal service. (7)

7 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.

8 Apart from the exceptions provided for in the Detailed Regulations (8), 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.

9 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.

10 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) The 1989 Washington Congress transferred to this art paras 1, 2, 3 and 5 of art 80 of the 1984 Hamburg Conv, which were amended accordingly. The amendments affect in particular paras 2 to 5 of the art (II Congress/C 6 – Rep 1, prop 2034.1).

2) See Det Regs, art 113, note 7.

3) In order to improve the quality of service to users, the 1984 Hamburg Congress introduced as a rule the redirection and return to origin of airmail letters and airmail postcards by the quickest route, ie normally by air (II 488, 502 and 507, prop 4076.1/Rev 1). The 1989 Washington Congress introduced systematic redirection of all airmail items by air (II Congress/C 6 – Rep 1, prop 4080.2).

4) 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 corr by air against payment of air surcharges or combined charges (II 1144, 1169 and 1336, prop 5032). As a result of the systematic redirection of all airmail items by air, surcharges and combined charges for the further transmission are collected on surface items only.

5) Optional provision introduced by the 1974 Lausanne Congress to supplement the provisions concerning combined charges. Instead of collecting the full combined charge for the new air route in accordance with para 3, 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.

6) See Det Regs, art 145.

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

8) See Det Regs, art 128, note 2.

Article **40**
Undeliverable items. Return to country of origin or to sender (Conv 26; Det Regs 146) (1)

1 Items which it has not proved possible to deliver to the addressees for whatever reason shall be considered as undeliverable items. (2)

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. (3)

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. **However, administrations shall endeavour to make such return to sender, or inform him appropriately, when repeated attempts at delivery or bulk items are involved.** (4) Registered printed papers and books shall always be returned.

7 When the country returning the item no longer uses surface conveyance, it shall return undeliverable items by the most appropriate means in use. (5)

8 Airmail letters, airmail postcards and priority items to be returned to origin shall be returned by the quickest route (air or surface). (1) (6)

9 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 (including surface and S.A.L.), except:
a in the event of interruption of those means of transport; or
b if the administration of destination has systematically chosen the air route for returning such correspondence. (1)

10 For the return of correspondence to origin by air or priority means at the request of the sender, article 39, paragraphs 3 and 4, shall apply by analogy. (1)

11 Undeliverable letter-post items returned to the country of origin shall be delivered to senders according to the conditions laid down in article **39**, paragraph **9**. 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) Paras 8, 9 and 10, replacing art 81 of the 1984 Hamburg Conv, are designed to incorporate the provisions concerning the return to origin of airmail corr into those concerning the return of letter-post items

and to introduce provisions for undeliverable items when the "priority/non-priority" system is used (1989 Washington Congress, Congress/C 6 – Rep 1, prop 2035.1; see also art 39, notes 3 and 5).

2) 1952 Brussels Congress definition (II 587) adopted as a formal provision by the 1974 Lausanne Congress (II 1299, prop 2028.91).

3) 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).

4) Amendment made by the 1989 Washington Congress to enable the sender to be notified that the addressee no longer resides at the address given, either by returning the item to him or by another form of notification (II Congress/C 4 – Rep 5, prop 2035.2).

5) Provision introduced by the 1989 Washington Congress. More and more countries are adopting S.A.L. because of the lengthy and sometimes uncertain transmission times entailed by surface conveyance. Some have even abandoned surface conveyance altogether (II Congress/C 4 – Rep 5, prop 2035.5).

6) In this connection, the 1989 Washington Congress adopted recommendation C 35 (reproduced at the end of this vol). See also art 39, note 3.

Article **41**
Prohibitions (Conv 48, 52, 60 to 62) (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 **and** literature for the **blind** (7)**:**
- 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; (8)
- 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; (9) (10) nevertheless, the perishable biological substances and radioactive substances mentioned in article **23** shall not come within this prohibition;
e obscene or immoral articles; (11)
f articles of which the importation and circulation are prohibited in the country of destination. (12) (13) (14)

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. (15)

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 (16) 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. (17) **A wrongly admitted item which is returned to origin shall be accompanied by a similar notification.** (18)

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, postcards and literature for the blind** (19), 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 1969 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 Comm, 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, 455 and 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 administrations 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 8, 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) The 1989 Washington Congress deleted the words "small packets" from this sentence (II Congress/C 4 – Rep 5, prop 2036.5). Since the 1969 Tokyo Congress, inclusion of docs having the character of current and personal correspondence in a parcel has been allowed. There is practically no difference between a parcel and a small packet in so far as the transmission of goods is concerned, except that the max weight limit of a small packet is 1 kg, extendable to 2 kg by mutual consent between the adms concerned.

8) 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 Comm. 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 adms on smuggling narcotics and psychotropic substances by post, at the request of the CCC–UPU Contact Comm 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 Comm 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 formal opinion C 55 which was adopted (II 355, prop 2500.4). Following an inquiry conducted among its member countries, the CCC decided that the problem of customs treatment of transit operations should be studied by the two secretariats with a view to partially amending the above-mentioned formal opinion, so as to take account, in particular, of the technique known as "controlled delivery". Revised by the IB along the lines advocated, the new version of the above-mentioned formal opinion (formal opinion C 54 reproduced at the end of this vol) was adopted by the 1989 Washington Congress (II Congress/C 4 – Rep 5, prop 2500.2).

9) 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 lets 3410.8(C)1500 of 4 December 1979, 3410.8(C)178 of 8 February 1980, 3410.8(C)1960 of 26 October 1989 and 3410.8(C)1032 of 8 February 1990, as well as circ 302/1989). Also, 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 82, 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 (III 937 and 938), 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. The work done in this regard by the EC in 1988 culminated in a demurrer by IATA, which announced that it was opposed, at that time, to any conveyance of such substances by post since controls had been found difficult to apply; it therefore adopted more restrictive provisions on the matter in its regulations (see also 1987 EC Docs, pp 185 and 186, paras 11 to 19).

10) 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 let 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).

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

12) 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.

13) 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.

14) 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.

15) 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 355 and 358, props 2000.3 and 2036.3). By resolution C 55 (reproduced at the end of this vol), the 1989 Washington Congress approved the new model presentation of the List of Prohibited Articles based on the Harmonized System of the Customs Co-operation Council (CCC) and distributed to adms before Congress under cover of IB circ let 3710(B)1681 of 14 July 1989.

16) In this connection, see IB opinion in 1976 Rep, p 67.

17) This 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 358, prop 2036.6).

18) Provision introduced by the 1989 Washington Congress so that senders could be notified of the specific reasons for return to origin of small packets and parcels which have been returned because part or all of their contents violates the prohibitions and restrictions of the country of destination. This information will help to prevent future prohibited mailings and reduce inquiries seeking information about the return. Moreover, a new form C 33/CP 10bis can be used for this purpose (II Congress/C 4 – Rep 5, prop 2036.3).

19) Literature for the blind is accorded special exemptions on humanitarian grounds. Such items should therefore receive the same treatment as letters and postcards in order to facilitate their transmission (1989 Washington Congress, II Congress/C 4 – Rep 5, prop 2036.6).

Article **42**
Customs control (Conv 43 and 44; Det Regs 117) (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)

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1) In implementation of 1964 Vienna Congress resolution C 27, the EC and the CCC (II 114, Congress – Doc 2, para 21) set up a joint Customs/Post body – called the CCC–UPU Contact Comm – to seek ways of simplifying customs formalities in the postal service. Reconstituted successively after the 1969 Tokyo and 1974 Lausanne Congresses, this Contact Comm 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 117, notes 7 to 10 and Parcels, Det Regs, art 106, note 5 as well as Congress – Doc 1, para 19 (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 let 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 let.
A consultation carried out by the IB, on the initiative of the CCC–UPU Contact Comm, 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 Convention on the Simplification and Harmonization of Customs Procedures (Kyoto Convention) would help to resolve the problems which arose at national level.
The 1984 Hamburg Congress therefore adopted formal opinion C 40 (III 974 and 975) 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 Convention (II 359, prop 2000.11).

2) In resolution C 11 (reproduced at the end of this vol), the 1989 Washington Congress urged member countries to do everything possible to establish national postal–customs contact comms the better to solve any local problems and authorized the EC to reconstitute the CCC–UPU Contact Comm in order to continue the study of common problems (II Congress/C 4 – Rep 5, prop 2000.4).

3) At the request of the CCC–UPU Contact Comm, 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 **43**
Presentation-to-customs charge (Conv 26, 42, 44; Det Regs 117)

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 **26**, 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 Comm 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 Comm 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 **44**
Customs duty and other fees (Conv 42, 43; Det Regs 117)

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 Comm Rep 1972). See also art 8, 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 **45**
Items for delivery free of charges and fees
(Conv 26; Det Regs 118, 143, 200) (1) (2)

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 **26**, paragraph 1, n, i, 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 **26**, paragraph 1, n, ii. If the request is to be forwarded by telegraph(3) **or any other means of telecommunication**, the sender shall pay in addition the **corresponding** charge. (4)

5 The administration of destination shall be authorized to collect on each item the commission charge laid down in article **26**, paragraph 1, n, iii. This charge shall be independent of that prescribed in article **43**. 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) By recommendation C 32 (reproduced at the end of this vol), the 1989 Washington Congress recommended adms to include the service for delivery of items free of charges and fees as widely as possible in their range of letter-post services, and in their relations with other adms that already offer the service (II Congress/C 4 – Rep 5, prop 2000.17).

3) 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).

4) The 1989 Washington Congress amended this provision to enable the sender to use all appropriate means for transmitting his request (II Congress/C 4 – Rep 5, prop 2040.1).

Article **46**
Cancellation of customs duty and other fees (Conv 44)

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 39, para 10.

Article **47**
Inquiries (Conv 26; Det Regs 150 to 152) (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 **26**, paragraph 1, o, may be collected on each inquiry. (3) 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) **If a request is made for transmission by other means of telecommunication or by EMS, the charges normally collected for these services may be collected from the inquirer. The cost of a reply sent by other means of telecommunication or by EMS shall be waived on the basis of reciprocity.** (6)

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. (7)

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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 1989 Washington Congress rejected a prop for setting a min period before an inquiry could be admitted (II Congress/C 4 – Rep 5, prop 2042.1).

3) COD money orders are treated as ordinary items as regards payment of a charge not exceeding 0.65 SDR 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 38, note 5.

6) The 1989 Washington Congress introduced this provision to allow customers to transmit inquiries by the fastest means available (II Congress/C 4 – Rep 5, prop 2042.2/Rev 1).

7) 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, **recorded delivery items** and insured letters (1)

1) In resolution C 65 (II 369, prop 2000.20), 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.
This study, entitled "Study on the international registered and insured services and the introduction of an international recorded delivery service" (see Collection of Postal Studies, brochure 177), was carried out by the CCPS, which established, following two consultations, that a three-tier service that retained the registered and insured services and also included an international recorded delivery service would offer customers a wider choice. The 1989 Washington Congress introduced the new "recorded delivery items service" and added the words "recorded delivery items" to the title of this chapter. This service can only be introduced on a reciprocal basis. The main features of the service and a detailed description of the three-tier service are given in Congress – Doc 76 (II Congress/C 4 – Rep 6, Congress – Doc 76 and prop 2000.14).

Article **48**
Admission of registered items (Conv 50, 55, 56, 57, 63; Det Regs 133, 151, 166)

1 The letter-post items specified in article **19** may be sent as registered items.

2 A receipt shall be issued 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 (Conv).

Article 49
Admission of recorded delivery items
(Conv 51, 55, 58, 60, 67; Det Regs 134, 162) (1)

1 The letter-post items specified in article 19 may be sent by the recorded delivery items service to and from administrations which agree to admit such items.

2 A receipt shall be issued free of charge to the sender of a recorded delivery item at the time of posting.

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1) This new art, introduced by the 1989 Washington Congress, offers the possibility of sending letter-post items as recorded delivery items. Thus, customers now have at their disposal a low-cost service for items of low or no real value. The establishment of an international service in this connection is designed to give proof of posting and delivery, without however offering any more security than is given to ordinary items (II Congress/C 4 – Rep 6, prop 2000.14). See also Conv, part II, chapter II, note 1.

Article **50**
Charges on registered items (Conv 26, 48)

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 **26**, paragraph 1, p.

2 In cases where exceptional security measures are required, administrations may collect the special charges provided for in article **26**, 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 **26**, paragraph 1, r.

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1) See art 26, note 8.

Article 51
Charges on recorded delivery items (Conv 49, 67) (1)

The charge shall be paid in advance. It shall be made up of:
a the postage charge, according to the category of item; and
b the recorded delivery charge fixed by the administration of origin, which shall be less than its registration charge.

1) New art introduced by the 1989 Washington Congress. The components of the charge are similar to those of registered items. However, adms have authority to fix their own charge, provided that it is less than their registration charge. No other charges are necessary, eg for additional security or to cover risks of force majeure, because these additional features are not envisaged for the recorded delivery items service (II Congress/C 4 – Rep 6, prop 2000.14).

Article **52**
Admission of insured letters
(Conv 53 to 56, 59, 61, 64; Det Regs 135 to 139, 151, 153) (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 Ins 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 Ins 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 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 Ins 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 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 and 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 (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 41, 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 135, 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 59, note 8.

6) See end of note 1.

Article **53**
Insured letters. Insured value (Det Regs 136)

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 **3266.91 SDR**, or to **an amount at least equal to that** adopted in its internal service if that amount is less than **3266.91 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 Ins 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 361, prop 2046.1).

The 1989 Washington Congress raised the amount of the insured value from 2286.83 to 3266.91 SDR in order to meet the needs of the customers and to maintain the service's competitive edge (II Congress/C 4 – Rep 6, prop 2046.1/Rev 1)

2) 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).
A country may limit the insured value to an amount lower than that admitted on acceptance (1934 Cairo Congress, II 296).
The countries of origin and destination may adopt a max value in excess of the max 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 59, note 8.

Article **54**
Charges on insured letters (Conv 26, 53) (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 **26**, paragraph 1, p;
c the insurance charge laid down in article **26**, 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 **26**, 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 Ins 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 max 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 max 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 887–893).

Article **55**
Advice of delivery (Conv 26; Det Regs 138)

1 The sender of a registered item, **a recorded delivery item** (1) or **an** insured letter may apply for an advice of delivery on payment at the time of posting (2) of the charge laid down in article **26**, paragraph 1, s. This advice of delivery shall be returned to him by the quickest route (air or surface). (3)

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 **47** for inquiries shall be collected.

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1) Consequence of the introduction of art 49 into the Conv by the 1989 Washington Congress (II Congress/C 4 – Rep 6, prop 2000.14).

2) 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).

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

Article **56**
Delivery to the addressee in person (Conv 26; Det Regs 139)

1 In the service between those administrations which have given their consent (1), registered items, **recorded delivery items** (2) and insured letters shall, at the sender's request, be delivered to the addressee in person. (3) Administrations may agree to allow this option only for registered items, **recorded delivery items** (2) and insured letters accompanied by an advice of delivery. In **all three** cases, the sender shall pay the special charge laid down in article **26**, 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. (4) (5)

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

2) These words were added by the 1989 Washington Congress in order to extend the option for delivery to the addressee in person to the recorded delivery items service (II Congress/C 4 – Rep 6, prop 2000.14).

3) 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.

4) 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).

5) Clarification added by the 1984 Hamburg Congress to avoid any contradiction with the internal regulations (II 361, prop 3049.1).

Chapter III

Liability (1) (2) (3)

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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 57 to 62. For details see notes to these arts.
II. Liability of the sender. The sender's liability to the postal service is governed by art 62.
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 57, 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 63 and 64 deal with this liability. Any dispute which may arise in this connection between the adms concerned can only be settled by arbit, 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 6 months for ordinary cases and to 9 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 66 to 68 and Parcels Agr, arts 43 and 44) are not explicit on this question.
For more details, see arts 63 and 64, 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 "administrations 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 and 7261 to 7267).

3) The 1989 Washington Congress recommended postal adms to refrain from submittng reservations to the provisions dealing with the liability of the Post.
This recommendation – C 77 – appears at the end of this vol (II Congress/C 4 – Rep 6, prop 2000.11).

Article **57**
Principle and extent of liability of postal administrations. Registered items (Conv 63; Prot XIV; Det Regs 104, para 5)

1 Postal administrations shall be **liable** (1) **for** the loss of (2), **theft from or damage to** registered items. (3) (4) Their liability shall be as binding for items 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 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. (5)

3 If a registered letter is lost, the sender shall be entitled to an indemnity the amount of which shall be fixed at **24.50 SDR** per item. This amount may be raised to **122.51 SDR** for each special bag of printed papers such as are mentioned in article **20**, paragraph **10**, sent registered. (6) (7) (8) (9)

4 In the event of theft from or damage to a registered item and provided that the packing was recognized as sufficient to guarantee the contents effectively against accidental risks of theft or damage, the sender shall be entitled to an indemnity corresponding, in principle, to the actual value of the 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 fixed in paragraph 3. (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 rifled or 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 **3. The same shall apply to the administration of destination when the indemnity is paid to the addressee under the terms of paragraph 6.** (11) However, the amounts laid down in paragraph **3** shall remain applicable:

i in the event of recourse against the administration liable; or

ii if the sender waives his rights in favour of the addressee (12) **or vice versa**. (13)

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1) 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). The 1989 Washington Congress enlarged the scope of liability. Adms are now liable for the theft of or damage to registered items (II Congress/C 4 – Rep 6, prop 2050.1). Adms which do not agree to total theft of or total damage to registered items being equated with the loss are listed in the Prot, art XIV. On the other hand, the Post is not liable for delay in the dispatch, transmission or delivery of an item (1929 London Congress, I 1580).

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 award cited in the 1929 Journal, pp 109 et seq and 1936 Journal, pp 63–66.

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 38 of the Conv and art 3, para 4, of the COD Agr, unless these instructions reach the offices concerned in due time (1939 Buenos Aires Congress, II 550).

5) 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 26, para 1, q and r) (II 1503 and 1504, props 2044.5 and 4010.1).

6) 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).

7) 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, props 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 fr (19.60 SDR) and 300 fr (98.01 SDR) respectively (II 1502, prop 2044.4). A prop to increase the amount of the indemnities by $66^2/_3$ 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 (I 1859, II 198–201 and 361). However, the 1989 Washington Congress raised the amount of the indemnity per item to 24.50 SDR and the amount of the indemnity for special bags to 122.51 SDR, which represents an increase of 25 percent instead of the originally proposed 50 percent (II Congress/C 4 – Rep 6, prop 2050.4).

8) The equivalent of these amounts in the national currency of each country is published in the Compendium (Conv).

9) 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 prop 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 362, prop 2050.3).

10) The purpose of this new para, which was introduced by the 1989 Washington Congress, is to allow indemnification of a customer who receives a registered item which has been partly rifled or damaged. A further consideration is that small packets were specially created for sending merchandise and that the partial theft of or partial damage to the contents of such an item or of a special bag of printed papers may represent a considerable loss for the customer (II Congress/C 4 – Rep 6, prop 2050.1).

11) The aim of this amendment, of an optional nature, is to put the sender and the addressee of a registered item on an equal footing, taking account of the special characteristics of each country (II Congress/C 4 – Rep 2, prop 2050.2).

12) 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.

13) See this art, note 11.

Article 58
Principle and extent of liability of postal administrations. Recorded delivery items (1)

1 Postal administrations shall be liable only for the loss of recorded delivery items. 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 recorded delivery 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.

3 If a recorded delivery item is lost, the sender shall be entitled to a refund of the charges paid.

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1) Art introduced by the 1989 Washington Congress. Liability for loss of recorded delivery items rests with adms in certain well-defined circumstances, which are the same as those for registered items. But it is not envisaged that risks of force majeure be covered, nor is it intended that anyone other than the sender be compensated. The amount of compensation is the sum of the charges paid by the sender, ie all charges are reimbursed in the event of loss. No other compensation is envisaged, because the service is not designed for items of value (II Congress/C 4 – Rep 6, prop 2000.14).

Article **59**
Principle and extent of liability of postal administrations. Insured letters (Conv 64)

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 **61**. 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 (8) in SDRs. (7) 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 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 of, total theft from or total damage to 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: "Administrations 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 prop 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 54, 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 61, 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. Arbit 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 arbit 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 77–79). 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 et seq). 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 17 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 40 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 40 bank notes of 50 marks. Hence the presumption that the letter probably did not contain 40 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 5 Swiss bank notes of 20 fr, 2 consignment notes, one form for acknowledgement of receipt, and a second grey envelope containing 16 bank notes of 1000 lei, one note of 500 lei, 2 consignment notes and one form for acknowledgement of receipt. Consequently, 10 bank notes of 1000 lei (equivalent to about 300 fr), one grey envelope, 2 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 2 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 57, note 7.

7) Cf Parcels Agr, art 40, note 9.

8) 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).
Proportional indemnity. Insurance (see Parcels Agr, art 40, note 8). Props 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; 1934 Cairo Congress, I 1351, prop 715).
In no case shall the sender be entitled to an indemnity exceeding the insured value (1878 Paris Congress, p 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 40, para 8, of the Parcels Agr. It should be noted that its application is subject to the conditions laid down in art 61, para 1, a and b (1969 Tokyo Congress, 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 **60**

Non-liability of postal administrations. Registered items **and recorded delivery items** (Det Regs 151) (1)

1 Postal administrations shall cease to be liable for registered items **and recorded delivery 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 **12**, paragraph 3. Liability shall, however, be maintained **when theft or damage** is discovered either prior to or at the time of delivery of the registered item **or the recorded delivery item** or when, internal regulations permitting, the addressee, or the sender if it is returned to origin, makes reservations on taking delivery of **a rifled or damaged** item. (2)

2 Postal administrations shall not be liable:
i for the loss of registered items **or recorded delivery items**:
   a in cases of force majeure; (3) 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. (4) Nevertheless, the administration of the dispatching country shall still be liable **for the loss of a registered item** if it has undertaken to cover risks of force majeure (article **57**, paragraph **2**); (5)
   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; (6)

c when the sender has made no inquiry within the period prescribed in article **47**, paragraph 1; (7) (8)

ii for registered items **or recorded delivery items** which, as notified by the administration of the country of destination (9), have been detained or seized under the legislation of that country;

iii for registered items **or recorded delivery items** confiscated or destroyed by the competent authority in the case of items whose contents fall within the prohibitions specified in article **41**, paragraphs 2, 3, b, and 4; (10)

iv for registered items **or recorded delivery 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 **41**, paragraph 4, f, on examination of letter-post items submitted to customs control. (11)

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1) The 1989 Washington Congress added the words "and recorded delivery items" to the title of this art. See art 49, note (II Congress/C 4 – Rep 6, prop 2000.14).

2) Following the deletion of Conv (Hamburg 1984), art 50, para 2, the 1989 Washington Congress recast para 1 of this art. See art 57, note 1 (II Congress/C 4 – Rep 6, prop 2052.1).

3) 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 Parcels Agr, art 41, note 6). In the Const, art 32, note 5, arbit award summary 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 IB opinion, 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 prop 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).

4) 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).

5) 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).

6) 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).

7) 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 47, 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 66 for the indemnity paid by the latter to the sender (1926 Rep, pp 11–13).
Any country which, under art 60, 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).

8) At the 1957 Ottawa Congress a prop 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).

9) Addition made by the 1979 Rio de Janeiro Congress to specify that it is enough if the adm 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).

10) By transferring this provision, which previously appeared under subpara 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 57, para 1, and that, for that reason, adms are not ipso facto liable for such items (II 1505, prop 2045.2).

11) 1964 Vienna Congress, II 1063 and 1102, props 3142 and 4042. See, however, Det Regs, art 117, 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, e).

Article **61**
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 **12**, 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 regulations 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 of, theft from or damage to 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 **59**, 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 **41**, 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 Ins 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 arbit 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:
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.
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 1–8). 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 15 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 force majeure (1906 Rome Congress, II 370).

5) See Det Regs, art 117, note 12.

Article **62**
Sender's liability (Conv 41) (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 art are as follows:

i The damaged item must belong to one of the categories for which 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 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 41. 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, 1975 Rep, pp 61 and 62.

2) The expression "within the same limits as administrations themselves" must be understood to mean that the indemnity is payable up to 24.50 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, 1975 Rep, pp 61 and 62.

3) See IB opinion, 1966 Rep, pp 60 and 61.

Article **63**
Determination of liability between postal administrations. Registered items (Det Regs 170)

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 **161**, 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 **88**, 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 **88**, 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 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 365, 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 57, 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, II 215 and 216, prop 221).

6) The Prep Comm 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 151, note 3.

7) Cf Const, art 32, note 5, arbit award summaries 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 160, para 2, g, of the Det Regs, the liability for paying the indemnity which may be due for the loss of an article shall be shared equally between the adms of origin and destination of the mail presumed to have contained the lost item, unless the liability of an intermediate adm can be established, or unless either the adm of origin or the adm 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 adm which had practised it in order to be relieved of its share of liability (1969 Tokyo Congress, formal opinion C 50).

9) Cf art 60, 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 **64**
Determination of liability between postal administrations. Insured letters
(Det Regs 170) (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 **170** 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 (3) of theft or damage;
b that the weight established at the time of posting has not varied.
When such proof has been furnished by the administration of destination or of origin, as the case may be, none of the other administrations concerned may repudiate its share of liability on grounds that it handed over the item without the next administration having made any objection.

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 shall bear (5) (6) 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 **61**, 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 57), and more especially part III of the note.

II. In order to define liability between adms, this art 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 art 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 (London 1929), 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, art 9, para 3, nor with those of the Agr, art 20, para 1, iii and the 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 553).

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 **65**
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 **88**, paragraph 1, shall reimburse the administration of origin for the indemnity paid to the sender, subject to article 1, paragraph 3, and article **64**, 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 **88**, paragraph 2, it shall itself seek reimbursement of the indemnity from the air carrier.

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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 art is taken from the former para 3 of Conv (Rio de Janeiro 1979), art 56 (II 365, prop 2056.91).

Article **66**
Payment of indemnity. **Registered items and insured letters** (Prot XVI) (1)

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 **57**, paragraph 5, and in article **59**, 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 **four** months from the day following the day of inquiry. (2) (3)

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 (4) is due to such causes has not been decided, it may, exceptionally, postpone payment of the indemnity for another **three** months.

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 **three** months to pass (5):
- without finally settling the matter, or
- without informing the administration of origin or destination, as the case may be, that the loss appeared to be due to 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)

5 Postal administrations which state in the Final Protocol to the Universal Postal Convention that they are not bound to comply with article 66, paragraph 4, of the Convention as regards final settlement of inquiries within three months shall notify a period within which they will finally settle the matter. (8)

6 The return of a C 9 form which has not been completed in accordance with the provisions of article 151, paragraphs 9 and 12, of the Detailed Regulations shall not be considered as final settlement. (9)

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1) Clarification added by the 1989 Washington Congress following the introduction of art 67 into the Conv (II Congress/C 4 – Rep 6, prop 2000.14).

2) 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 366, props 2057.2 and 3547.4).

3) Taking into account the competitive situation, the interests of the customers and the possibilities offered by the various ultra-high-speed message transmission methods, the 1989 Washington Congress shortened the periods mentioned in paras 2, 3 and 4 of this art (II Congress/C 4 – Rep 3, prop 2058.1).

4) In the IB's opinion this provision applies also to cases of theft of/or damage to registered items (art 57, para 1) and insured letters (art 59, para 1).

5) An adm which has allowed this period to pass without answering a claim may not invoke art 63, para 4, so as to pay only half of the amount of the indemnity (see IB opinion, 1974 Rep, pp 53 and 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) The adms which are not obliged to observe this provision are listed in Prot, art XVI.

8) The purpose of this new para, introduced by the 1989 Washington Congress, is to oblige the adms mentioned in art XVI of the Prot to fix a period within which they will finally settle the matter, so that the customers can be better informed (II Congress/C 4 – Rep 3, prop 2058.3).

9) The 1989 Washington Congress introduced this new para to ensure that a detailed investigation is always made. The fact is that C 9 forms are frequently returned without certain information (date of delivery, addressee's declaration made out on a form conforming to the specimen C 32, etc). In some cases, the adm of destination authorizes the adm of origin of the item under inquiry to pay half the indemnity on its behalf, without detailed investigation of the inquiry (II Congress/C 4 – Rep 3, prop 2058.5).

Article 67
Refund of charges. Recorded delivery items

1 The obligation to refund the charges shall rest with the administration of origin.

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

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1) The 1989 Washington Congress adopted this art pursuant to the introduction of the new recorded delivery items service. Given that inquiry procedures for these items need to be made very straightforward, a period of 4 months is considered to be adequate for refund of charges (II Congress/C 4 – Rep 6, prop 2000.14).

2) See Conv, art 66, note 2.

Article **68**
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 **66** 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 **57**, paragraph **3**; 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 **63** and **64**, 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 **13**. (3)

5 When liability has been admitted, as well as in the case provided for in article **66**, 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 47, note 7.

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. (UPU EC Docs, CE 1965 – Doc 12, section V.)

Article **69**
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 **57**, paragraphs 5 and 6, and article **59**, 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 **three** months laid down in article **66**, 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 **53**, paragraph 5.

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 **70**
Allocation of charges (Conv 73) (1)

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

1) The principle of the non-sharing of charges expressed in art 70 was based on the assumption that a letter will 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.
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.
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).
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 a prop 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, on the prop of Australia, decided to extend the payment of terminal dues to airmail.

2) As regards the Conv, reimbursement of charges is made in the following cases:
Art 45. Commission and other possible postal charges for items to be delivered free of charge (Det Regs, art 118).
Art 34. The value of reply coupons exchanged against postage stamps for other adms (Det Regs, art 199).
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 71 and 72).

Article **71**
Transit charges
(Prot XVII to XXI; Conv 72, 75 to 77, 79 to 81; Det Regs 175 to 180, 189 to 193) (1) (2)

1 Subject to article **75**, 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 (13) direct sea conveyance between two countries by the ships of one of them (14) shall be regarded as a third party service. (12)

4 Sea transit shall begin when the **mails cease to be under the control of a postal administration** and shall end **when the administration of destination is informed by the shipping line that the mails are available for collection**. (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" which 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 report, together with props, 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. 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 $2^1/_2$ c, other articles $2^1/_2$ 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.
The 1989 Washington Congress reduced the possibility of using transit à découvert by decreeing the obligatory make-up of dispatches when the weight of mail for the country of destination exceeds 3 kg per dispatch or per day (cf Det Regs, art 158, para 4).
By resolution C 59 and decision C 85 (reproduced at the end of this vol), the same Congress instructed the EC to study the question of possible remuneration for the adm of transit for the reforwarding of surface mail in transit à découvert (II Congress/C 5 – Rep 5, props 3000.2, 3062.1 and 3067.4).

4) Collection or non-collection of transit charges for the conveyance of mail between the various parts of one country. See 1952 Rep, 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 the Prot for mails stored or transhipped in the ports of Balboa or Cristobal in Panama (see art XX).

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.

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 enable adms as is their practice, to settle their accounts with the shipping companies direct.
On this occasion, the EC also proposed recasting the provisions concerning transit charges with a view to harmonizing them and presenting them in a manner that was easier to consult. The 1984 Hamburg Congress adopted these props (II 424-426, 461 and 474-475, props 3061.1, 3061.7, 3061.91, 3065.91, 3065.92 and 3570.5/Rev 3).

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 Compendium of Transit 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 arbit award summary 8 at Const, art 32, note 5, and 1946 Rep, 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 1249–1252, 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 2, a, Const, art 32, note 5; see also 1929 London Congress, I 1467, prop 307, 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 84, para 5, a and b). In the absence of special agreement between the adms concerned, the provisions of art 71 apply to airmail corr for any transit by land or sea (art 84, 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, arbit award summary 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 Conv, 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 Conv and not an agreement between one such party and a third party. Cf Const, art 32, note 5, arbit award summary 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) According to the definition in force up to the 1989 Washington Congress, sea transit began when the mails were deposited on the quay serving the ship in the port of departure and ended when they were

delivered on the quay of the port of destination. Since the handling of mail in containers differed from the former methods of handling, 3 adms in 1987 requested the IB's opinion on the liability of adms for costs incurred in handling containers at the port of arrival. The IB's opinion, which is given in the 1987 Rep (pp 88–91), was referred to in the reasons for the prop adopted by the 1989 Washington Congress (II Congress/C 5 – Rep 4, prop 3062.2).

Article **72**
Transit charge scales

1 The transit charges provided for in article **71**, paragraph 1, shall be calculated in accordance with the scales (1) set out in the following table:

Distances traversed				Charge per kg gross
1				2
				SDR
i Distances traversed by land expressed in kilometres				
Up to **100** km				**0.14**
Above **100**	up to	**200**		**0.17**
200		**300**		**0.20**
300		**400**		**0.22**
400		**500**		**0.24**
500		**600**		**0.26**
600		**700**		**0.27**
700		**800**		**0.29**
800		**900**		**0.31**
900		**1 000**		**0.32**
1 000		**1 100**		**0.34**
1 100		**1 200**		**0.35**
1 200		**1 300**		**0.37**
1 300		**1 500**		**0.39**
1 500		**2 000**		**0.43**
2 000		**2 500**		**0.49**
2 500		**2 750**		**0.53**
2 750		**3 000**		**0.56**
3 000		**4 000**		**0.62**
4 000		**5 000**		**0.72**
5 000		**6 000**		**0.81**
6 000		**7 000**		**0.89**
7 000		**8 000**		**0.97**
8 000		**9 000**		**1.05**
9 000		**10 000**		**1.12**
10 000		**11 000**		**1.19**
11 000		**12 000**		**1.26**
12 000		**13 000**		**1.32**
13 000		**14 000**		**1.39**
14 000				**1.45**

Distances traversed						Charge per kg gross
1						2
						SDR
ii Distances traversed by sea						
a expressed in nautical miles				b expressed in kilometres after conversion on the basis of 1 nautical mile = 1.852 km		
Up to **100** nautical miles			.....	Up to **185** km	.....	**0.17**
Above **100**	up to	**200**	.....	Above **185**	up to **370**	**0.19**
200		**300**	.....	**370**	**556**	**0.21**
300		**400**	.....	**556**	**741**	**0.22**
400		**500**	.....	**741**	**926**	**0.23**
500		**600**	.....	**926**	**1 111**	**0.24**
600		**700**	.....	**1 111**	**1 296**	**0.24**
700		**800**	.....	**1 296**	**1 482**	**0.25**
800		**900**	.....	**1 482**	**1 667**	**0.25**
900		**1 000**	.....	**1 667**	**1 852**	**0.26**
1 000		**1 100**	.....	**1 852**	**2 037**	**0.26**
1 100		**1 200**	.....	**2 037**	**2 222**	**0.27**
1 200		**1 300**	.....	**2 222**	**2 408**	**0.27**
1 300		**1 500**	.....	**2 408**	**2 778**	**0.28**
1 500		**2 000**	.....	**2 778**	**3 704**	**0.29**
2 000		**2 500**	.....	**3 704**	**4 630**	**0.31**
2 500		**2 750**	.....	**4 630**	**5 093**	**0.32**
2 750		**3 000**	.....	**5 093**	**5 556**	**0.32**
3 000		**4 000**	.....	**5 556**	**7 408**	**0.34**
4 000		**5 000**	.....	**7 408**	**9 260**	**0.36**
5 000		**6 000**	.....	**9 260**	**11 112**	**0.38**
6 000		**7 000**	.....	**11 112**	**12 964**	**0.40**
7 000		**8 000**	.....	**12 964**	**14 816**	**0.41**
8 000		**9 000**	.....	**14 816**	**16 668**	**0.42**
9 000		**10 000**	.....	**16 668**	**18 520**	**0.43**
10 000		**11 000**	.....	**18 520**	**20 372**	**0.45**
11 000		**12 000**	.....	**20 372**	**22 224**	**0.46**
12 000		**13 000**	.....	**22 224**	**24 076**	**0.47**
13 000		**14 000**	.....	**24 076**	**25 928**	**0.48**
14 000	.....			**25 928**	.....	**0.49**

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, **i,** of the Detailed Regulations, as regards distances traversed by **land.** (2) (3)

1) In order to take account of the developing situation of transport prices, the 1984 Hamburg Congress, in resolution C 50, instructed the EC:
- to recalculate the scales of transit charges;
- 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;
- to seek ways of eliminating the distortions in the data which are taken into account in calculating the scales.

On completion of its study, the EC proposed an updating of the scales by applying the traditional method of calculation to the data provided by adms with respect to the prices actually paid for mail conveyance and to the postal costs. The distance steps on the other hand were unified and widened to take greater account of the realities of transit.
The 1989 Washington Congress approved the scales updated by the EC (II Congress/C 5 – Rep 4, Congress – Doc 61 and prop 3063.1). By resolution C 56 (reproduced at the end of this vol), it also instructed the EC to recalculate the transit charge scales for each Congress in accordance with the method approved by the previous Congress and to continue the study for improving the methodology used (II Congress/C 5 – Rep 5, prop 3000.5).

2) In Det Regs, art 111, the 1989 Washington Congress replaced the List of Shipping Lines by the List of Transit Services Provided for Surface Mail. For sea transit, the rate of transit charges is given in the latter list.

3) By resolution C 57 (reproduced at the end of this vol), the 1989 Washington Congress instructed the EC to study the possibility of fixing common bases and standards in order that countries providing a land transit service can establish a weighted average distance (II Congress/C 5 – Rep 5, prop 3000.7).

Article **73**
Terminal dues (Conv 74, 75, 78; Det Regs 175 to 177, 181 to 193) (1)

1 Subject to article **75**, 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)

2 The payment provided for in paragraph **1 shall be fixed as follows:**

a **when two administrations exchange with each other, by air and surface (S.A.L. included), a total weight of LC/AO mail less than or equal to 150 tonnes a year in each direction, the rate applied per kg shall be 2.940 SDR** for **LC/AO items (uniform rate),** excluding the printed papers sent by special bags **(M bags)** referred to in article **20,** paragraph **10**;

b **when two administrations exchange with each other, by air and surface, (S.A.L. included), a total weight of LC/AO mail greater than 150 tonnes a year in each direction, the rate applied per kg shall be 8.115 SDR for LC items and 2.058 SDR for AO items (separate rate for each category), excluding the** printed papers sent by special bags (M bags) referred to in article **20**, paragraph **10**;

c when the threshold of 150 tonnes a year is exceeded in a single direction, the administration receiving this traffic in excess of 150 tonnes may choose, for the accounting of the terminal dues relating to the mail

received, one of the two payment systems described in subparagraphs a and b, above. In the absence of bilateral agreement, the mail sent by the administration dispatching less than 150 tonnes a year shall in all cases be brought to account in accordance with the single rate laid down in subparagraph a;

d for printed papers sent in M bags, the rate to be applied shall be 0.653 SDR per kg, irrespective of the annual weight of mail exchanged between two administrations.

3 When, in a given relation, an administration which is paid in accordance with the differentiated LC and AO rates of terminal dues indicated in paragraph 2 establishes that the average number of items (LC and/or AO) contained in one kilogramme of mail received is higher than the world average (1) which is 48 LC items and 5.6 AO items, it may have the corresponding rates revised if, compared with this world average:

- **the number of LC items is more than 15 percent higher (ie more than 55 items) and/or**
- **the number of AO items is more than 25 percent higher (ie more than 7 items).**

In this case the terminal dues amount payable by the debtor administration shall be equal to the difference between the sums owed by each administration for its total mail flow after application of the appropriate rates. The revision shall be carried out on the terms specified in article 187 of the Detailed Regulations.

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

5 The administrations concerned may, by bilateral or multilateral agreement, apply other payment systems for the settlement of terminal dues accounts.

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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 70, 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 considered that it was under an obligation not to ignore the 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, introduced into the Conv an art granting adms 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 study.
On the basis of data collected in a consultation of Union member countries, the EC noted that the cost of handling international mail was considerably higher than 0.50 g fr per kg. It therefore proposed to the 1974

Lausanne Congress that the rate of remuneration be raised to 1 g fr and that such charges be called "terminal dues". That Congress, which had before it various props for increasing the rate of terminal dues, set it at 1.50 g fr per kg. On a prop by Australia, compensation for surface-mail terminal dues was extended to imbalances in airmail exchanges (1974 Lausanne Congress, II 1267–1286, props 2047.1, 2049.1, 2049.2 and 2049.3). Congress then adopted 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 mail, 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 Working Party 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) which did not cause 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 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.

After consulting the member countries of the Union, the EC 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.

Before presenting its props, the EC had, on the basis of a survey carried out in 45 countries and covering 635 510 mailbags containing some 10 000 postal items, calculated the revenue per kg derived from the different types of items and the inward/outward cost ratios.

On a prop by a group of Latin American countries that took account of the EC's work, the 1979 Rio de Janeiro Congress raised the terminal dues rate to 5.50 g fr per kg of LC/AO mail and to 1.50 g fr per kg of M bags. Congress also adopted resolution C 35 instructing the EC to continue the terminal dues study.

Starting out from the principle of equivalence of revenues, which means that there must be compensation when there is a difference in revenue between two mail flows, the EC carried out sampling in 70 adms whose traffic accounted for nearly 90 percent of international mail. Of a total of more than 3.5 million LC/AO bags, some 55 000 were meticulously analyzed. Over 300 000 M bags were also examined. The results showed, among other things, that 1 kg of LC contained 48 items on average, whereas 1 kg of AO contained 5.6 items. The study led to the following terminal dues rates:

- LC items: 25.81 g fr/kg;
- AO items: 3.09 g fr/kg;
- M bags: 0.82 g fr/kg.

The level of these rates was confirmed by a supplementary study of the costs incurred in respect of international mail received.

The 1984 Hamburg Congress, after lengthy discussion, adopted a prop by Sri Lanka for setting the terminal dues rates at 8 g fr (2.614 SDR) per kg for LC/AO items and 2 g fr (0.653 SDR) per kg for M bags (II 401–417, Congress – Doc 10 and prop 3062.2).

In addition, by resolution C 42 it entrusted the EC with a new study with a view to finding an equitable solution to the problems arising from the traffic imbalances between adms of origin and of destination (II 415–417 and 428–430, prop 3000.7).

The EC, among other things, conducted studies on the costs of handling inward international mail and the proportions of LC and AO items in the international mail in imbalance. Having noted that the current terminal dues system was unlikely to curb the development of remailing but that it was necessary to retain a simple system for light-traffic countries, it proposed three differentiated rates per kg for LC, AO and M bags in relations only where the annual volume of LC/AO traffic was higher than 150 t in each direction. The rates

for LC and AO items could be increased by means of a correction mechanism in cases where the structure of the LC and AO mail received differed from the world structure. In addition, the EC proposed making provision for the application of other terminal dues systems by bilateral or multilateral agreement.
The 1989 Washington Congress adopted the principles of the EC prop (art 73, paras 2, 3 and 5). However, on a prop by Afghanistan, it increased by 12.5 percent the terminal dues rates for LC and AO proposed by the EC, namely 22.08 g fr (7.213 SDR) for LC, 5.60 g fr (1.829 SDR) for AO and 8 g fr (2.614 SDR) for LC/AO combined (II Congress/C 5 – Reps 4 and 5, props 3064.1 and 3064.2).
Subsequently, by resolution C 72 (reproduced at the end of this vol), it entrusted the EC with a permanent study on terminal dues (II Congress/C 5 – Rep 5, props 3000.1 and 3000.3).

2) At the prop of the EC, the 1989 Washington Congress adopted recommendation C 78 (reproduced at the end of this vol), inviting the governments of Union member countries to allocate the entire revenue derived from terminal dues to their postal service so as to enable the latter both to cover the costs of handling foreign-origin mail and to constitute the reserve funds required for replacing and improving its infrastructure (II Congress/C 5 – Rep 5, prop 3000.4).

Article 74
Terminal dues for priority items, non-priority items and combined items
(Conv 19, 20, 73; Det Regs 187, 188) (1)

1 When a uniform rate for LC/AO items is used under the provisions of article 73, paragraph 2, a and c, that rate shall also apply to priority items, non-priority items and combined items.

2 When separate rates for LC items and AO items are used under the provisions of article 73, paragraph 2, b and c, the country of origin and the country of destination may, by bilateral agreement, decide that the rates applicable to priority items and non-priority items shall be fixed on the basis of the actual structure of the traffic. In the absence of an agreement, the provisions laid down in article 73, paragraphs 2, b and c, and 3, shall apply. In this case, priority items shall be assimilated to LC and non-priority items to AO.

3 For combined items exchanged under the provisions of article 20, paragraph 12, terminal dues shall be settled by bilateral agreement between the countries concerned.

4 When an administration decides to discontinue separation of the mail into LC and AO in favour of a system based on priority, and the latter produces an effect on terminal dues according to paragraph 2, the new system shall be introduced on 1 January or 1 July only, providing the International Bureau has been so informed at least three months in advance. (2)

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1) Art adopted by the 1989 Washington Congress in order to specify the terminal dues rates for items not mentioned in art 73, para 2. As this is a provisional arrangement, the EC will look into a definitive solution to the problem within the framework of its terminal dues study advocated by resolution C 72 (reproduced at the end of this vol) (II Congress/C 5 – Reps 5 and 8, props 3064.91, 3064.92, 3000.1 and 3000.3).

2) In cases where introduction of a new classification might have a bearing on terminal dues, it is in most cases desirable to introduce it by means of bilateral agreements since a limited number of adms will be involved. If a bilateral agreement is not concluded, the introduction of the system must take place either on 1 January (preferable date) or on 1 July so as not to complicate terminal dues accounting (II Congress/C 5 – Reps 5 and 8, excerpt from the reasons for prop 3064.91).

Article **75**
Exemption from transit charges and terminal dues (Det Regs 160, 169, 173)

The letter-post items relating to the postal service referred to in article 16, b (2), undelivered postal items returned to origin **in closed dispatches** (3) and dispatches of empty mailbags shall be exempted from land and sea transit charges and **from terminal dues.** (1)

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1) The 1989 Washington Congress extended the exemption to include airmail. Previously, this exemption had extended only to dispatches of empty mailbags for airmail terminal dues accounting (II Congress/C 5 – Rep 5, prop 3065.2).

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 (II 448, prop 3063.1).
This exemption was reintroduced by the 1989 Washington Congress (II Congress/C 5 – Rep 5, prop 3065.1).

3) The 1984 Hamburg Congress granted the exemption to undelivered postal items returned to origin (II 448–449, prop 3063.3).
The 1989 Washington Congress limited it to items returned in closed dispatches (II Congress/C 5 – Rep 5, props 3065.2 and 3065.3).

Article **76**
Extraordinary services. **Multimodal transport** (Prot XXI; Det Regs 109, 111)

1 The transit charges specified in article **72** 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)

2 When surface mails from an administration are reforwarded by combined land and sea transport facilities, the conditions of such reforwarding shall be covered by a special agreement between the administrations concerned. (2)

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1) Apart from "extraordinary services" properly speaking, there are "services giving rise to special charges". Cf Prot, arts XVII to XX.

2) Provision introduced by the 1989 Washington Congress for transit mail reforwarded by new modes of transport (II Congress/C 5 – Rep 4, prop 3066.1).

Article 77
Accounting for transit charges (Det Regs 175 to 180, 189 to 193) (1)

1 Accounting for surface-mail transit charges shall be done annually by the administration of transit, for each administration of origin, according to the weight of the letter-post mails received in transit throughout the year (2), **to which the scales laid down in article 72 shall apply.**

2 The debtor administration shall be exempted from payment of transit charges when the annual balance does not exceed 163.35 SDR. (3)

3 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.

4 The arbitrators shall be empowered to fix in a fair and reasonable manner the transit charges to be paid.

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1) The 1989 Washington Congress split art 67 of the Conv (Hamburg 1984) into two separate arts, viz art 77 for transit charges and art 78 for terminal dues (II Congress/C 5 – Rep 5, props 3067.2, 3067.91 and 3067.92).

2) 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.
On the prop of the EC, the 1984 Hamburg Congress decided to replace the triennial statistics system by permanent counting of bags and determination of the average weight of bags on the basis of a one-month statistical operation (II 420–423, Congress – Doc 11, prop 3065.6/Rev 1).
On the prop of the EC, the 1989 Washington Congress replaced this system by accounting on the basis of the actual weight (II Congress/C 5 – Rep 5, Congress – Doc 60, props 3067.2, 3067.91 and 3067.92).

3) The 1989 Washington Congress raised the exemption threshold from 8.17 to 163.35 SDR (II Congress/C 5 – Rep 5, prop 3067.1).

Article 78
Accounting for terminal dues (Det Regs 175 to 177, 181 to 193) (1)

1 Accounting for terminal dues shall be done annually by the creditor administration, according to the actual weight of the surface mails (including S.A.L. mails) and airmails received throughout the year (2), **to which the rates laid down in article 73 shall apply.**

2 To enable the annual weight to be determined, the administrations of origin of the mails shall permanently indicate, for each mail, the total weight of bags containing LC/AO items and the total weight of M bags.

3 When it is necessary to determine separately the weights corresponding to LC items on the one hand and AO items on the other, these weights shall be calculated by applying the proportions determined during a statistical period, the modalities of which are indicated in the Detailed Regulations. (3)

4 The administrations concerned may agree to account for terminal dues in their reciprocal relations by different statistical methods. They may also agree on a different periodicity from that laid down in the Detailed Regulations for the statistical period.

5 The debtor administration shall be exempted from payment of terminal dues when the annual balance does not exceed 326.70 SDR. (4)

6 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.

7 The arbitrators shall be empowered to fix in a fair and reasonable manner the terminal dues to be paid.

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1) See art 77, note 1.

2) In the interests of calculating terminal dues on the most accurate basis possible, the 1989 Washington Congress decided to use the actual weight for terminal dues accounting for all mail. It therefore abolished the statistical system in force for surface mail (see art 77, note 2).

3) New statistics introduced by the 1989 Washington Congress as a consequence of the new terminal dues system called for by art 73, para 2 (II Congress/C 5 – Rep 5, Congress – Doc 60, prop 3067.92). For the terms and conditions of these statistics, see Det Regs, arts 181 to 186.

4) Sum of the two thresholds in force up to the 1989 Washington Congress for surface mail and airmail (II Congress/C 5 – Rep 5, prop 3067.92).

Article **79**
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.

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. (1)

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. (2)

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1) 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 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 (II 424–426, prop 3065.93).

2) Provision introduced by the 1984 Hamburg Congress following a consultation conducted by the EC on the settlement of transit charge accounts (II 424–426, prop 3065.91). See also Conv, art 71, note 8.

Article **80**
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 **normally** 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. **However, transit charges in respect of diverted or missent mails may be claimed by the administrations reforwarding such mails, if they so wish, from the administration of origin, which may in its turn claim reimbursement from the administration whose services made the dispatching error.** (1)

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1) The last sentence was added by the 1989 Washington Congress to enable adms to be compensated for the expenditure incurred when reforwarding a considerable volume of diverted or missent mails (II Congress/C 5 – Rep 5, props 3069.1 and 3069.5).

Article **81**
Exchange of closed mails with military units placed at the disposal of the United Nations and with warships or military aircraft

1 Closed mails may be exchanged between the post offices of any member country and the commanding officers of military units placed at the disposal of the United Nations, and between the commanding officer of one of those military units and the commanding officer of another military unit placed at the disposal of the United Nations, through the intermediary of the land, sea or air services of other countries.

2 Closed mails may also be exchanged between the post offices of any member country and the commanding officers of naval or air units or warships or military

aircraft of the same country stationed abroad, or between the commanding officer of one of those naval or air units or of any of those warships or military aircraft and the commanding officer of another unit or of another warship or military aircraft of the same country, through the intermediary of the land, sea or air services of other countries.

3 Letter-post items enclosed in the mails referred to in 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 **72**, for the terminal dues, calculated in accordance with article **73**, and for air conveyance dues, calculated in accordance with article **85**.

Part III

Air conveyance of letter-post items (1) (2) (3) (4) (5) (6)

Section I

Airmail correspondence (7)

Chapter I

General provisions

Article 82
Airmails (Conv 19) (8)

Mails conveyed by air with priority (9) **shall be called "airmails". Airmails may contain airmail correspondence and priority letter-post items. The provisions relating to air conveyance for airmail correspondence shall be applicable to priority items by analogy.**

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 Conv, 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 Conv and the latter to the Det Regs, 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 three times:

i The 1952 Brussels Congress entrusted to the IB the redrafting of the provisions, instructing it to send the draft of the reworded text to all adms for their opinion, and then to submit the final draft, which was to serve as a basis for the work of the next Congress, 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 props 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 props. These props, which had been submitted to EC member countries for written opinions in 1967, were adopted almost in toto by the 1969 Tokyo Congress.

iii The 1989 Washington Congress, as the result of a study conducted by the EC (Congress – Doc 59), adopted the principle of applying in the international service the mail classification system according to the priority/non-priority concept alongside the traditional classification system (1984 Hamburg Conv and Det Regs). Accordingly, certain provisions concerning airmail rates and operations (Conv and Det Regs) have been transferred to other arts. This applies more particularly to the following arts:

1984 Hamburg Congress	*1989 Washington Congress*
Art 71 (Conv), transferred to	Art 19 (Conv)
Art 72 (Conv), transferred to	Art 20 (Conv) and 126 (Det Regs)
Arts 73, 74 and 75 (Conv), transferred to	Art 21 (Conv)
Art 76 (Conv), transferred to	Art 30 (Conv)
Art 77 (Conv), transferred to	Art 29 (Conv)
Art 79 (Conv), transferred to	Art 37 (Conv)
Art 80 (Conv), transferred to	Art 39 (Conv)
Art 81 (Conv), transferred to	Art 40 (Conv)
Art 90 (Conv), transferred to	Art 21 (Conv)
Art 200 (Det Regs), transferred to	Art 114 (Det Regs)
Art 201 (Det Regs), transferred to	Arts 114 and 126 (Det Regs)
Art 213 (Det Regs), transferred to	Art 159 (Det Regs)

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 props concerning airmail corr, at the request of at least 3 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 props resulted from the restricted Confs. However, the 1938 Brussels Conf 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 Conf, parts 1 and 2, 1930 to 1938). In fact, provisions concerning airmail 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 props 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 Comm, set up after the joint IATA–UPU Conf at Cairo in January/February 1951, met for the first time in September 1951 at Cheltenham (Great Britain). Since the 1952 Brussels Congress, the Contact Comm 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, 1985, 1989 and 1990 in Berne.
The postal members of the IATA–UPU Contact Comm reconstituted after the 1989 Washington Congress are: Ethiopia, Great Britain (Chairman), Hungary (Rep), Indonesia, Japan, New Zealand, Sweden, United States of America and Venezuela.

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 85, 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 C 62 (III 883–887) 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 Comm also prepared "Definitions and principles for the execution of maximizing services" (1984 Hamburg Congress, I 1515–1536, Congress – Doc 16 and annex 2). In 1986, the EC decided to prepare and distribute (circ 224/1989) to adms a manual on maximization which would serve as a guide for organizing the service and as a point of reference in negotiations with airlines at national and regional level (see Congress – Doc 65 (Washington 1989)). 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 41) 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 and 1988 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, by 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, then by the EC in 1989 pursuant to the work done by the IATA–UPU Contact Comm, see note 9 to art 41 as well as resolutions C 12 and C 65 reproduced at the end of this vol.

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-party 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 adopted by the 1984 Hamburg Congress (II 495–496 and 503, prop 4000.7).

8) New art introduced by the 1989 Washington Congress, arising from the study on mail classification (see note 1, section iii, above). As a result, the provisions relating to the conveyance of airmails apply either to airmails containing airmail corr, or to mails containing priority items.

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 the present art 37 of the Conv (II 495 and 503).

Article **83**
Routeing of airmail correspondence and airmails in transit
(Conv 1, 32; Prot XXII, XXIII; Det Regs 168, 209, 210) (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 (5) 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 administrations 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 1979 Rio de Janeiro Congress – Doc 1, para 29, a, and IB circ 192/1981).

2) As regards the prop 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 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 adm desiring direct transhipment of its mails, at an airport in another adm's country, between aircraft of the same airline performing successive stages of the journey shall reach agreement with the local representative of that airline on the transhipment procedure.
ii The dispatching adm may arrange with the airline concerned for the mails to be reforwarded by a subsequent flight of the same airline if, for any reason, the originally scheduled transhipment cannot take place.
iii If the dispatching adm has not given the instructions referred to in paragraph ii above, the airline shall immediately hand the mails over to the postal services at the 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 adm desiring direct transhipment of its airmails between two different airlines at an airport in another adm's country shall provide the representative of the first airline with all relevant information.
ii If the first airline agrees to convey the mails over the first part of the route and considers that there is sufficient time for the 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 adm, which shall advise the intermediate adm of the agreed transhipment before dispatching the mails in question.
v The dispatching adm may arrange with the first airline for the mails to be reforwarded by a specified later flight if, for any reason, the originally scheduled transhipment cannot take place.
vi If the dispatching adm has not given the instructions referred to in paragraph v above, the first airline shall immediately hand the mails over to the postal services at the 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 adm 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 Det Regs of the UPU Conv, and also on the provision of an additional copy of the AV 6 envelope.
viii Following an alteration in the airline timetables, the dispatching adm shall review, in consultation with the first airline, the arrangements made for the transhipment and, where appropriate, advise the intermediate adm of any changes made.

In resolution C 70, 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 506 and 507,

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. Work on this question within the IATA–UPU Contact Comm led to the finalization of the above-mentioned substitute AV 7/C 18bis delivery bill (1989 Washington Congress, II Congress/C 6 – Rep 2, prop 4607.1 and circ 213/1989), which is printed and used by the airlines, and a specimen of which is given at the end of this vol.

4) Under the 1964 Vienna Congress system, the forwarding of unsurcharged airmail corr 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).

Chapter II

Air conveyance dues (1)

Article **84**
General principles (Conv 85 to 90)

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 **Each administration of destination which provides air conveyance of international mail within its country shall be entitled to reimbursement of the additional costs incurred for such conveyance provided that the weighted average distance of the sectors flown exceeds 300 km.** Unless agreement has been reached that no charge should be made, **the dues** shall be uniform for all airmails **and priority mails** 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 **72** 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.

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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 89, 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 85, notes 5 and 6.
The 1989 Washington Congress confirmed the right to collect internal air conveyance dues (II Congress/C 6 – Rep 4, Congress – Doc 64, prop 4082.2) and considered that priority mails must also be subject to internal air conveyance dues because they receive the same treatment as airmails (II Congress/C 6 – Rep 4, Congress – Doc 59, prop 4082.1)

4) See Det Regs, art 178.

Article **85**
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 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, **less the corresponding surface conveyance costs**. It shall be calculated on the basis of the **rates** actually paid **for 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 **calculated by the International Bureau** 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 **tenth of an SDR** 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 **tenth of an SDR** in other cases. (8)

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1) As regards the method of calculating the max basic rates per kg-km fixed in para 1, the studies undertaken 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 adms 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" (1969 Tokyo Congress, II 507 to 539, Congress – Doc 15).

In addition, for the first time, the EC formulated a concrete prop 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 prop (II 1506–1509, 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 CCPS, 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 (1974 Lausanne Congress, II 300, Congress – Doc 9). 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 prop and recommend the maintenance of the existing 3 g fr rate (1974 Lausanne Congress, II 333, Congress – Doc 9/Add 1). The 1974 Lausanne Congress followed this recommendation (II 1359–1361).

e 1974 Lausanne Congress resolution C 62 (III 883–886) 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 prop 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 Comm 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 (1979 Rio de Janeiro Congress, II 855, Congress – Doc 23).
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 858–871).
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 (1979 Rio de Janeiro Congress, II 872–875, Congress – Doc 23/Add 1).
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 1603–1617, 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 497, Congress – Doc 17).

g In resolution C 45 (II 498 and 502, prop 4000.6), the 1984 Hamburg Congress instructed the EC to continue following up the question of the basic airmail conveyance rate in a general way.

h) Nevertheless, the study of three systems of degressive rates carried out by the EC (see 1989 EC Docs, pp 169–171) did not allow any given method to be recommended to the 1989 Washington Congress, which decided in the end to retain the status quo (II Congress/C 6 – Rep 3, prop 4000.4 and Congress – Doc 63).

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 max rates prescribed at para 1) which serve for the calculation of the rates per kg published in the AV 1 List (Det Regs, art 224, para 1, b, ii), could vary according to route and in time (see CE 1973 – Doc 10, p 6).

4) See Det Regs, art 225, para 1, b.

5) Para 3, together with the text of art 84, para 4, defines the system adopted at the 1957 Ottawa Congress for internal air conveyance dues (cf art 84, 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 single 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 1, 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 single price will, if necessary, have to be fixed for CP.
The two examples below illustrate the calculation of the single prices per kg of LC/AO.

Examples:

i A postal adm receives from other adms 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 x	0 km =	0 kg-km
mail for B:	500 kg x	300 km =	150 000 kg-km
mail for C:	1 800 kg x	700 km =	1 260 000 kg-km
mail for D:	3 200 kg x	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 fr per kg-km, the single price per kg is:

525 km x 0.0015 g fr = 0.80 g fr

ii If the postal adm 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

Single price per kg: 575 x 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 adm 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 87.

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 217, 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 internal 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, I 1009 and 1010, Congress – Doc 1, para 26).
The 1984 Hamburg Congress adopted resolution C 14 instructing the EC to continue this study (II 491). The latter determined that the majority of adms were opposed to abolishing the right to collect internal air conveyance dues, but that these dues should be limited to the difference between the cost of air conveyance and that of surface conveyance, the max rate being that given in art 85, para 1 (1989 Washington Congress, II Congress/C 6 – Rep 4, prop 4083.1 and Congress – Doc 64). The same study concluded that the weighted average distances should be calculated by the IB.

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 single 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 Comm 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 5 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 489, prop 4079.1). See also Det Regs, art 204, para 2, and art 213, para 2.

Article **86**
Calculation of and accounting for air conveyance dues for airmail correspondence in transit à découvert (Conv 84, 85, 87, 88; Det Regs 159, 215, 218 to 220)

1 Air conveyance dues for airmail correspondence in transit à découvert shall be calculated, in principle, as indicated in article **85**, 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 **annually, in accordance with the provisions of article 214, paragraph 1.** (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 max number of such groups from 20 to 10 (II 1419, prop 3066.2).
In recommendation C 43, 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 corr (III 906). A consultation in August 1980 showed however that this percentage is considered satisfactory by most adms (1984 Hamburg Congress, I 1010, Congress – Doc 1, para 27).

3) The 1964 Vienna Congress introduced a statistical system for drawing up accounts concerning airmail corr 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 corr à découvert only two or three times a week. It therefore extended the statistical period from 14 to 28 days in such cases (II 503, 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 philatelic items, items sent on the occasion of a first flight, etc (1964 Vienna Congress, II 1185 and 1342, props 5043 and 5114).

Article **87**
Amendments to dues for air conveyance in the interior of the country of destination and for airmail correspondence in transit à découvert (Conv 85, 86) (1)

The amendments made to the air conveyance dues mentioned in article **85**, paragraph 3, and article **86** 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.

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1) 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 corr 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 21, para 1) 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 **88**
Payment of air conveyance dues (Conv 84 to 87, 89, 90)

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.** (2)

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 **83**, 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.

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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).

2) The 1989 Washington Congress, acceding to a request by IATA, abolished the preliminary agreement of the adm of the country which the air services used come under, in order to facilitate direct settlement of air conveyance accounts between adms and air carriers and to reduce the delays observed (II Congress/ C 6 – Rep 2, prop 4086.1).

Article **89**
Air conveyance dues for diverted or missent mails or bags
(Conv 88, 90; Det Regs 210 to 212) (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 (2) 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 **84**, paragraph 1, a.

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1) Under the agreement arrived at in the IATA–UPU Contact Comm 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 489 and 502, props 4083.1 and 4083.2).

2) See Det Regs, art 206.

Article **90**
Air conveyance dues for mail lost or destroyed (Conv 88, 89; Det Regs 212)

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)

1) (This note applies to French text only.)

2) Provision agreed with IATA at the 1951 Cheltenham (Great Britain) IATA–UPU Contact Comm 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 **91**
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 **83**, paragraph 4.

1) Section adopted by the 1984 Hamburg Congress to introduce the provisions relating to surface airlifted mail (cf Conv, art 82, 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 (II 495, 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". 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 art 83, para 4, are applied (II 495, prop 4000.7).

Part IV

EMS

Article 92
EMS (1)

1 EMS shall be the quickest postal service by physical means. It shall consist of the collection, dispatch and delivery in a very short space of time of correspondence, documents or goods.

2 This service shall wherever possible be identified by a logo as shown in the specimen below and comprising the following elements:
- **an orange wing;**
- **the letters EMS in blue;**
- **three horizontal orange stripes.**

The logo may be supplemented by adding the name of the national service.



3 Charges for the service shall be set by the administration of origin in consideration of costs and market requirements.

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1) Art adopted by the 1989 Washington Congress. Supplementary provisions concerning EMS are given in resolution C 25 (reproduced at the end of this vol) (II Congress/C 4 – Rep 4, prop 2090.91).

Part **V**

Final provisions

Article **93**
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 relating to the Detailed Regulations of the Convention which have been referred by Congress to the Executive Council

for a decision or which have been introduced between Congresses must be approved by a majority of the members of the Executive Council. (2)

3 To become effective, proposals introduced between Congresses relating to this **Convention must** obtain:

a unanimity (3) of votes if they involve amendments to articles 1 to **18** (part I), **19** to **25**, **26**, paragraph 1, h, p, q, r and s, **29**, **32**, **41**, paragraphs 2, 3, 5 and 6, **48** to **55**, **57** to **81** (part II), **93** and **94** (part **V**) of the Convention or to any of the articles of its Final **Protocol;**

b two thirds of the votes if they involve amendments of substance to provisions other than those mentioned under a;

c a majority (4) of the votes if they involve:

i drafting amendments to the provisions of the **Convention other** than those mentioned under a;

ii interpretation of the provisions of the Convention **and** its Final **Protocol.** (5)

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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) Consequence of prop 1022.1 to give the EC formal power to lay down the Det Regs (1989 Washington Congress, II Congress/C 4 – Rep 6, Congress – Doc 72, para 18, and prop 2091.1).

3) The prop to delete "unanimity of votes" was rejected by the 1964 Vienna Congress (II 980 and 981, prop 1826).

4) The 1952 Brussels Congress abolished the terms "absolute majority" and "relative majority", leaving only the term "majority" (II 466).

5) The words "except in case of a dispute to be submitted to arbitration as provided for in art 32 of the Constitution" were deleted by the 1989 Washington Congress, which considered them superfluous (II Congress/C 4 – Rep 6, prop 2091.1).

Article **94**
Entry into force and duration of the Convention

This Convention shall come into force on **1 January 1991** 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 **with the Director-General of the International Bureau.** A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at **Washington, 14 December 1989.**

(For the signatures, see 1989 Washington Congress Docs, vol III/1, pp 33 to 69.)

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 Const, art 22, note 10).

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, **Brunei Darussalam**, 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, **Kiribati,** Kuwait, Lesotho, Malawi, **Malaysia, Mauritius**, Nauru, New Zealand, Nigeria, Papua New Guinea, **Saint Christopher and Nevis,** Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, the Solomon Islands, Swaziland, Tanzania (United Rep), Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, **Western Samoa,** 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 18, 20; Det Regs 131) (1)

1 Notwithstanding article **18**, the postal administrations of Saint Vincent and the Grenadines, and Turkey, which do not concede exemption from postal charges to

literature for the blind in their internal service, may collect the postage and special charges mentioned in article **18** which may not, however, exceed those in their internal service.

2 Notwithstanding article **18**, 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 **26**, paragraph 1, and the charge for cash-on-delivery which are applied to literature for the blind in their internal service.

3 Notwithstanding articles **18** and **20** of the Convention and article **131**, 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 26) (1)

Exceptionally, member countries shall be authorized to exceed the upper limits of the special charges shown in article **26**, 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).
As a result of the 1989 Washington Congress decision to introduce guideline charges (cf art 20, note 1), this provision concerns special charges only (II Congress/C 5 – Rep 1, prop 3301.1).

Article **IV**
Ounce and pound avoirdupois

Notwithstanding the table in article **20**, 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 **20**, 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 Compendium of Equivalents published by the IB.

Article **V**
Exception concerning the dimensions of items in envelopes (Conv 22)

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.

Article **VI**
Small packets (Conv 20) (1)

1 The obligation to participate in the exchange of small packets exceeding 500 g in weight (2) shall not apply to the administrations of **Australia, Cuba, Myanmar** and Papua New Guinea which find it impossible to operate such an exchange.

2 The obligation to participate in the exchange of small packets exceeding 1 kilogramme in weight (3) **shall not apply to the administration of Italy which finds it impossible to operate such an exchange.**

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 max weight of the former samples category the range of the exception contained in this art (II 1403 and 1404, prop 2013).

3) See art 20, note 4.

Article VII
Items wrongly admitted (Conv 24)

Notwithstanding article 24, paragraph 1, the Brazilian postal administration shall be authorized to handle in accordance with the provisions of its internal legislation items received not complying with articles 19 and 20.

Article VIII
Posting abroad of letter-post items (Conv 25)

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 **25**, 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 25, 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 34)

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 over 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 **38** shall not apply to the Bahamas, Bahrain, Barbados, Belize, Botswana, **Brunei Darussalam, 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, **Iraq,** Ireland, Jamaica, Kenya, **Kiribati,** Kuwait, Lesotho, Malawi, Malaysia, **Myanmar,** Nauru, New Zealand, Nigeria, Papua New Guinea, **Saint Christopher and Nevis,** Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, the Solomon Islands, Swaziland, Tanzania (United Rep), Trinidad

and Tobago, Tuvalu, Uganda, Vanuatu, **Western Samoa** 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 **38** 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 (Conv).

Article XI
Special charges (Conv 26)

In place of the registration charge laid down in article **54**, paragraph 1, b, member countries may apply, for insured letters, the corresponding charge of their internal service (1) or, exceptionally, a charge of 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, **Angola,** Cuba, **Djibouti,** Mexico and Pakistan shall not be obliged to comply with the provisions laid down in the **second** sentence of article **41**, 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, **Angola,** Bulgaria (People's Rep), Byelorussia, Cuba, **Djibouti,** Dem People's Rep of Korea, Polish People's Rep, Sudan, Ukraine, Union of Soviet Socialist Republics and Yemen (People's Dem Rep) reserve the right for the postal administrations of their countries 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.

3 Exceptionally, the postal administration of Lebanon shall not accept registered letters containing coins, bank notes, securities of any kind payable to bearer, travellers' cheques, platinum, gold or silver whether manufactured or not, precious stones, jewels or other valuable articles. It shall not be strictly bound by the provisions of article 60, paragraph 1, of the Convention with regard to its liability in cases of theft or damage, or where items containing articles made of glass or fragile articles are concerned.

4 Exceptionally, the postal administrations of Bolivia, the People's Republic of China, Iraq and Nepal shall not accept registered letters containing coins, 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 or other valuable articles.

Article XIII
Articles subject to customs duty (1)

1 With reference to article **41**, the postal administrations of Bangladesh and El Salvador do not accept insured letters containing articles subject to customs duty.

2 With reference to article **41**, 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, 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 **41**, the postal administrations of Benin, **Burkina Faso,** Côte d'Ivoire (Rep), **Djibouti,** Mali, Mauritania, Niger, Oman, Senegal 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 **41**, 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 art concerning the prohibitions (present art 41) 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 Comm, abolished the prohibition in principle and its exceptions (see art 41, 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 41, 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, **Burkina Faso, Chile, Colombia,** Côte d'Ivoire (Rep), **Djibouti,** India, Lebanon, Madagascar, Mali, Mauritania, Mexico, Nepal, Niger, Senegal, Togo, and Turkey shall be authorized not to apply article **57 with respect to liability in cases of partial theft or partial damage**.

2 The postal administration of Brazil shall be authorized not to apply article**s 57 and 60** with respect to liability in cases of damage. **In addition, articles 57 and 60 will not be applied in cases of rifling of items posted at variance with what is stated in article XIII, paragraph 2, of this Final Protocol.**

3 Notwithstanding article 57, paragraph 1, the postal administration of the People's Republic of China shall be liable only for the loss of, total theft of or total damage to the contents of registered items.

Article XV
Non-liability of postal administrations. Registered items

The postal administrations of **Bolivia,** Indonesia and Mexico shall not be required to observe article **60**, 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, **Bolivia,** Gabon, **Guinea, Iraq,** Mexico, Nepal and Nigeria shall not be obliged to comply with article **66**, paragraph 4, of the Convention in so far as concerns finally settling the matter within a period of **three** 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 **Djibouti,** Gabon, **Guinea, Iraq,** Lebanon, Madagascar **and Mauritania** shall not be obliged to comply with article **66**, paragraph 4, of the Convention in so far as concerns finally settling a claim within a period of **three** months. Nor do they agree to the rightful claimant's being indemnified, on their behalf, by another administration upon expiry of the above-mentioned period.

Article 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 0.65 SDR in addition to the transit charges indicated in article **72**, 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 the Arab Republic of Egypt and **the Republic** of the Sudan shall be authorized to collect a supplement of 0.16 SDR in addition to the transit charges indicated in article **72**, paragraph 1, for each bag of letter post in transit via Lake Nasser between Shallal, Egypt, and Wadi Halfa, Sudan.

Article XVIII
Special transit conditions for Panama (Rep)

The postal administration of Panama (Rep) shall be authorized to collect a supplement of **0.98 SDR** (1) to the transit charges mentioned in article **72**, 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.

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1) Amount raised from 0.65 SDR to 0.98 SDR by the 1989 Washington Congress (II Congress/C 5 – Rep 9, prop 3318.1).

Article XIX
Special transit conditions for Afghanistan

Notwithstanding article **72**, 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 **0.65 SDR** (1) 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. (2)

1) Amount raised from 0.33 SDR to 0.65 SDR by the 1989 Washington Congress (II Congress/C 5 – Rep 9, prop 3320.1).

2) 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**
Extraordinary services (Conv 76)

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 **XXII**
Compulsory routeing indicated by the country of origin (Conv 83)

The postal administrations of **Bolivia,** Byelorussia, **the** 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 **XXIII**
Routeing of closed airmails (Conv 83)

Having regard to article **XXII**, the postal administrations of France, Greece, Italy, Senegal and Thailand will forward closed airmails only on the conditions laid down in article **83**, paragraph 3.

Article XXIV
Printed papers. Authorized annotations and enclosures

Notwithstanding article 129, paragraph 5, of the Detailed Regulations of the Convention, in the absence of bilateral agreement, the postal administrations of Canada and the United States of America will not accept as enclosures in dispatches of printed papers any cards, envelopes or wrappings bearing the address of the sender or of his agent in the country of destination of the original item.

Article XXV
Printed papers. Authorized enclosures

Notwithstanding article 129, paragraph 5, of the Detailed Regulations of the Convention, in the absence of bilateral agreement, the postal administrations of France and Iraq will not accept as enclosures in printed papers posted in bulk any cards, envelopes or wrappings bearing a sender's address that is not located in the country of origin of the item.

Article XXVI
Transmission of printed papers for a single addressee

Notwithstanding article **166** 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.

Article XXVII
Special bags of printed papers for a single addressee. Minimum weight

Notwithstanding article 20, paragraphs 1 and 10, of the Convention, in the absence of bilateral agreement, the postal administrations of Australia, Brazil, France and the United States of America will not accept special bags of printed papers for a single addressee weighing less than 5 kg.

Article XXVIII
Payment of air conveyance dues (Conv 88)

Notwithstanding article 88, paragraph 2, b, the postal administrations of Brazil, Czechoslovakia and the German Dem Rep reserve the right to give their agreement to the payment of air conveyance dues payable to the air services of their countries.

Article XXIX
Internal air conveyance dues (Conv 84)

Notwithstanding article 84, paragraph 4, the postal administrations of the Dominican Republic, El Salvador, Guatemala, Papua New Guinea and Vanuatu reserve the right to collect the dues for the air conveyance of international mails within their 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 **with the Director-General of the International Bureau**. A copy thereof shall be delivered to each party by the Government of the country in which Congress is held.

Done at **Washington, 14 December 1989.**

(For the signatures, see 1989 Washington Congress Docs, vol III/1, pp 33 to 69.)

Detailed Regulations of the Universal Postal Convention

Detailed Regulations
– Forms

Other decisions in relation to the Convention and its Detailed Regulations

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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 **Executive Council has 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 13; 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** SDRs on C 20, C 20bis, C 21, C 21bis, C 23, C 24, C 31, CP 16, CP 18, AV 5 and **AV 11 forms**, decimals shall be ignored in the total or the balance. (2) (3) **Discrepancies in the accounts made out on the forms listed above shall not be taken into consideration unless they exceed a total of 9.80 SDR per account.** (4)

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. (5)

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1) In resolutions C 19, C 68 and C 70 (reproduced at the end of this vol), the 1989 Washington Congress instructed the CCPS and the EC to conduct studies in these fields.

2) 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 decimals;
2 123 456 when there are no decimals.
(III 753).

3) 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).

4) The 1989 Washington Congress introduced an umbrella rule for discrepancies in accounts. This rule had previously applied only to Airmail and Parcel Post (II Congress/C 5 – Rep 9, props 2501.1/Rev 1 and 2501.5).

5) 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 and 456–461, props 97, 1693 and 1698); cf Conv, art 13, 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 9, 13)

1 Subject to article **13** of the Convention, the rules for payment set out below shall apply to all debts expressed in SDRs (1) 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. (2)

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. (3)

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1) Cf Conv, art 9, notes 1 and 2.

2) As regards legal succession in settling debts by offsetting, see arbit award, Const, art 32, note 5, No 26 (1956 Rep, pp 24–28).

3) See art 220, note 1 on delays in the payment of air conveyance dues.

Article 103
Rules for payment (Conv 9, 13)

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. (1)

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; (2) (3)
- 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. (4)

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. (5) (6) 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.

1) Accounts expressed in g fr are to be converted into SDRs using the linking coefficient of 1 SDR = 3.061 g fr (cf Conv, art 9, note 3). See also No 28 in the summary of arbit awards in note 5 to art 32 of the Const.

2) The IMF calculates the daily rates of some 50 currencies in relation to the SDR and sends these rates each working day by telex to a number of central banks or finance ministries of IMF member countries, to the news agencies (AP, Reuters and Agence France-Presse) and to the specialist financial newspapers. In addition, these rates are published regularly in the periodical "IMF Survey" which appears twice a month except in December when it appears only once. The French version *"Bulletin du FMI"* and the Spanish version *"Boletin del FMI"* are published a week after the English version but the rates given are for the preceding fortnight. By subscribing to the English version and either the French or Spanish version, adms have each week the most recent conversion rates for the currencies most used in international transactions. Subscriptions, which are sent by air, are free for all adms without exception. Publisher's address: International Monetary Fund, WASHINGTON D.C. 20431, UNITED STATES OF AMERICA.

3) 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).

4) 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).

5) 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).

6) 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 8, 9, 20, 26, 34, 57; Prot III; Det Regs 111, para 2, d) (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. 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 (2): calculate to four places of decimals the average value of the SDR in that currency, based on the day-to-day values applying over a period of at least 12 months ended on the preceding 30 September;

b for a currency for which daily exchange rates with the SDR are not published: calculate to four places of decimals an average value of the SDR in that

currency, as in a, but through the medium of conversion to another currency for which daily rates are quoted both for the currency in question and for the SDR;

c for a currency of a country which is not a member of the IMF, for which daily exchange rates with the SDR are not published, and which unilaterally declares an equivalence in accordance with the Convention, article **9**, paragraph **3**: calculate the average of the daily rates thus unilaterally declared applying over a period of at least 12 months ended on the preceding 30 September;

d as an alternative to b and c, for any currency for which an exchange rate with the SDR is not published daily, the average value of the SDR over a period of not less than 12 months ended in the preceding September may first be calculated for another currency for which daily equivalents in SDRs are published, as in method a, and the resulting average value converted to the currency in question by the closing market exchange rate between the two currencies applying on 30 September; the calculation will be to four places of decimals. The period over which the average is taken should be that also used by the country whose currency is used as the intermediate.

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

4 The International Bureau shall publish a compendium (3) showing, for each country, the equivalents of the charges, the average value of the SDR and the selling price of the international reply coupons mentioned in paragraph **1**.

5 Each administration shall notify the International Bureau direct of the equivalent it has adopted for the indemnities prescribed in article **57**, paragraph **3**, of the Convention. (4)

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1) Cf Conv, art 9, note 1.

2) Cf art 103, note 2.

3) See art 111, para 2, d.

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

Article 105
Postage stamps. Notification of issues and exchange between administrations (Const 20; Conv 10, 14; Det Regs 195 to 197) (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)

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, II 134, prop 354).

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 let 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 12, 14) (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, 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 adm, 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 doc would automatically damage it.

Article 107
Period of retention of documents (Conv 63, 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 367, 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 I and 3, completed as necessary by the indication of the dispatching office, shall also serve as the signature to telegraphic communications. (2)

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1) For special cases, see the List of Addresses, Heads and Senior Officials of Postal Administrations, of the International Bureau and of the Restricted Unions, published by the IB (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, 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 **196**, paragraph 1, and **197**, 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 **76, paragraph 1,** of the Convention together with the names of the countries to which the dues apply and, where appropriate, particulars of the services for which the dues are payable;
e the scale of insurance charges applicable in their service to insured letters in accordance with article **54**, paragraph 1, c; (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 a list of their offices of exchange responsible for handling letter post with information concerning the exact name and address of each office, as well as its telephone, telex and telefax numbers in so far as they are available; (5)
j the necessary information concerning customs or other regulations, as well as the prohibitions or restrictions governing the entry and transit of postal items in their services; (8)
k the number of customs declarations required for items subject to customs control addressed to their country and the languages in which declarations or customs labels may be completed; (5) (9)
l a list of kilometric distances for land sectors followed in their countries by mails in transit;
m a list of the **transport services** operating from their **countries used for the conveyance of surface mails (including S.A.L. mails),** with details of the **points of departure, places of destination, types of service, frequency, duration of transport, capacity limits, categories of mail for which transit à découvert is provided, conveyance charges per kg and, if the charges are not payable to the administration of the country of departure, the necessary comments in this connection**; (10)
n any useful information about their organization and internal services;
o their internal postal charges**;**
p the quality-of-service targets fixed for the delivery in their country of priority and airmail items and, if appropriate, of non-priority and surface items, in accordance with article 36 of the Convention. (5)

2 Any amendment to the information mentioned in paragraph 1 shall be notified without delay.

3 Administrations shall supply the International Bureau with two copies of the **documentation** which they publish, whether relating to the internal or international service. They shall also furnish, as far as possible, other works published in their country concerning the postal service.

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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 6 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 Administrations.

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 (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 max 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 declaration 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 Docs, decision CE 15.) Cf also Conv, art 82, note 6.

8) See Conv, art 41, note 11.

9) Adms are asked to approach the customs authorities of their country to reduce to a strict min the number of customs declarations to be attached to letter-post items the value of which exceeds 300 g fr (art 117, para 1). Formal opinion of 1952 Brussels Congress (II 808, prop 526) and recommendation of the CCC–UPU Contact Comm approved by the EC (circ 159/1966). This value was raised to 918.30 g fr (300 SDR) by the 1984 Hamburg Congress.

10) The 1989 Washington Congress considered that the List of Shipping Lines must be replaced by a list of transit services for surface mail (II Congress/C 4 – Rep 6, prop 2509.4).

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, 192, 199) (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 **e** (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 compendium of transit information comprising** (8):
  i a list of kilometric distances relating to land sectors of mails in transit;
  ii **a list of transit services provided for surface mail (including S.A.L. mail);**
d a list of equivalents;
e a list of prohibited (9) articles in which are also mentioned narcotics prohibited under the multilateral treaties on narcotics (10) and the definitions of dangerous goods prohibited from conveyance by post drawn up by the International Civil Aviation Organization; (11)
f a compendium of information on the organization and internal services of postal administrations;
g a compendium of postal administrations' internal charges;
h statistical data relating to the postal services (internal and international); (12)
i studies, opinions, reports and other statements relating to the postal service;
j the following three catalogues:
  – International Bureau library catalogue (listing the works acquired by the library);
  – International Bureau periodicals catalogue (listing the periodicals received at the International Bureau);
  – International Bureau film library catalogue (listing the films available for loan by the International Bureau to postal administrations); (13)
k a catalogue of postal equipment. (14)

3 It shall also publish:
– the Acts of the UPU annotated by the International Bureau; (15)
– the Genesis of the Acts of the UPU; (15) and
– the Multilingual Vocabulary of the International Postal Service. (16)

4 Amendments to the various **publications** listed in paragraphs 1 to 3 shall be notified by circular, bulletin, supplement or other appropriate means. (17) (18)

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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 225. 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

Administrations (I 1024, II 365). In addition, in resolution C 54, that Congress 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 355, 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 systematic summary in alphabetical order of the Documents of Universal Postal Union Congresses and Conferences (1874–1931) 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.
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. 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 docs 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) The 1989 Washington Congress decided to use one binder for the List of Kilometric Distances and the new List of Transit Services (II Congress/C 4 – Rep 6, prop 2511.2).

9) In resolution C 55 (reproduced at the end of this vol), the 1989 Washington Congress approved the new model of the List of Prohibited Articles sent to adms before Congress under cover of IB circ let 3710(B)1681 of 14 July 1989. See also Conv, art 41, note 15.

10) 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 41, note 8.

11) See also Conv, art 41, note 9.

12) 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 3 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 doc 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.

13) The 1984 Hamburg Congress decided to publish separately these three catalogues which previously formed the UPU Catalogue, which was thus abolished (II 367, prop 2511.2).

14) On the prop 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 367, prop 2511.3).

15) 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 367, prop 2511.2)).

16) 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).

17) 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).

18) 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 **publications** published (3) by the International Bureau shall be distributed to administrations in accordance with the following rules:

a all **publications** excepting those specified in subparagraph b: three copies, one of which shall be in the official language and the other two either in the official language or in the other language requested in accordance with article 107 of the General Regulations;

b the periodical "Union Postale" and the International List of Post Offices: according to the number of contribution units assigned to each administration under article 125 of the General Regulations. However, where administrations so request, the International List of Post Offices may be distributed at the maximum rate of ten copies per contribution unit.

2 Over and above the number of copies distributed free of charge by virtue of paragraph 1, administrations may purchase International Bureau **publications** at cost price.

3 **Publications** published by the International Bureau shall also be sent to the Restricted Unions.

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1) Up to the 1964 Vienna Congress, the docs 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 docs 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 Docs and publications which are not translated are supplied in triplicate in the official language.

Docs and publications are translated in relation to the needs expressed by the respective language groups after agreement with the IB. At the moment, conference docs (Congress, EC, CCPS) are all, in principle, translated into English, Arabic, Spanish, Portuguese and Russian. The same applies to circs, circ lets 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 Docs (as from 1947);
ii CTT (Technical Committee on Transit) (Reps for 1949 and 1951);
iii Annual General liquidation account of reply coupons;
iv Annual General liquidation account of transit charges;
v IB circs;
vi UPU Catalogue (containing general information of every kind in respect of the postal service and docs 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 5 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).

3) Art recast by the 1989 Washington Congress for editorial standardization of the scope of the terms "documentation", "document" and "publication" (II Congress/C 4 – Rep 6, prop 2512.1). See also Gen Regs, art 107, note 1.

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 119 to 124) (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 arabic numerals, **and to write it in compact form, without a blank line between the line containing the place of destination and the other elements of the address and without leaving a space between the letters of the words** (4), setting it out on the right-hand side lengthwise. If other letters and numerals are used in the country of destination, it shall be recommended that the address be given also in these letters and numerals;
e to write the name of the place with the correct postcode number or delivery zone number, if any, and country of destination in capital letters**, without underlining them**; (4)

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; (5) (6)

g to show the name and address, with the postcode number (7) or delivery zone number, if any, of the sender. When they appear on the address side of the envelope, these indications shall be placed in the top left-hand corner; (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;

k the following exceptional form of address, in French or a language accepted by the country of destination, may be used on printed papers: the addressee's name, or occupant. (8)

2 The envelope or wrapping may bear only one sender's address, which, in the case of bulk postings, must be located in the country of posting of the item. (9)

3 Except as otherwise provided in these Regulations, service instructions and labels shall be placed on the address side of the item, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given. (10) **The service instructions shall be written in French or in some other language generally known in the country of destination; a translation of the instructions in the language of the country of origin may also be given.** (11)

4 No manner of item shall be admitted of which the whole or part of the address side has been marked off into several divisions intended to provide for successive addresses.

5 In all cases in which the item is under wrapper, the addressee's address shall be written on the latter, except in the case of articles sent in accordance with article **123**, paragraph 3. (12)

6 Postage stamps or postal franking impressions shall be applied to the address side (13), and as far as possible, in the top right-hand corner. (14) However, it shall be up to the administration of origin to treat items whose payment does not conform to this condition according to its internal legislation.

7 Non-postal stamps and charity or other labels as well as designs, likely to be mistaken for postage stamps or service labels, may not be affixed to or printed on the address side. This shall also apply to stamp impressions which could be mistaken for franking impressions. (15)

8 Envelopes whose edges are provided with coloured bars shall be reserved **exclusively** (16) 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 conformity with the relevant provisions of this art.

3) On the prop 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 10 to this art (see also Conv, art 22, note 7).

4) Following a CCPS study, the 1989 Washington Congress amended these provisions to facilitate optical reading of addresses (II Congress/C 4 – Rep 6, props 2513.4 and 2513.5).

5) For items bearing a fictitious address, see Conv, art 41, note 12.

6) 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).

7) 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 let.

8) This provision was introduced by the 1989 Washington Congress to permit the address of a printed item to be written so that delivery is made to the occupier of the premises when the addressee given in the address has moved. This practice is aimed specifically at printed advertising items (II Congress/C 4 – Rep 4, prop 2513.8).

9) This new para adopted by the 1989 Washington Congress lays down a clear rule in the matter stipulating that the sender's address must be in the country of origin (ie the country where the item is posted) (II Congress/C 4 – Rep 6, prop 2513.7).

10) 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 367, prop 2513.1).

11) Provision introduced by the 1989 Washington Congress to standardize all service instructions (II Congress/C 4 – Rep 6, prop 2513.1).

12) 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 123, 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).

13) 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).

14) 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).

15) 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.

16) Addition made by the 1989 Washington Congress to clearly specify that envelopes with borders must be reserved exclusively for airmail corr and not used for S.A.L. mail (II Congress/C 4 – Rep 6, prop 2513.2).

Article 114
Marking of mode of transportation or priority (Conv 19) (1)

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

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

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

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1) Art introduced by the 1989 Washington Congress. However, the marking of airmail corr, according to para 1, corresponds to that provided for in 1984 Hamburg Conv, Det Regs, art 200, while that in para 2 is taken from 1984 Hamburg Conv, Det Regs, art 201, para 1 (II Congress/C 6 – Rep 6, Congress – Doc 59, prop 2513.91)

Article **115**
Poste restante items

The address of items sent poste restante shall show the name of the addressee**, the town and, if possible, the post office at which the item is to be collected with the indication *"Poste restante"* in bold letters on the address side.** (1) The use of initials, figures, forenames only, fictitious names or code marks of any kind shall not be permitted for these items.

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1) Addition made by the 1989 Washington Congress to facilitate delivery to the addressee of items sent "poste restante". The name of the town of destination should be mentioned since poste restante is generally provided by only one post office – the main office – even in big cities which have several delivery offices (II Congress/C 4 – Rep 7, prop 2514.1).

Article **116**
Items sent free of postal charges (Conv 15 to 18)

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 **16** of the Convention;

b *"Service des prisonniers de guerre"* (Prisoners-of-war service) or *"Service des internés"* (Civilian internees service) for the items mentioned in article **17** of the Convention and the forms relating to them;

c *"Cécogrammes"* (Literature for the blind) for the items mentioned in article **18** of the Convention.

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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 **117**
Items subject to customs control (Conv 42)

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 where these are given. (3) 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 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 **48**, paragraph 3, of the Convention, or in insured letters.

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

4 For special bags containing printed papers for the same addressee at the same address, the address label specified in article **166** shall bear the C 1 label if the country of destination so requests. If the value of the contents declared by the sender exceeds 300 SDR, or if the sender prefers, the upper part of the C 1 label shall be affixed to the address label and the C 2/CP 3 customs declarations shall be affixed to that same label; if the administration of the country of destination so requests, they shall be attached to one of the items contained in the bag. (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 Administrations shall do their utmost to inform senders of the correct way to complete the C 1 labels or customs declarations, although they shall accept no liability for the customs declarations. (12)

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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 Comm (II 368, prop 2516.2).

6) The number of customs declarations to be attached to postal items is to be kept to a strict min (see art 109, note 9).

7) This information is published in the Compendium (Conv).

8) This provision was completely revised by the 1969 Tokyo Congress at the suggestion of the CCC–UPU Contact Comm (see Conv, art 42, 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 Comm, 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, II 118, 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 Comm, 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 (Conv) (II 368, 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 prop of the CCC–UPU Contact Comm, 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, art 117, 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 **118**
Items for delivery free of charges and fees (Conv 45; Det Regs 143, 200)

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 **45**, 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 of 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 **119**
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 **41**, paragraph 4, c, ii, of the Convention shall be packed in the following manner:

a articles of glass or other fragile objects shall be packed in a box of metal, wood, strong plastic material or strong cardboard, filled with paper, wood shavings or any other appropriate protective material, to prevent any friction or knocks during transport either between the objects themselves or between the objects and the sides of the box;

b liquids and substances which easily liquefy shall be enclosed in perfectly leak-proof containers. Each container shall be placed in a special box of metal, wood, strong plastic material or strong corrugated cardboard, containing enough sawdust, cotton wool or any other appropriate protective material to absorb the liquid should the container break. The lid of the box shall be fixed so that it cannot easily work loose;

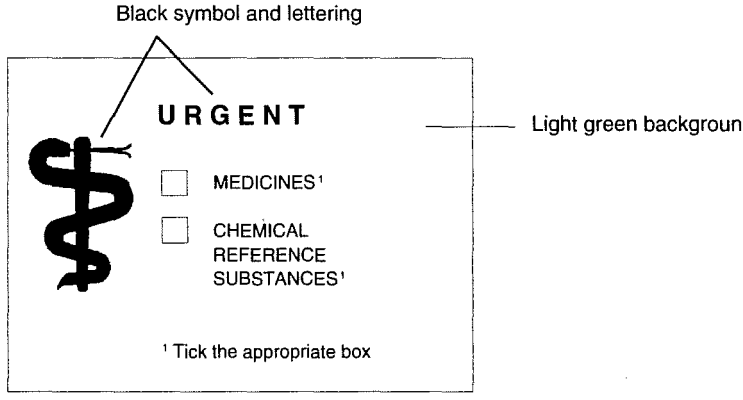
c fatty substances which do not easily liquefy, such as ointments, soft-soap, resins, etc, and silk-worm eggs, the conveyance of which presents few difficulties, shall be enclosed in a first packing (box, bag of cloth, plastic, etc) which is itself placed in a box of wood, metal or any other material stout enough to prevent the contents from leaking;

d dry colouring powders, such as aniline blue, etc, shall be admitted only in perfectly leak-proof metal boxes, placed in turn in boxes of wood, strong plastic material or good quality corrugated cardboard with sawdust or any other appropriate absorbent and protective material between the two containers;

e dry non-colouring powders shall be placed in containers (box, bag) of metal, wood, strong plastic material or cardboard; these containers shall themselves be enclosed in a box made of one of those materials;

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

3 Items containing urgent medicines **or chemical reference substances** shall be furnished, on the side which bears the addressee's address, with a light green label with the following text and symbol (3) (4):



(Size 62 × 44 mm)

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

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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 41, 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 120 and 121 (II 494, prop 2518.1).
At the request of the WHO, the 1989 Washington Congress amended the "urgent medicines" label so that it could also be used for the dispatch of chemical reference substances (II Congress/C 4 – Rep 3, prop 2518.2).

4) At the 1989 Washington Congress, it was proposed to create a special label for marking items which must not be subjected to radiographic control or opened because of the sensitive nature of their contents. In decision C 46 (reproduced at the end of this vol), that Congress, considering that adoption of the prop was premature for security reasons, instructed the EC to study prop 2518.1 together with IATA and, at the end of its work, to make any props under its new powers (II Congress/C 4 – Rep 3, prop 2518.1).

Article **120**
Make-up. Infectious perishable biological substances
(Conv 23, 41; Det Regs 117, 167, para 6) (1) (2) (3) (4)

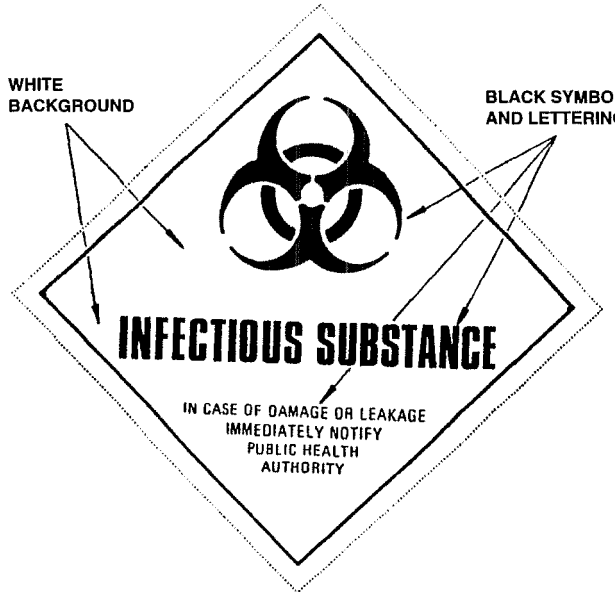
1 Perishable biological substances which are infectious or reasonably suspected to be infectious for man and animals shall be declared "Infectious substances". Letters containing such substances shall be subject to the special packing conditions laid down in the following paragraphs.

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 non-hygroscopic material which does not evaporate under shipping conditions and is in fact non-toxic for man may be added;
d an outer packaging of sufficient strength to meet performance tests equivalent to those laid down in the regulations of the international bodies competent in the matter.

3 Although exceptional items, such as whole organs, may require special packaging, the great majority of infectious substances can and should be packaged according to the following guidelines:
a substances shipped at ambient temperatures or higher. Primary receptacles include those of glass, metal or plastic. Positive means of ensuring a leak-proof seal must be provided such as heat seal, skirted stopper or metal crimp seal. If screw caps are used these should be reinforced with tape;
b substances shipped refrigerated or frozen (wet ice, "cold dogs", dry ice). Primary receptacles closed by screw caps should not be used. Ice or dry ice must be placed outside the secondary packaging(s). Interior supports must be provided to secure the secondary packaging(s) in the original position after the ice or dry ice has been dissipated. If ice is used the packaging must be leak-proof. If dry ice is used the outer packaging must permit the release of carbon dioxide gas.

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

In case of damage or leakage immediately notify public health authority." This label is as follows (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 let 3410.8(C)1619 of 18 December 1979. See also art 167, para 6.

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 circ 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 let 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 1011, 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 (III 938), calling on adms to reconsider their position in this respect. (See also 1984 Hamburg Congress, I 1012, para 32, b.)

3) Cf Conv, art 41, note 9.

4) Postal adms can order this label from the IB on the terms set out in circ let 3410.8(C)1619 of 18 December 1979.

Article **121**
Make-up. Non-infectious perishable biological substances (Conv 23, 41; 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):



(Size 62 × 44 mm)

1) See art 120, 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 let 3410.8(C)1619 of 18 December 1979.

Article **122**
Make-up. Radioactive materials (Conv 23, 41; Det Regs 139)

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.

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 IAEA, because of the very low activity of their contents.
The relevant portions of the said Regulations are reproduced in the Compendium (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 23, 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 495, prop 2521.1). The 1984 Hamburg Congress also adopted resolution C 17 (II 495, prop 2000.13) 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 **123**
Make-up. Verification of contents (Det Regs 117)

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 **books or** brochures may be admitted under sealed, transparent wrapper. No special conditions of closing shall be required for **literature for the blind and** printed papers containing books **or brochures**; such items may be opened for verification of their contents. (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 **196** or the postage paid imprint prescribed in article **197** may be placed under the plastic film in such a way that they are perfectly legible through the transparent panel or panels provided for that purpose. The wrapping shall include, on the address side, a sufficiently wide part on which service instructions, any reasons for non-delivery or, when applicable, the addressee's new address can be written by hand, or shown by means of a label or by any other process, as on paper; a sufficiently wide part of the wrapping on the address side must have the properties of paper. Items wrapped in plastic may also be prepaid by means of franking-machine impressions made on a self-adhesive label or, in some indelible way, on the actual wrapping. (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 admitted in a hermetically sealed packing. The same shall apply to industrial and vegetable products posted in a packing sealed by the manufacturer or by an examining authority in the country of origin. In those cases, the administrations concerned may require the sender or the addressee to assist in checking the contents, either by opening certain of the items indicated by them or in some other satisfactory manner. (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 368, prop 2522.1). The 1989 Washington Congress amended the provision with a view, on the one hand, to admitting books as items that can be sent under sealed transparent wrapper and, on the other, to waiving special conditions of closing for literature for the blind and brochures (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 123, para 2, into line with art 128, 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 Comm. The customs delegation on

the Comm said the 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 para; consequently they may be sent in a sealed packing (1924 Stockholm Congress, II 280).

Article **124**
Items in panel envelopes (Conv 22, 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 **may be admitted if the surface of the envelope is constructed in such a way as to create no difficulties in mail handling. A label having sufficient space for showing the address of the addressee, prepayment and service instructions must be firmly attached to the outer surface of the item. Items** in envelopes which have an open panel shall not be admitted. (4)

3 Items in envelopes with a transparent address panel shall be considered as standardized items if they conform to the conditions laid down in article **22**, paragraph 1, a, ii, of the Convention.

4 Administrations of origin may admit envelopes which have two or more transparent panels. The panel reserved for the address of the addressee shall conform to

the conditions laid down in paragraph 1. For the other panels, the conditions laid down in paragraph 1, b, d, f and g, shall apply by analogy. (5)

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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, 481 and 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 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: circs 198/1956, 93, 194/1957, 229/1958.

4) Para substantially amended by the 1989 Washington Congress to admit items in a transparent plastic envelope subject to certain conditions to ensure normal mail flow. Manufacturers sell completely transparent envelopes with an address label firmly affixed and big enough for the addresses of sender and addressee, postage stamps, service instructions, etc. These envelopes have been admitted in the domestic service of some countries without causing any special handling problems. If the envelope undergoes prior anti-static treatment, it will not pose any sticking problems to mechanical handling systems such as culler–facer–cancellers or automatic sorters (II Congress/C 4 – Rep 7, prop 2523.1).

5) 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 372, prop 2523.1).

Chapter III

Special provisions applicable to each category of items (1)

Article **125**
Letters (Conv 19, 20)

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 211, Congress – Doc 2, annex 2).

2) See Conv, art 22.

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 126
Aerogrammes (Conv 20) (1)

1 Aerogrammes must be rectangular and be so made that they do not hamper the handling of the mail. (2)

2 The front of the aerogramme shall be reserved for the address, the prepayment and service notes or labels. It shall bear the printed indication "Aerogramme" and may also bear an equivalent indication in the language of the country of origin. An aerogramme shall not contain any enclosure. It may be registered if the regulations of the country of origin so permit.

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

4 Items of airmail correspondence posted as aerogrammes, but not fulfilling the conditions thereof shall be treated in accordance with article 29 of the Convention. Administrations may, however, forward them in all cases by surface. (3)

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

1) Art introduced by the 1989 Washington Congress. However, paras 2 to 4 are taken from the 1984 Hamburg Conv, art 72, paras 3 to 5 and para 5 is taken from 1984 Hamburg Conv, Det Regs, art 201, para 2 (II Congress/C 6 – Rep 4, Congress – Doc 59, prop 2524.91).

2) See Conv, art 20, para 5. All-round sealing of aerogrammes, prescribed as an optional provision by the 1969 Tokyo Congress (II 1096, 1097, 1502 and 1503, props 4090 and 4104), was made compulsory by the

1974 Lausanne Congress (II 1350, prop 3055.1). It is designed interalia 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 **127**
Postcards (Conv 19, 20) (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 **6**, such cards shall be regarded in all cases as unpaid and treated accordingly. (3)

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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 **128**
Printed papers (Conv 19, 20; Det Regs 129, 130) (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) **or typewriter posted simultaneously in several identical copies**.

3 The items mentioned in paragraph 2 shall also be subject to article **123** as regards form and make-up.

4 Printed papers shall bear in bold letters on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given (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 copies obtained by means of tracing **or handwritten;**
b copies obtained by means of stamps with or without moveable type;
c articles of stationery proper, bearing reproductions, when it is clearly shown that the printed part is not the essential part of the article; (13) (14)
d films (15) (16) and sound or video recordings;
e 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 **127**, 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 props:

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).
In resolution C 10 (reproduced at the end of this vol), the 1989 Washington Congress instructed the EC to conduct a study aimed at modernizing and simplifying the regulations concerning printed papers (II Congress/C 4 – Rep 1, prop 2000.1).

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 prop 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 129, 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 rep. Replies: circ 155/1963.

17) Subject to the restrictions in para 5, c, 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 132, para 3, or Parcels Agr, art 20, a, iii, respectively (1969 Tokyo Congress, II 1485, 1488 and 1543, props 3021, 3060 and 6028). See art 132, note 5.

18) Illustrated cards bearing a greeting or a conventional formula of courtesy expressed in five words at most are, in accordance with art 129, 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 20, para 4.

Article **129**
Printed papers. Authorized annotations and enclosures (Det Regs 128) (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 **of posting or destination of** the original **item.** The enclosure may be prepaid for return by means of postage stamps **or postal prepayment impressions** of the country of destination of the original item; (14)
b with literary or artistic printed works: the relative open invoice (15), reduced to its essential elements together with copies of the invoice, **a delivery bill,** inpayment forms or international or internal money order forms of the country of destination of the item on which it shall be permissible, after agreement between the administrations concerned, to show by any means whatever the amount to be deposited or paid and the particulars of the postal giro account or the address of the payee of the order;

c with fashion papers: cut-out patterns forming, according to the indications appearing on them, an integral part of the copy of the paper with which they are sent.

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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 128, note 1. They are reflected in art 129 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 prop 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 Nos (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 Nos (II 1539, prop 2526.2). The serial or registration No may include letters (1934 Cairo Congress, II 159). For the manner of showing the particulars mentioned in art 129, 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 132, para 3, of the Det Regs of the Conv or at art 20, a, iii, of the Parcels Agr respectively (1969 Tokyo Congress, II 1488 and 1843, props 3060 and 6028). See art 132, 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, 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) Provision amended by the 1989 Washington Congress (II Congress/C 4 – Rep 7, prop 2527.3).

15) An inquiry instituted at the request of the Hungarian adm in 1938 on the possibility of applying the provisions of art 129, 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 **130**
Printed papers in the form of cards (Det Regs 128)

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 **6**, 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 127, para 6, for irregular postcards (1969 Tokyo Congress, II 1487, prop 3058/Rev).

Article **131**
Literature for the blind (Conv 18 to 20; Prot II; Det Regs 116) (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)

3 Administrations of origin shall be allowed to admit as literature for the blind items admissible as such in their internal service. (4) (5)

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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 prop 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, 359, 761 and 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) (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 373, prop 2529.1).

4) New para introduced by the 1989 Washington Congress to enable adms to standardize and simplify their domestic and international regulations (II Congress/C 4 – Rep 7, prop 2529.1).

5) Since the present regulations do not provide for a distinct symbol for literature for the blind, the 1989 Washington Congress, in resolution C 63 reproduced at the end of this vol, instructed the EC to conduct a study on the advisability of adopting such a symbol (II Congress/C 4 – Rep 7. prop 2000.20).

Article **132**
Small packets (Conv 19, 20; Prot VI; Det Regs 117) (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 having** the character of current and personal correspondence, provided that its addressee and sender are those of the small packet **and the internal regulations of the administration concerned so permit**. The administration of origin shall decide whether the document or documents enclosed fulfil these conditions. The same shall apply to the enclosure in small packets of gramophone records, tapes and wires whether or not bearing a sound or video recording, ADP (automatic data processing) cards, magnetic tapes or similar means as well as QSL cards. (5)

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1) See Conv, art 19, note 7.

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 19, note 3.

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 128, 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 129, 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 docs, records, tapes, etc sent in small packets or parcels might be considered as not having the character of current and personal correspondence and whether they fulfil the conditions for acceptance set out for these categories of items.

Thus, on the terms set out at art 132, para 3, of the Conv, Det Regs and at art 20, 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, **recorded delivery items** and insured letters (1)

Chapter I

Registered items **and recorded delivery items**

Article **133**
Registered items

1 Registered items shall bear clearly and in bold letters the heading *"Recommandé"* (Registered), accompanied, if necessary, by a similar indication in the language of the country of origin.

2 Apart from the exceptions below, no special condition as to form, closing or method of address shall be prescribed for registered items. (2) (3)

3 Items bearing an address written in pencil or composed of initials shall not be admitted for registration. However (4), 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 (5), which must adhere properly.

5 Administrations which find it impossible to produce labels in the form of that specimen on which the indications are printed in full shall be permitted to use framed labels with the dimensions of the C 4 specimen in which only the letter R has been printed and on which the other indications in accordance with that specimen have been added in a sharp, clear and indelible form by any process whatsoever. Administrations whose internal regulations at present forbid the use of C 4 labels shall also be permitted to postpone the introduction of this measure and to distinguish registered items by the use of a stamp clearly reproducing the particulars on the C 4 label. (6)

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. (7) In the case of the special registered bags mentioned in article **26**, paragraph 1, p, column 3, i, of the Convention, the C 4 label shall be affixed properly to the address labels supplied by the sender. (8)

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. (9)

8 With the authorization of the administration of origin, users may use for their registered items envelopes bearing, in the place provided for affixing the C 4 label, a preprinted facsimile of that label, the dimensions of which may not be less than those of the C 4 label. If need be, the serial number may be indicated therein by any process whatsoever, as long as it is added in sharp, clear and indelible form. A facsimile of the C 4 label may also be printed on address labels or direct on to the contents of items dispatched in envelopes with transparent panels as long as such facsimile is placed in all cases at the left-hand side of the panel. (6) (7)

9 The administration of origin shall ensure that registered items are correctly marked in conformity with the preceding paragraphs. It shall be required to correct any deficiencies noted before forwarding the items to the countries of destination. (10)

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. (11) 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. (12)

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1) See also Conv, chapter II, note 1.

2) 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).

3) See notes 10 and 11.

4) 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 No of the post office box. Replies: circs 224, 265/1954, 261/1955.

5) It is recommended that the serial Nos be restricted to four figures (1934 Cairo Congress, I 300 and I 321, prop 335).

6) 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 (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.

7) See art 113, note 3.

8) See art 166, note 1.

9) 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).

10) 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 374, prop 2531.5).

11) 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).

12) 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 376, prop 2531.4).

Article 134
Recorded delivery items (1)

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

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

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

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

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

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

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1) Art introduced by the 1989 Washington Congress. See Conv, chapter II, note 1.

2) As the service is not intended for items of value, no special form of closing is required. The placing of the labels and the replacement of a label by a pre-printed facsimile are under similar conditions to those applying to registered items (II Congress/C 4 – Rep 6, prop 2000.14).

Chapter II

Insured letters

Article **135**
Make-up of insured letters (Conv 20, 52 to 54) (1) (2)

1 Insured letters shall fulfil the following conditions to be admitted to the post:
a they must be **sealed with** identical wax **seals, lead** seals, **adhesive tapes or other** effective means, with a special uniform design or mark of the sender; **administrations may, however, agree not to require such design or mark;** (3)

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; (4) 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; (5) (6) **administrations should recommend that customers wrap items containing high-value articles (bank notes, precious stones, etc) in an internal packing stronger than paper (cardboard, plastic, metal, etc);** (7)
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; (8)
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 (9) 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; (10)
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) Simplification made by the 1989 Washington Congress to encourage the use of insured parcels (Congress/C 4 – Rep 3, prop 2532.3).

4) Envelopes made of glazed paper are not admitted (1924 Stockholm Congress, II 521).

5) 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).

6) 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).

7) Added by the 1989 Washington Congress to encourage customers to strengthen wrapping to avoid rifling (Congress/C 4 – Rep 7, prop 2532.1/Rev 1).

8) 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).

9) 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).

10) Compulsory indication of the sum collected as prepayment has been abolished (1979 Rio de Janeiro Congress, II 1543, prop 4502.4).

Article **136**
Insured letters. Insured value (Conv 53)

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 SDRs by the sender or by the office of origin. The result of the conversion, rounded up where appropriate to the nearest unit, shall be shown in figures at the side of or below those representing the value in the currency of the country of origin; the amount in SDRs shall be boldly underlined in coloured pencil. Conversion shall not be carried out in direct services between countries which have a common currency. (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 **137**
Insured letters. Functions of the office of origin (Det Regs 135, 136)

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 **133**, paragraph 4, and a small pink label (1) bearing in bold letters the words *"Valeur declarée"* (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**

Article **138**
Advice of delivery (Conv 26, 55) (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 **may** (4) be taken into account. The advice of delivery charge shall be represented on the item with the other charges.

4 As a matter of priority the advice of delivery shall be signed by the addressee or, if that is not possible, by another person authorized to do so under the regulations of the country of destination, or, if those regulations so provide **and except in the case of delivery to the addressee in person**, by the official of the office of destination. (5)

5 The office of destination shall return the duly completed C 5 form direct to the sender by the first mail; this form shall be sent à découvert and post-free by the quickest route (air or surface). If the advice of delivery is returned without having been duly completed, the irregularity shall be notified by means of the C 9 form provided for in article **151**, to which the relevant advice of delivery shall be attached. (6)

6 At the sender's request, an advice of delivery which has not been returned within a normal time shall be the subject of an inquiry made free of charge on form

C 9. A duplicate of the advice of delivery, bearing on the front in bold letters the word *"Duplicata"* (Duplicate), shall be attached to the C 9 inquiry form. The latter shall be dealt with in accordance with article **151**. The C 5 form shall remain attached to the C 9 inquiry **form for subsequent delivery to the claimant**. (7)

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1) On the prop of the EC, the 1974 Lausanne Congress abolished requests for advices of delivery made after posting and accepted the principle of the regular return of all advices of delivery by the quickest route (air or surface) without surcharge (see Conv, art 55, note 2). 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 1974 Lausanne Congress adopted this provision to compensate for the introduction of the systematic return of advices of delivery by air (by the quickest route) without surcharge, on the one hand, and, on the other, as an additional simplification. However, many senders find it strange that the weight of the C 5 form, to which a separate charge applies, should be added to that of their items. Since the decrease in income due to exclusion of the weight of the form, which is generally very light, is very little, and since it is more profitable for the Post to eliminate customers' complaints and doubts, the 1989 Washington Congress amended this provision so that a decision on whether or not to add the weight of the form to that of the item is left to the discretion of the adm of origin (II Congress/C 4 – Rep 7, prop 2535.3).

5) 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 376, prop 3535.5/Rev 1).

6) Provision adopted by the 1984 Hamburg Congress in order to simplify correction of the irregularity. The C 9 form has been amended accordingly (II 377, prop 3535.2).

7) Amended by the 1989 Washington Congress which deleted the clause allowing the C 5 form to be detached from the C 9 inquiry form if the item was duly delivered (II Congress/C 4 – Rep 7, prop 2535.1)

Article **139**
Delivery to the addressee in person (Conv 26, 56)

Registered items, **recorded delivery items** and insured letters for delivery to the addressee in person shall bear in bold letters the words *"A remettre en main propre"* (For delivery to the addressee in person) or the equivalent in a language known in the country of destination. This indication shall appear on the address side and, in so far as possible, in the top left-hand corner, beneath the sender's name and address where these are given. (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 377, prop 3536.3).

Section III

Operations on departure and arrival

Chapter I

Article **140**
Application of the date-stamp (Det Regs 137, 144, para 7, 146, 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 **16** 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 omission in the service of origin shall be:
a struck through with a thick line in ink or in indelible pencil by the office which detects the irregularity, or

b cancelled, by that same office, using the edge of the date-stamp in such a way that the name of the post office is not identifiable. (5)

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 and 226/1954.
Furthermore, at the request of the Canadian adm (1951 Rep, p 16, para 3), the IB sent a circ let 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 **141**
Express items (Conv 26, 35; Det Regs 165)

Items for express delivery shall be provided with either a special bright red printed label or a stamp impression in the same colour bearing the word *"Exprès"* (Express) in bold letters. In the absence of a label or a stamp impression, the word *"Exprès"* (Express) shall be written in very bold capital letters, in red ink or red pencil. The *"Exprès"* (Express) label, impression or indication shall be placed on the address side, in so far as possible in the top left-hand corner, beneath the sender's name and address where these are given. (1)

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1) See art 113, note 3.

Article **142**
Unpaid or underpaid items

1 When the administration of origin undertakes automatically to prepay unpaid items or to make up automatically the postage on underpaid items and collect the missing amount from the sender afterwards, the postage or the remainder of the postage **shall** be **denoted by** one of the methods of prepayment laid down in article **30**, paragraph 1, of the **Convention.** (1) (2) (3)

2 Items on which the special charge laid down in article **26**, paragraph 1, h, of the Convention is to be collected in accordance with article **32**, paragraph 2, either from the addressee or, in the case of undeliverable items, from the sender, shall be marked with the T stamp (postage due) in the middle of the upper part of the front; beside the impression of this stamp the administration of origin shall write very legibly in the currency of its country the amount of the underpayment and, under a fraction line, that of its **minimum unreduced** charge valid for the first weight step for letters dispatched **abroad.** (4) (5)

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

4 The delivering administration shall mark the item with the charge to be collected. It shall determine this charge by multiplying the fraction resulting from the data

mentioned in paragraph 2 by the amount, in its national currency, of the charge applied in the international service to the first weight step for letters dispatched by surface mail. To this charge, it shall add the handling charge prescribed in article **26**, paragraph 1, h, of the Convention. (6)

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.

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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) Amended by the 1989 Washington Congress (II Congress/C 4 – Rep 3, prop 2539.1). See Conv, art 30, note 4.

4) 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 max handling charge of 1 fr mentioned in Conv, art 26, h. Apart from that, the charging system adopted by the 1964 Vienna Congress remains the same in principle (see Conv, art 26, 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 max 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 example, which is based on the charges published under the Lausanne Conv system. For demonstration purposes, the equivalent of the 1 fr handling charge has been fixed at 160 piastres for the Syrian Arab Republic.
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

$$\frac{34 \times 80}{18} + 160 \text{ piastres} = 311 \text{ rounded off to } 310 \text{ piastres.}$$

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.

5) Many adms no longer forward letters and postcards by surface. The amendment made by the 1989 Washington Congress is aimed at enlarging the scope of this art to the max so that it can be adapted to any rate-fixing system (II Congress/C 4 – Rep 7, prop 2539.2).

6) 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 **143**
Return of part A of franking notes. Recovery of charges and fees (Conv 45; Det Regs 118, 200) (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 118, note 2.

2) This information appears in the Compendium (Conv).

Article **144**
Redirected items

1 Items addressed to addressees who have changed their address shall be considered as addressed direct from the place of origin to the place of new destination.

2 Any insured letter the addressee of which has left for another country may be redirected (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 **26**, paragraph 1, h, and **32**, paragraph 2, of the Convention, to a charge representing the difference between the postage already paid and that which would have been charged if the items had been dispatched originally to their new destination. To this charge shall be added the handling charge. (2) If reforwarded by air **or by priority means**, the items shall in addition be subject, for their further transmission, to **the surcharge**, combined charge or special fee **according to the provisions of** article **39, paragraphs 3 and 4**, of the Convention.

5 Items originally for an address within a country shall not be redirected to another country unless they satisfy the condition for the further conveyance. (3)

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

7 On redirection, the reforwarding office shall apply its date-stamp to the front of items in the form of cards and on the back of all other categories of items.

8 Items, unregistered or registered, which are returned to senders for completion or correction of the address shall not be considered as redirected items on reposting; they shall be treated as new correspondence and consequently become liable to a new charge.

9 The customs duty and other fees (4) of which it has not been possible to secure cancellation on redirection or on return to origin (article **146**), shall be collected COD from the administration of the new destination. In that case, the administration of the original destination shall attach to the item an explanatory note and a COD money order (R 3, R 6 or R 8 forms of the Cash-on-Delivery Agreement). If there is no cash-on-delivery service between the administrations concerned, the charges in question shall be recovered by correspondence.

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

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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, p 580). See also Conv, art 59, note 4.

2) See Conv, art 26, 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 8, note 1.

Article **145**
Collective redirection of letter-post items (Conv 26, 39; Det Regs 144)

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 **26**, 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 max of 2 kg permitted for letters. Art 159, para 10, 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 **146**
Undeliverable items (Conv 26, 40)

1 Before returning to the administration of origin items which for any reason have not been delivered (1), 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 **ordinary** 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 **144**. The same shall apply to international correspondence when the sender has moved to another country.

6 Items for third persons, addressed care of diplomatic and consular services and returned by them to the post office as unclaimed, as well as items for individuals, addressed to hotels, lodgings or agencies of airlines or shipping companies and returned to the post office because they cannot be delivered to the addressees, shall be treated as undeliverable items. In no case shall they be considered as new items subject to payment of postage.

7 Insured letters which have not been delivered shall be sent back as soon as possible, and at the latest within the period fixed by article **40** of the Convention; these items shall be entered on the VD 3 list and included in the packet, envelope or bag labelled *"Valeurs 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 352 and 353, 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 147
Items wrongly admitted

In the event of the seizure of a wrongly admitted item, the administration of destination shall notify the administration of origin in accordance with article 41, paragraph 8, of the Convention. Such information shall be provided through the dispatch of a form conforming to the annexed specimen C 33/ CP 10bis. (1)

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1) New art introduced by the 1989 Washington Congress to enable the adm of destination to inform the adm of origin why a wrongly admitted postal item is neither returned to origin nor delivered to the addressee, using the C 33/CP 10bis form created for that purpose (II Congress/C 4 – Rep 2, props 2543.91 and 2933.91).

Article **148**
Withdrawal from the post. Alteration **or correction** of address
(Conv 26, 38; Prot X; Det Regs 149)

1 Every request for withdrawal of items from the post or for alteration **or correction** of address shall entail completion by the sender of a form conforming to the annexed specimen C 7; one form may be used for several items posted at the same time at the same office by the same sender to the same addressee. In handing in this request at the post office the sender shall prove his identity and produce the certificate of posting, if any. After the proof of identity, for which the administration of the country of origin shall assume responsibility, the procedure shall be as follows:

a if the request is to be sent by post, the form, accompanied if possible by a perfect facsimile of the envelope or of the address of the item, shall be sent direct to the office of destination under registered cover by the quickest route (air or surface); (1)

b if the request is to be made by telegraph **or any other means of telecommunication**, the form shall be handed over to the **corresponding** service for transmission of the details to the post office of destination.

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

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

4 The action taken by the office of destination on every request for withdrawal from the post or alteration **or correction** of address shall be communicated immediately to the office of origin by the quickest route (air or surface) (1), using the reply portion of the C 7 form, which shall automatically be prepared if the request has been made by telegraph **or any other means of telecommunication**. The office of origin shall inform the applicant. The same shall apply in the following circumstances:

- fruitless searches;
- items already delivered to the addressee;
- request by telegraph **or any other means of telecommunication** not sufficiently explicit to permit the item to be identified with certainty;
- item confiscated, destroyed or seized.

If the sender of a request sent by telegraph **or any other means of telecommunication** has asked to be notified by **similar means**, the reply shall be sent by this means to the office of origin, which shall inform the applicant as quickly as possible. (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 by the office of origin to the office of destination. Requests sent direct shall be acted on in that the items concerned shall be withheld from delivery until the arrival of the request from the central administration. (4)

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

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1) See Conv, art 38, note 4.

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 38, 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 (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 **149**
Withdrawal from the post. Alteration **or correction** of address. Items posted in a country other than that which receives the request
(Conv 26, 38; Prot X; Det Regs 148)

1 Any office which receives a request for withdrawal from the post or alteration **or correction** of address made in accordance with article **38**, paragraph 3, of the Convention shall verify the identity of the sender of the item. It shall send the C 7 form to the office of origin or destination of the item. (1) It shall ensure, in particular, that the address of the sender appears clearly in the place provided for that purpose on the C 7 form, so that it can in due course inform the sender how his request was dealt with or return to him the item which is the subject of withdrawal, as the case may be.

2 If the withdrawal concerns a registered item or an insured letter, the certificate of posting must be **presented** by the sender **and** the C 7 **form shall** bear the notation: *"Vu l'**original du** récépissé de **dépôt**"* (Seen, **original of** certificate (2) of **posting).** **Before the certificate of posting is given back to the sender**, the **following notation shall be made on it**: *"Demande de **retrait (de** modification **ou de correction** d'adresse) déposée le ... au bureau de ..."* (Request for withdrawal from the post (or for alteration **or correction** of address) made on ... at the office of ...). (3) This note shall be accompanied by an impression of the date-stamp of the office receiving the request.

3 **Any request** made **by telegraph or any other means of telecommunication** under the conditions laid down in paragraph 1 shall be sent direct to the office of destination of the item. If, however, it refers to a registered item or an insured letter, a C 7 form **bearing the notations *"Vu l'original du récépissé de dépôt"* (Seen, original of certificate of posting) and *"Demande** télégraphique **ou transmise par un autre moyen de télécommunication** déposée le ... au bureau de ..."* **(Request** made **by telegraph or other means of telecommunication** on ... at the office of ...) shall, in addition, be sent to the office of origin of the item. (4) After verifying the details, the office of origin shall write at the top of the C 7 form, in coloured pencil, the note *"Confirmation de la demande télégraphique **ou transmise par un autre moyen de télécommunication** du ..."* (Confirmation **of request made by telegraph or other means of telecommunication** dated ...) and shall send it to the office of destination. The office of destination shall hold the registered item or the insured letter until receipt of this confirmation.

4 So that the sender may be informed, the office of destination of the item shall inform the office which receives the request how it has been dealt with. However, when a registered item or an insured letter is concerned, this information shall pass through the office of origin of the item. In the case of withdrawal, the withdrawn item shall be attached to this information.

5 Article **148** shall apply, by analogy, to the office which receives the request and to its administration.

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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) Amended by the 1989 Washington Congress to standardize the regulations concerning requests transmitted by post and telegraph and to make the wording of art 149, paras 2 and 3, more straightforward (II Congress/C 4 – Rep 7, prop 2545.1/Rev 2).

4) 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 **150**
Inquiries. Unregistered items (Conv 26, 47; Det Regs 152)

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 numerals. Whenever possible this form shall be completed by typewriter.

2 The office which receives the inquiry shall automatically forward the form direct, preferably by registered mail and by the quickest route (air or surface), without a covering letter and in an envelope, to the corresponding office. The latter, after obtaining the necessary information from the addressee or the sender, as the case may be, shall automatically return the form, preferably by registered mail and in an envelope, by the quickest route (air or surface) to the office which prepared it. (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 **151**, paragraph 12.

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

4) See Conv, art 47, para 4.

Article **151**
Inquiries. Registered items and insured letters (Conv 26, 47; Det Regs 152)

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 numerals. Whenever possible this form shall be completed by typewriter. Where an inquiry concerns registered items exchanged under the system of bulk advice, the number and date of dispatch of the mail must be entered on the C 9 inquiry form **or be provided in a manner agreed between the administrations of origin and destination.** (2)

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; (3) it shall be sent automatically without a covering letter and in a closed envelope (4), and always by the quickest route (air or surface) and by registered post. (5)

5 Any administration may, by notifying the International Bureau, ask for inquiries concerning its service to be forwarded, duly furnished with the forwarding data, to its central administration or to a specially appointed office. (6)

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. (7)

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. (8) 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. (9)

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. (10) If within a period of one month the administration of origin has not received the C 9bis form, it shall send the administration concerned a reminder supported by a copy of the C 9 form. (11)

11 If an inquiry has not been returned within a period of two months (12), 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 (13) and certifying the non-receipt of the item under inquiry (14), shall

invariably be returned to the administration of origin of the item under inquiry as soon as possible and at the latest within **three** months from the date of the original inquiry. (15)

13 If the sender asserts that, notwithstanding the communication received from the administration of destination to the effect that the item was duly delivered, the addressee insists that he has not received the item in question, the administration of destination shall be obliged to provide, at the express request of the administration of origin, confirmation of the delivery by letter, C 5 advice of delivery or some other means, signed in conformity with article 138, paragraph 4, or article 139, as appropriate. (16)

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

15 If a request is made for transmission of an inquiry by telegraph, a telegram shall be sent, instead of a C 9 form, direct to the office of destination or, where applicable, either to the central administration of the country of destination or to a specially appointed office. If the sender has asked to be advised by telegraph, the reply shall be thus transmitted to the service which initiated the telegraph inquiry; if not, the reply can be given by post. If the telegraph inquiry does not establish what happened to the item concerned, the inquiry shall be made again by post using form C 9 before indemnity is considered. (17)

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1) See art 150, note 1.

2) Added by the 1989 Washington Congress to enable adms to agree on the method of providing the information needed for seeking registered items exchanged under bulk billing (II Congress/C 4 – Rep 7, prop 2547.4).

3) 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).

4) 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).

5) 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 382, prop 3547.2).

6) This information is published in the Compendium (Conv).

7) Considering that the lack of information gives rise to further delay, the 1989 Washington Congress, in resolution C 64 reproduced at the end of this vol, recommended that adms should instruct their offices about the need to complete all parts of the C 9 form and, in particular, to give the reason for the delayed delivery, retention or return to origin, in order to provide the inquirer with precise information (II Congress/C 4 – Rep 7, prop 2500.3).

8) 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).

9) 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).

10) 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).

11) Provision adopted by the 1984 Hamburg Congress to expedite the handling of inquiries (II 382, prop 3547.5).

12) Time limit fixed by 1979 Rio de Janeiro Congress (II 1548, prop 2543.2).

13) 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).

14) For the conclusion of the inquiry, the addressee's declaration may be decisive (1974 Lausanne Congress, II 1338 and 1339, prop 2544.3).

15) See Conv, art 66, note 2.

16) New para introduced by the 1989 Washington Congress (II Congress/C 4 – Rep 7, prop 2547.1).

17) 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 **152**
Inquiries concerning items posted in another country (Det Regs 150, 151)

1 In the cases provided for in article **47**, paragraph 3, of the Convention, C 8 and C 9 forms concerning inquiries shall be forwarded to the office of origin of the item, unless the administration concerned has requested that these forms be sent to its central administration or a specially appointed office. (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 n° ... 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.

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1) This information appears in the Compendium (Conv).

2) See art 149, note 2.

Article **153**
Delivery of a rifled or damaged insured letter (1)

1 In the cases specified in article **61**, paragraph 1, a and b, of the Convention, the delivering office shall prepare a VD 4 report on the joint inspection and have it countersigned, whenever possible, by the addressee. One copy of the report shall be handed to the addressee or, if the item is refused or redirected, attached to it. One copy shall be retained by the administration which prepared the report.

2 If the item is delivered, the copy of the VD 4 report prepared in accordance with article **170**, paragraph **11**, b, shall be attached to the item and dealt with in accordance with the regulations of the country of destination; if the item is refused, the said copy shall remain attached to the item.

3 When internal regulations so require, an item subjected to the treatment specified in paragraph 1 shall be returned to the sender if the addressee refuses to countersign the VD 4 report.

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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 arts 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 159 (Make-up of mails) by creating separate arts for the transmission of money orders (art 164), the transmission of printed papers addressed to the same addressee (art 166) and the labelling of mails (art 167) (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 **154**
Exchange of items

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

2 Mails shall be classified as follows (1):
a "airmails" which are conveyed by air with priority and which may contain airmail correspondence and priority items;
b "priority mails" which are conveyed by surface but which have the same priority as "airmails". "Priority mails" may contain priority items and airmail correspondence;
c "surface airlifted (S.A.L.) mails" which contain surface mail conveyed by air (S.A.L.) and non-priority items; and
d "surface mails" which contain surface mail and non-priority items.

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1) The 1989 Washington Congress created this new para which defines the different categories of mails including a new category, that of priority mails (II Congress/C 4 – Rep 8, prop 2550.1).

Article **155**
Exchange in closed mails

1 It shall be obligatory to make up closed mails whenever one of the intermediate administrations so asks on grounds that the amount or the weight of à découvert items is such as to hinder its work. Dispatches of à découvert items with an average weight exceeding **3** kilogrammes per mail or per day (when several dispatches are made in a day) can be considered as likely to hinder work as regards weight. (1) (2)

2 The exchange of items in closed mails shall be regulated by common consent between the administrations concerned. **Any changes in routeing shall be notified by the dispatching administration to the administration of destination at the earliest opportunity and, if possible, before the date of implementation.** (3)

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

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

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 1979 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) Adopted by the 1989 Washington Congress to enable rapid communication between adms of any change in routeing of mails (II Congress/C 4 – Rep 8, prop 2551.2).

Article **156**
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.

1) See Conv, art 3, note 1.

Article **157**
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 **155**, paragraph 1, insured letters may be dispatched in closed mails or be handed over à découvert to the first

intermediate administration if that administration is able to arrange for their transmission under the conditions prescribed in the VD 1 tables.

5 Administrations of origin and destination may agree among themselves to exchange insured letters in closed mails by means of the services of one or more intermediate countries, whether these participate in the insured letters service or not. The intermediate administrations shall be advised at least one month prior to commencement of the service. (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 383, prop 2553.1).

Article **158**
Transit à découvert (1)

1 The transmission of à découvert items to an intermediate administration shall be strictly limited to cases where the making up of closed mails for the country of destination is not justified, as defined in article **155**, paragraph 1. The dispatching administration shall consult the intermediate administrations as to the suitability of the route by which it proposes to send its à découvert items. (2) **Airmail correspondence or priority items in transit à découvert shall, in so far as possible, be sent to an administration which makes up direct airmails or priority mails for the administration of destination.**

2 In the absence of a special agreement, all items posted on board a ship and not included in a closed bag mentioned in article **81** of the Convention shall be handed over à découvert by the ship's agent direct to the post office at the port of call, whether these items have been stamped on board or not.

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

a airmail correspondence and priority items in bundles identified by AV 10 labels conforming to the annexed specimens;

b surface items and non-priority items in bundles identified by C 30 labels conforming to the annexed specimens.

4 When their number and make-up permit, and in all cases where their average weight exceeds **500 grammes** per mail or per day (when several dispatches are made in a day), **unless the number of items is ten per mail or less** (3), items sent à découvert to an administration shall be separated by country of destination and made up in bundles labelled with the name of each country in roman letters. **Bundles containing items for reforwarding as priority items by air or surface shall be labelled on the basis of the AV 1 List. When the weight of the items in transit à découvert to be reforwarded by air does not warrant the make-up of separate labelled bundles for each country of destination, the dispatching administration shall gather them, sorted into categories, in bundles identified by the appropriate AV 10 labels, according to groups of countries of destination on the basis of the information in the AV 1 List.** When the total weight of the separate labelled bundles sent to an intermediate administration exceeds **3** kilogrammes, the bundles shall be placed in one or more bags with labels bearing the word "Transit" in bold letters. When the total weight of such bundles is less than **3** kilogrammes, the bundles shall, **as far as possible,** be placed in **an extra-light bag (which may be made of transparent plastic); this bag shall be sealed, labelled "Transit" and inserted** in the bag which contains the letter bill. (4) (5)

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1) The 1989 Washington Congress incorporated 1984 Hamburg Congress, Conv, Det Regs, art 213 into this art. The expression "items in transit à découvert to be reforwarded by air" is used so as to include priority items to be reforwarded by air along with airmail corr (II Congress/C 6 – Rep 4, prop 2554.3).

2) By inserting a cross-reference to art 155, 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).

3) Amendment made by the 1989 Washington Congress (II Congress/C 4 – Rep 8, prop 2554.2).

4) Additions made by the 1989 Washington Congress in order to specify the methods of applying the weight limit of à découvert items (3 kg) mentioned in art 155, para 1, and to avoid thereby too much extra work for the intermediate country (II Congress/C 4 – Rep 8, prop 2554.2).

5) The 1989 Washington Congress introduced this optional provision for using special extra-light wrapping for bundles of items in transit à découvert to facilitate the work of exchange office staff (II Congress/C 4 – Rep 8, prop 2554.1).

Article **159**
Make-up of mails

1 Ordinary items which can be bundled (1) shall be classified by size (standardized items and other items) and bundled according to categories, letters and postcards being included in the same bundle and the newspapers and periodicals mentioned in article **167**, paragraph 1, b, iii, being made up in bundles separate from other AO items. The bundles shall be distinguished by labels in the form of the annexed **AV 10 specimens in the case of airmail correspondence or priority items and by labels in the form of the annexed** C 30 specimens **in the case of surface mail or non-priority items. Bundles shall bear** the indication in roman letters of the

office of destination or of the reforwarding office of the items enclosed in the bundles. Items which can be bundled shall be arranged with the addresses facing the same way. Prepaid items shall be separated from those which are unpaid or underpaid and the labels of bundles of unpaid or underpaid items shall be impressed with the T stamp. The bundles of unpaid or underpaid items shall be placed in the bag containing the letter bill. (2) 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 (3), 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 (4) and labelled. The seals may also be made of light metal or plastic provided the sealing is so done that it cannot be tampered with without showing signs thereof. However, when administrations are in agreement on this subject, bags containing unregistered AO items **and unregistered non-priority items** only and empty bags need not be sealed with lead; the same applies to bags containing unregistered LC or AO items if they are conveyed in a sealed container by a direct service or if they are forwarded by a country of embarkation that puts them into such a container for the country of destination. (5) When string is used it shall be passed twice round the neck of the bag in such a way that one of the two ends is drawn under the loops and then tied. **After being sealed with lead, the ends of the string shall not protrude more than necessary from the lead seal so that the string cannot be released or removed without damaging the lead seal.** (6) 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. (7)

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

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

6 In the absence of special agreement, small mails shall simply be wrapped in strong paper so as to prevent any damage to the contents, then tied with string and sealed with lead, light metal or plastic seals. If lead, light metal or plastic seals are used, these mails shall be made up so that the string cannot be detached. When they contain only unregistered items they may be closed by means of gummed

seals bearing the printed indication of the office of the dispatching administration. Subject to article **163**, administrations may agree to use the same means of closing for mails containing registered items which, because of their small number, are transported in packets or envelopes. In that case, the addresses of the packets and envelopes shall conform, as regards the printed details and the colours, to the provisions prescribed in article **167** for the labels of bags of mails. However, closing by means of gummed seals shall not be permitted for bags containing insured letters.

7 When the number or volume of the items necessitates the use of more than one bag, separate bags shall, as far as possible, be used:

a for letters and postcards and, where applicable, for the newspapers and periodicals mentioned in article **167**, paragraph 1, b, iii;

b for the periodicals mentioned in article **167**, paragraph 1, c, and for other items; in addition, as applicable, separate bags shall be used for small packets; the labels on those bags shall bear the words *"Petits paquets".*

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

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

10 The weight of each bag shall in no circumstances exceed 30 kilogrammes. (8)

11 As far as possible, offices of exchange shall include in their own mails for a particular office all the small mails (packets or bags) which reach them for that office.

12 For conveyance purposes, mails may be placed in containers, subject to special agreement between the administrations concerned on the methods of using the containers. (9) (10)

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1) In recommendations C 74 and C 75 (reproduced at the end of this vol), the 1989 Washington Congress recommended that adms appropriately bundle "flat" envelopes and use appropriate bundling materials (II Congress/C 4 – Rep 8, props 2000.7 and 2000.8).

2) 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).

3) 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).

4) 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).

5) Provision adopted by the 1979 Rio de Janeiro Congress (II 1552 and 1791, prop 2549.5/Rev.1).

6) Introduced by the 1989 Washington Congress to suggest a more reliable system of sealing bags (II Congress/C 4 – Rep 8, prop 2555.2).

7) See IB opinion, 1976 Rep, p 70.

8) A formal opinion was expressed by the 1952 Brussels Congress that adms should strictly observe the provision regarding the 30 kg max 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 max 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 1062, B, e, II 87). An adm which had proposed that the max weight of bags should be lowered to 20 kg withdrew its prop (2555.3).

9) 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.

10) 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 119, 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 doc setting out airlines' views on the use of containers for airmail conveyance (circ let 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 1061–1062, B, d, II 87.) 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 (III 987 and 996).

Noting the results of the CCPS study entitled "Receptacles used for conveying mail" (vol 179 in the Collection of Postal Studies), the 1989 Washington Congress recommended, in recommendation C 76 reproduced at the end of this vol, that adms should actively seek bilateral agreements for use of these receptacles in their international service (II Congress/C 4 – Rep 8, prop 2000.9).

Article **160**
Letter bills

1 A letter bill in the form of the annexed specimen C 12 shall accompany each mail. It shall be placed in a pink envelope (1), 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 **161, 163, 165** and **173**:

a Heading: in the absence of special agreement, dispatching offices **shall number** the letter **bills according** to an annual series for each office of destination **separately for surface mail, S.A.L. mail and airmail**. (4) Each mail shall **thus** bear a separate number. In the case of the first dispatch of each year the bill shall bear, in addition to the serial number of the mail, that of the last mail of the preceding year. If a mail is suppressed, the dispatching office shall enter beside the number of the mail the indication "Last mail". The name of the ship transporting the mail or the official abbreviation of the flight used shall be shown when the dispatching office knows it. The dispatching office shall enter the number **and weight** (4) of the bags subject to transit charges and terminal dues according to the categories to which they belong (LC/AO on the one hand and M bags on the other). The number of bags exempted from transit charges and terminal dues shall be the same as the total of those containing only empty bags and of those marked "Exempt" in accordance with article **167**, paragraph **7**.

b Table I: the presence of unregistered express or airmail items shall be shown by a cross (x) in the corresponding box.

c Table II: the number of bags, broken down according to the colour of the labels, shall be entered in this table. Administrations may agree that only red-label bags shall be entered in table II of the letter bills.

d Table III: the number of bags and packets of registered items or insured letters shall be entered in this table, as shall the number of special lists of registered items (article **161**), VD 3 dispatch lists (article **163**) and AV 2 bills (article **213**); when the mail does not contain envelopes, packets or bags of insured items the indication *"Néant"* (Nil) shall be entered in the "Insured" column of the table.

e Table IV: this table is intended for the entry of small transit mails which are placed in the bag of the office of exchange reforwarding the mail.

f Table V: the number of bags used by the dispatching administration and the number **of bags** returned (5) 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 **161**, paragraph 2). When the mail does not contain registered items the indication *"Néant"* (Nil) shall be entered in table VI.

3 Administrations may arrange with each other to include additional tables or headings in the letter bill or modify the tables to suit their needs when they consider it necessary.

4 When an office of exchange has no item to pass forward to a corresponding office and when, in the service between the administrations concerned, the letter bills are not numbered, in accordance with paragraph 2, a, that office shall merely send a "Nil" letter bill in the next mail; in the case of annually numbered mails no "Nil" letter bill shall be sent. (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 therefore, even if the typewritten name appears there (1952 Brussels Congress, I 495, II 601).

4) To facilitate preparation of the C 12bis and AV 3bis forms, the 1989 Washington Congress decided to always number mails in separate series for surface mail, S.A.L. mail and airmail. This also makes it easier to establish whether mails are missing, given the difference in conveyance time according to mode of transport. The same Congress also decided that the weight of mails should be given in the C 12 letter bill, which was amended accordingly (II Congress/C 5 – Rep 8, props 2556.2, 2556.6/Rev 1 and 2912.6/Rev 1).

5) Empty bags as well as bags belonging to the adm of destination used for sending it mail. The 1989 Washington Congress deleted the word "empty" in the provision and in the C 12 form (II Congress/C 4 – Rep 8, props 2556.3 and 2912.3).

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 63, note 7.

8) Following the amendment made to para 2, a, by the 1989 Washington Congress, mails are always numbered, in the absence of special agreement (see note 4 to this art).

Article **161**
Transmission of registered items

1 Except where paragraph 2 applies, registered items shall be transmitted entered individually in table VI of the letter bill. One or more special lists in the form of the annexed specimen C 13 may be used, either in place of table VI or as a supplement to the letter bill. The use of special lists shall be compulsory if the administration of

destination so requests. (1) The lists in question shall show the same **mail** number as that shown on the letter bill of the corresponding mail. When several special lists are used they shall also be numbered in their own series for each mail. The number of registered items which can be entered on a single special list or in table VI of the letter bill shall be restricted to the number for which the layout of the respective form provides.

2 Administrations may agree to the bulk advice of registered items. The total number of items shall be entered in table III of the letter bill. When the mail comprises several bags of registered items, every bag except the one in which the letter bill (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.

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 162
Transmission of recorded delivery items (1)

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

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1) Art adopted by the 1989 Washington Congress. No special methods of transmission are required for recorded delivery items. On their arrival at the office of destination, the items in question are removed from the bundles of unregistered items and placed aside for delivery against signature (II Congress/C 4 – Rep 6, prop 2000.14).

Article **163**
Transmission of insured letters

1 The dispatching office of exchange shall enter the insured letters on special dispatch lists in the form of the annexed specimen VD 3 with all the details for which the form provides.

2 Insured letters shall be made up with the dispatch list or lists into one or more special packets (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 64, note 3, 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 **164**
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 **201**, paragraph 1, **of the Detailed Regulations** of the Cash-on-Delivery Agreement. If the mail contains neither registered nor insured items, the money orders and any unregistered COD items shall be placed in the envelope containing the letter bill or bundled with the latter.

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1) Cf Money Orders, art RE 501.

Article **165**
Transmission of express **items** (Conv 35; Det Regs 141) (1)

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

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

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

4 Registered express **items shall** be arranged in their order among the other registered items, and the word *"Exprès"* **(Express) written** opposite the appropriate entries in the "Observations" column of table VI of the letter bill or the C 13 special lists. In the case of bulk advice, the presence of such registered items shall be shown by a cross in the corresponding box (2) of table VI of the letter bill. **A similar indication** shall be made in the "Observations" column of the VD 3 dispatch lists opposite the entries of insured letters for delivery by **express.**

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1) Art recast by the 1989 Washington Congress so that airmail corr is always transmitted in priority surface mails whenever it is transmitted by surface means (II Congress/C 4 – Rep 8, prop 2560.1). See also art 154, note 1.

2) Provision adopted by the 1984 Hamburg Congress to facilitate application of the provision regarding registered express items and registered airmail corr. The C 12 form was adopted accordingly (II 383, props 2560.1 and 2912.1).

Article **166**
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 x 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 383, 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 383, prop 2561.6).

Article **167**
Labelling of mails

1 The labels of the bags shall be made of sufficiently rigid (1) canvas, plastic, strong cardboard, parchment, or paper glued to wood and shall be provided with an eyelet. Their layout and text shall conform to the annexed specimen C 28. (2) In the service between neighbouring offices, strong paper labels may be used; these shall, however, be strong enough to withstand the various handling processes the mails undergo during transmission. 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 (3) and periodicals and other items);
   iii newspapers posted in bulk by publishers or their agents and dispatched by surface only, except those returned to sender; the word *"Journaux"* (Newspapers) or the reference *"Jx"* shall be written on the white label, when the bags contain only items of this category. Administrations of origin may also insert in the bags with white labels bearing the word *"Journaux"* or the reference *"Jx"* news periodicals published at least once a week and posted in bulk to which they give in their domestic service the priority treatment given to newspapers;

c in light blue, for bags containing only printed papers, literature for the blind, ordinary small packets, **non-priority items except when the labels prescribed in subparagraph a are to be used** and periodicals other than those mentioned in subparagraph b, iii. The words *"Ecrits périodiques"* (Periodicals) may be written on the blue label when the bags contain only items of this category; (3)

d in green, for bags containing only empty bags being returned to origin.

2 Where priority mails conveyed by surface are concerned, the C 28 label shall be marked "PRIOR" in large, very bold letters. The labels referred to in articles 203, paragraph 3, and 221, paragraph 2, shall be used for airmails and S.A.L. mails. (4)

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

4 The label of receptacles containing express items must bear a tab or be marked *"Exprès"* (Express), in accordance with article 141. (5)

5 A white label may also be used in conjunction with a 5 x 3 cm tab in one of the colours mentioned in paragraph 1; a blue label may also be used in conjunction with a similar tab in red. (6)

6 Letters containing perishable infectious biological substances as defined in article **120** shall be placed in separate bags. Each bag shall be provided with an identification label, similar in colour and form to the label provided for in article **120** but made bigger to make room for affixing an eyelet. Besides the special symbol for items containing infectious substances, this label shall bear the phrase: "Infectious substance" and "In case of damage or leakage immediately notify public health authority". (7)

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

8 The labels shall bear the name of the dispatching office printed in small roman letters and the name of the office of destination in large roman letters, preceded respectively by the words *"de"* (from) and *"pour"* (to), as well as, as far as possible, an indication of the transmission route, and, if the mails are going by sea, the name of the vessel. The name of the office of destination shall also be printed in small letters, vertically, on either side of the eyelet of the **label. In the absence of special agreement between the administrations concerned, these details shall be supplemented by the** number of the mail, **the weight of the bag** and, **where applicable,** the port of disembarkation **of the mail.** (8)

9 The weight of the bag shall be rounded up to the nearest hectogramme when the fraction of a hectogramme is equal to or greater than 50 grammes and rounded down to the nearest hectogramme otherwise. (8)

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

11 When closed mails are to be forwarded by ships appertaining to the intermediate administration but which the latter does not use regularly for its own traffic, the weight of the letters and other items shall be shown on the label of the mails if the administration responsible for arranging the embarkation so requests.

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1) Clarification made by the 1979 Rio de Janeiro Congress to prescribe the use of labels made of light cloth (II 1555, prop 2555.7).

2) 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, 518, 526 and 1161).

Although the 1989 Washington Congress abolished compulsory entry of the date of dispatch on the label, a heading for that purpose was retained for possible use by adms. Those which do not heed that heading are not obliged to print it (II Congress/C 5 – Rep 9, props 2562.2, 2562.4 and 2928.2).

3) A provision clarified by the 1974 Lausanne Congress to distinguish between newspapers and non-topical periodicals (II 1340, prop 2550.13).

4) Para added by the 1989 Washington Congress (II Congress/C 4 – Rep 8, Congress – Doc 59, prop 2562.1).

5) Para added by the 1989 Washington Congress (II Congress/C 4 – Rep 8, prop 2562.2).

6) 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 1340, prop 2550.11).

7) 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 120 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 120 and of WHO terminology (II 1556, prop 2555.5, Congress – Doc 24). See also art 120, note 1.

8) The 1989 Washington Congress decided that the weight of each bag must be entered on the C 28 label which was amended accordingly. It also decided to round up fractions of a hectogramme in the same way as for airmail, cf art 204, para 2. (II Congress/C 5 – Rep 9, props 2562.4, 2562.9 and 2928.2.) See also note 2.

Article **168**
Routeing of mails and preparation of trial notes

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

2 The administration of the country of origin may prescribe the route to be followed by the closed mails which it dispatches, provided that the use of that route does not entail special costs for an intermediate administration. (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 transmission time for a mail, the office of exchange of origin may send to the office of destination of the mail a trial note in the form of the annexed specimen C 27. This note shall be included in the mail and attached to the letter bill, on which its presence shall be shown by a cross in the corresponding box (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) **either to the address specified or, if no address is given, to the office which prepared it**. (5)

4 To determine the most favourable route and the transmission time for items sent à découvert through the intermediary of an administration, the office of

exchange of origin may send the administration of destination of such items a C 27 trial note. This note shall be inserted in an envelope on which the indication "C 27" shall be written in the top right-hand corner of the front. The trial note, duly completed by the administration of destination, shall be returned by the quickest route (air or surface). (6)

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 384, 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) Added by the 1989 Washington Congress to enable forms to be returned to an address other than the dispatching office of exchange should the destination adm so desire. This is an important advantage when there are no closed mails in both directions between the two offices of exchange, which is quite common (II Congress/C 4 – Rep 3; prop 2563.2).

6) 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 384, props 2563.1 and 2927.1).

Article **169**
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 **The serial number of the mail, the total number and total weight of the bags entered in bulk by category (LC/AO, M bags and postal parcels), the origin/destination pair and all other necessary particulars appearing on the C 28 label shall be copied on the C 18 delivery bill. Administrations of origin may elect to enter each bag individually should they wish to do so. The number and weight of bags bearing red labels shall be shown separately from the number and weight of other bags, with an "R" being marked in the "Observations" column of the C 18 delivery bill to show that the bags in question bear red labels. If the weights entered on the C 18 bill include those of mail exempted from transit charges and terminal dues, the "Observations" column shall also be used to enter, by category (LC/AO and M bags), the weight to be deducted.** (5)

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

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

8 The mails shall be handed over in good condition. However, a mail may not be refused because of damage or theft. (8) (9) (10)

9 In the absence of the C 18 delivery bill, the receiving office shall prepare one in triplicate in accordance with the load received. Two copies accompanied by a C 14 verification note shall be sent to the dispatching office, which shall return one copy after examination and signature. (11)

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1) See art 159, note 10.

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 384, prop 2564.3).

5) The 1989 Washington Congress amended this para and the C 18 and C 18bis forms following its decision to base terminal dues and transit charges accounts on the actual weight of the mail (cf arts 77, 78, 175, para 3, and 178) (II Congress/C 5 – Rep 9, props 2564.4, 2918.1 and 2918.2). The new provisions substantially correspond to those on airmail (cf art 207, para 1).

6) Para added by the 1989 Washington Congress (II Congress/C 4 – Rep 8, 2564.1).

7) See arts 206 and 222 for the preparation and distribution of the C 18bis delivery bill.

8) 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.

9) 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).

10) 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).

11) 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 **170**
Checking of mails and use of verification notes (Conv 63, 64) (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 **and the accuracy of the information on the delivery bill. It shall also check, by sampling or systematically, the weight entered on the C 28 or AV 8bis label, the data given by the office of origin being accepted as valid if they differ by 200 grammes or less from the weights established.** (2)

2 When an intermediate office receives a mail in bad condition, it shall check the contents if it thinks that these have not remained intact and put it in new packing just as it is. This office shall copy the particulars from the original label on to the new one and apply to the latter an impression of its date-stamp, preceded by the endorsement *"Remballé à ..."* (Repacked at ...). It shall make out a verification note in the form of the annexed specimen C 14, in accordance with paragraphs 6, **9** and **12** and shall insert one copy thereof in the repacked mail.

3 Upon receipt of a mail, the office of exchange of destination shall check whether it is complete and whether the entries on the letter bill and, where applicable, on the VD 3 dispatch lists and the special lists of registered items are correct. It shall satisfy itself that there is no irregularity in the external condition of the outer bag and of the packet, envelope or inner bag containing insured letters and that they have been made up in accordance with article **163**; it shall check the number of insured letters and inspect them individually. It shall check whether the mail has arrived in the sequence in which it was dispatched. (3) 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. (4) These shall make the necessary corrections on the bills or lists, taking care to cross out, where necessary, the incorrect entries in such a way as to leave the original entries legible. Unless there is an obvious error the corrections shall be accepted in preference to the original statement. If the letter bill, dispatch list or a special list is missing the inward office shall, in addition, prepare a fresh letter bill, dispatch list or special list or make a precise note of the insured letters or registered items received.

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

5 When an office receives letter bills, dispatch lists or special lists which are not intended for it, it shall send them or, if its internal regulations so require, certified true copies to the office of destination by the quickest route (air or surface).

6 The irregularities established shall be reported immediately by means of a verification note in duplicate (5), to the office of origin of the mail (6) and, where

transit is involved, to the last intermediate office which transmitted the mail in bad condition, by the quickest route (air or surface) after the complete check of the mail. (7) (8) If the mail contains bundles provided with the C 30 and AV 10 labels specified in article **159**, paragraph 1, and article **203**, paragraph 1, respectively, such labels shall, in case of irregularity, be attached to the verification note. The details on the note shall specify as precisely as possible the bag, cover, packet or item concerned. In the case of service irregularities which gave grounds for presuming loss or theft, the condition in which the packing of the mail was found shall be indicated in as much detail as possible on the verification note.

7 The discovery of any irregularity whatsoever during the check may in no case be the cause of the return of an ordinary, registered or insured item contained in the mail examined except as provided in article 24 of the Convention. (9)

8 Irregularities established upon receipt of a mail containing insured letters shall immediately be made the subject of reservations to the transferring service. Notification of a missing item, alteration or any other irregularity for which administrations may be liable in respect of insured letters shall be sent immediately by telex (10) 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. (11)

9 In the case of the irregularities mentioned in paragraphs 6 and **8**, unless this is impossible for a stated reason, the bag, or envelope, with the string, labels and lead or other seals as well as all the inner and outer packets or bags in which the insured letters and registered items were enclosed as well as the packing of any damaged items which can be recovered from the addressee, shall be kept intact for a period of six weeks from the date of verification and shall be sent to the administration of origin if the latter so requests. (11) (12)

10 When the mails are transmitted through the intermediary of a carrier, the C 18, C 18bis or AV 7 delivery bill mentioning the irregularities established by the intermediate administration or administration of destination on taking over the mails shall where possible be countersigned by the carrier or his representative. The copies of the C 18, C 18bis or AV 7 delivery bill – the third and fourth copies of the C 18 bill provided for in article **169** and the fourth and fifth copies of the AV 7 and C 18bis bills provided for in article **206** – must indicate the reservations made with respect to the carrier service. Where the mails are transported in containers, these reservations shall relate solely to the condition of the container and of its fastening and seals. (13)

11 Without prejudice to the application of the provisions of paragraphs **8** and **9**, the office of exchange which receives from a corresponding office a damaged or an insufficiently packed insured letter shall send it on after observing the following rules:

a if it is a matter of slight damage or of partial destruction of the seals it is sufficient to re-seal the insured letter to safeguard the contents, on condition, however, that it is obvious that the contents are not damaged nor, according to a check of the weight, short. The existing seals shall be preserved; if necessary, the insured letters shall be repacked, retaining the original packing as far as possible; repacking may also be done by placing the damaged letter in a bag labelled and sealed with lead. In such cases, it is unnecessary to re-seal the damaged letter. The bag label shall be marked *"Lettre avec valeur déclarée endommagée"* (Damaged insured letter) and show the following information: registration number, office of origin, amount of the insured value, name and address of addressee, the date-stamp impression and the signature of the official who bagged the item;

b if the state of the insured letter is such that the contents could have been removed, the office shall automatically open it, where this is not contrary to the laws of the country (14), and check the contents; the result of this check shall be given in a formal VD 4 report, a copy of which shall be attached to the insured letter; the item shall be repacked;

c in all these cases, the weight of the insured letter on arrival and the weight after repacking shall be checked and noted on the cover; this note shall be followed by the words *"Scellé d'office à ..."* (Sealed at ...) or *"Remballé à ..."* (Repacked at ...), by an impression of the date-stamp and by the signature of the officials who have affixed the seals or done the repacking.

12 In the cases provided for in paragraphs 2, 3 and 5, the office of origin and, where appropriate, the last intermediate office of exchange may, in addition, be advised by telegram at the expense of the administration which sends it. A telegraph advice shall be sent whenever the mail shows obvious traces of having been tampered with, so that the dispatching or intermediate office may investigate the matter without delay and, where necessary, advise the preceding administration also by telegram for the continuation of the inquiry.

13 When the absence of a mail is the result of a missed mail connection or when it is duly explained on the waybill, the preparation of a verification note shall be necessary only if the mail does not reach the office of destination by the next post.

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

15 When a receiving office responsible for checking a mail has not sent a note reporting irregularities of any kind to the office of origin and, where appropriate, to

the last intermediate office of exchange by the quickest route (air or surface), it shall be considered, until the contrary is proved, as having received the mail and its contents. The same assumption shall be made in respect of irregularities to which no reference has been made or which have been incompletely reported in the verification note; (15) the same shall apply when the provisions of the present article regarding the formalities to be fulfilled have not been observed.

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

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

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

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1) See note 2 under section IV (immediately before art 154).

2) Following the 1989 Washington Congress decision to base terminal dues and transit charges accounts on the actual weight of the mail as given on the letter bill and delivery bills as well as on the bag labels, the weights entered must be checked. That is why the 1989 Washington Congress amended this para and the C 14 form (II Congress/C 5 – Rep 9, props 2565.5 and 2914.2). Checking of the weights entered on the C 12 and AV 8 forms is provided for in arts 170, para 3 and 204.

3) 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).

4) 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).

5) 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 and for all in duplicate (II 1114 and 1115, prop 4214).

6) 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), unless it is a question of irregularities concerning the weight of the mail subject to transit charges and/or terminal dues (cf art 191).

7) 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).

8) 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).

9) Para added by the 1989 Washington Congress (II Congress/C 4 – Rep 8, prop 2565.1).

10) It is essential to take advantage of telecommunications facilities for notifying major irregularities, especially those concerning insured items (1974 Lausanne Congress, II 1396, prop 4508.2 and Congress – Doc 20).
Exchange office telephone, telex and telefax Nos are given in the Compendium (Conv) (surface mails) and in the AV 1 List (airmails), cf arts 109, para 1, i, 111, para 1, 224, para 1, b, vi, and 225, para 1, a.

11) For the liability entailed by the non-observance of these provisions, see Conv, art 64, note 1, part "III Arbitration awards", "c Equal sharing of loss".

12) The 1974 Lausanne Congress replaced the automatic transmission of the packing, seal, etc, 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 6 weeks (1974 Lausanne Congress, II 1341, prop 2552.3).

13) 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).

14) 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 385, prop 2565.2).

15) Cf Const, art 32, note 5, Arbit awards Nos 17, 19 and 22 of Summary.

Article **171**
Missent items

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

Article **172**
Steps to be taken in the event of an accident occurring to surface conveyance facilities (1)

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).

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1) A provision adopted by the 1974 Lausanne Congress by analogy with the provisions of art 212, 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 **173**
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 **160**, paragraph 2, f), except when article **160**, paragraph 2, c, is applied.

2 Administrations of origin may make up special mails for the return of empty bags. However, the make-up of special mails shall be compulsory when the administrations of transit or destination so request. The special mails shall be described on bills in the form of the annexed specimen C 18 S. If special mails are not made up, the number and the weight of sacks of empty bags shall be entered in the "Observations" column of the C 18 and C 18bis delivery bills. (3)

3 The return shall be carried out between offices of exchange appointed for the purpose. The administrations concerned may agree among themselves as to the procedure for the return. In long-distance services, they shall, as a general rule, appoint only one office responsible for receiving the empty bags returned to them. (4)

4 The empty bags shall be rolled into suitable bundles; where appropriate the label blocks, labels of canvas, parchment or other stout material shall be placed inside the bags. The bundles shall bear a label showing the name of the office of exchange from which the bags were received whenever they are returned via another office of exchange.

5 If there are not too many of them, the empty bags to be returned may be placed in the bags containing letter-post items; otherwise, they shall be placed in separate bags, sealed, or unsealed (if the administrations concerned agree on this), and labelled with the name of the offices of exchange. The labels shall be endorsed *"Sacs vides"* (Empty bags).

6 The bags used for printed papers for the same addressee at the same address provided for in article **166** shall be recovered after they have been handed over to the addressees and returned, in accordance with the above-mentioned provisions, to the administrations of the countries to which they belong. (5)

7 If the check made by an administration establishes that bags belonging to it have not been returned to its service within a period longer than that required for their transmission (round trip), it shall be entitled to claim reimbursement of the value of the bags as provided for in paragraph **8**. The administration in question may refuse this reimbursement only if it can prove the missing bags were returned. (6)

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

9 The period of retention for documents relating to empty bags shall be as provided in article 107, paragraph 1. (7)

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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.
In resolution C 71 (reproduced at the end of this vol), the 1989 Washington Congress recommended the use of certain methods for improving the return of empty mailbags.

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) Para introduced by the 1989 Washington Congress which also created the C 18 S form (II Congress/C 5 – Rep 9, props 2568.1 and 2918.91). The new provisions substantially correspond to those on airmail (cf art 216).

4) Information in this connection appears in the Compendium (Conv).

5) Clarification introduced by the 1979 Rio de Janeiro Congress (II 1563, prop 2561.1).

6) 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).

7) Addition made by the 1984 Hamburg Congress to avoid requests concerning empty bags made sometimes after a long period (3 or 4 years) (II 365, prop 2568.2).

Article **174**
Mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft (Conv 76)

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

2 The address of these mails shall be worded as follows:

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

or

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

or

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

3 The mails concerned shall be forwarded by the fastest route (air or surface), according to the indication written on the address, and under the same conditions as mails exchanged between post offices.

4 The captain of a mail-boat conveying mails for a naval unit or a warship shall hold them at the disposal of the commanding officer of the naval unit or ship of destination, should the latter ask him for delivery en route.

5 If the ships are not at the place of destination when the mails addressed to them arrive there, the mails shall be kept at the post office until they are collected by the addressee or redirected to another point. Redirection may be requested either by the administration of origin, by the commanding officer of the naval unit or ship of destination, or by a consul of the same nationality.

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

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

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

Section V

Provisions concerning transit charges and terminal dues

Chapter I

Determination of the annual **weight of mails subject to terminal dues and transit charges** (1)

Article **175**
Statement of **weights** of surface mails**, including S.A.L. mails** (Conv 77, 78)

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 (2), a statement of **weights** of mails received, in the form of the annexed specimen C 12bis. It shall then send these statements to its central administration.

2 For each administration of origin of the mails, the administration of destination shall prepare quarterly, from the particulars on the C 12bis statements, by office of origin and office of destination and, where appropriate, by forwarding route (3), a statement of **weights of mails** received, in the form of the annexed specimen C 12ter.

3 The C 12bis statements shall be supplied **to the administration of origin** in support of the C 12ter **statements.** (4)

4 The administration of transit **may transcribe the weights shown on the C 18 delivery bill, as stipulated in paragraphs 1 to 3 above, or** request from the administration of origin of the mails **or from the administration of destination** a duly accepted copy of the C 12ter quarterly statements which concern it. (2)

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1) Until the entry into force of the 1989 Washington Congress Acts, transit charges and surface mail terminal dues were calculated on the basis of 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 77, note 1).
Following its decision to base terminal dues and transit charges accounts on the actual weight of the mail, the 1989 Washington Congress amended a large number of provisions in the Det Regs concerning transit charges and terminal dues. On that occasion, arts 178 to 180 were transferred from chapter II to chapter I (II Congress/C 5 – Reps 5 to 9).

2) After lengthy discussions, the 1989 Washington Congress decided that the C 12 letter bill should be the basic form for both surface mail and airmail for entering the weights to be taken into account for settling accounts in respect of mail subject to terminal dues. Accounting for transit charges, on the other hand, is based on the data given in the C 18 delivery bill if the transit adm itself prepares the statements of weight – an option introduced by the 1989 Washington Congress. (A minority also wanted to use the entries on the C 18, C 18bis and AV 7 delivery bills also for terminal dues accounts.) Aware that both solutions had advantages and disadvantages and that the solution selected had been adopted by a slight majority (50 to 46 with 13 abstentions), Congress passed resolution C 66 (reproduced at the end of this vol) instructing the EC to study the question (II Congress/C 5 – Reps 5 to 7, props 3570.8/Rev 1, 3071.6/Rev 1 and 3000.6).

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.

4) The 1989 Washington Congress decided that the adm of destination must attach a copy of the monthly statements (C 12bis and AV 3bis) prepared by its offices of exchange to the quarterly statements of weights of mails received without being asked by the adm of origin. However, it rejected a prop asking for monthly statements to be sent in duplicate (II Congress/C 5 – Reps 5, 7 and 8, props 3570.8/Rev 1, 3071.1, 3070.6 and 3071.5).

Article **176**
Statement of weights of airmails (Conv 78)

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

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

3 The AV 3bis statements shall be supplied **to the administration of origin of the mails** in support of the AV 5bis statements of **weights.** (2)

1) See art 175, note 2.

2) See art 175, note 4.

Article **177**
Transmission and acceptance of statements of **weights** of surface mails **(including S.A.L. mails) and airmails**

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

2 After accepting them, the administration of origin of the mails shall return one copy to the administration which prepared them. If the administration concerned has not received any notice of amendment within three months of the date of dispatch, it shall regard them as fully **accepted. If** verification reveals any discrepancies, the corrected **C 12bis and** AV 3bis statements shall be attached in support of the duly amended and accepted **C 12ter and** AV 5bis statements. If the administration of destination of the mails disputes the amendments made to the **C 12bis or** AV 3bis statements, the administration of origin shall confirm the actual data by sending photocopies of the **C 12** forms drawn up by the office of origin upon dispatch of the disputed mails. (1)

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. (2) In this case, the acceptance procedure provided for in paragraphs 1 and 2 shall be adapted accordingly.

1) The 1989 Washington Congress decided that the rules in force for the transmission and acceptance of statements of weights of airmails must also apply to the corresponding statements concerning surface mails including S.A.L. mails (II Congress/C 5 – Rep 8, Congress/C 10 – Rep 15, prop 3572.5/Rev 1).

2) Under this provision, adms which have concluded reciprocal agreements can expedite settlement of accounts relating to transit charges and terminal dues.

Article 178
Airmails **and S.A.L. mails** in transit by surface (1)

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

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

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1) Art 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 478, prop 3574.95).
The 1989 Washington Congress decided that the same rules must apply to S.A.L. mails in transit by surface (II Congress/C 5 – Rep 7, prop 3578.1).

Article 179
Closed mails exchanged with military units placed at the disposal of the United Nations and with warships or military aircraft (Conv 81; Det Regs 174) (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 450, prop 3575.2/Rev 1).

Article 180
Transit bulletin for surface mails

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

2 The transit bulletin shall be used only if the **routeing of the** mails is uncertain or if the transport services used are unknown to the administration of **origin. Before** deciding on its preparation, the administration of origin shall satisfy itself that it has no other way of finding out the 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 letters:
a at the head of the C 12 letter **bill;**
b on the **C 28** label of the bag containing the letter bill;
c in the "Observations" column of the C 18 delivery bill.

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

5 When a transit bulletin whose dispatch is advised on the C 18 delivery bill or the **C 28** label is missing, the intermediate office of exchange or the office of exchange of destination which notices its absence shall make immediate inquiries about it of the preceding office of exchange; nevertheless, the intermediate office of exchange shall without delay prepare a new bulletin bearing the words *"Etabli d'office par le bureau de ..."* (Routinely prepared by the office of ...), and forward it with the mail. When the C 19 bulletin prepared by the office of exchange of origin reaches the office which has been inquiring about it, the latter shall send it direct to the office of destination under sealed cover, having endorsed it accordingly.

Chapter II

Annual statistical count for calculating the proportions of LC and AO (1)

Article **181**
Statistical period for **calculating the proportions by weight of LC items and AO items in surface mails (including S.A.L. mails) and airmails** (Conv 73, 78) (1)

1 **Administrations which apply separate rates of terminal dues for LC items and AO items in their bilateral relations shall make yearly,** during May (2) **in odd years** and October **in even years, a** statistical count of surface mails **(including**

S.A.L. mails) and airmails to determine the **proportions by weight of LC items and AO items.**

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

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

4 During the statistical period, each mail shall be provided, in addition to the **C 12** letter bill, with an **accompanying bill of weights of LC and AO items contained in the mails** dispatched, in the form of the annexed specimen C 15. (1)

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

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

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

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1) The 1989 Washington Congress introduced statistics for calculating the proportions of LC and AO in a kg of mail in relations in which separate LC and AO rates are applied. However, for the new statistics, it used some provisions taken from the old statistics for determining transit charges and terminal dues. The changes compared with the latter provisions are printed in bold characters (II Congress/C 5 – Rep 6, props 3572.91, 3573.1, 3574.1, 3575.1, 3576.1, 3577.1, 3577.91 and 3590.1). All the forms used for the statistics were amended by the 1989 Washington Congress.
See also art 175, note 1.

2) The statistical period starts on 2 May because 1 May is a holiday in many countries (1964 Vienna Congress, II 1123, prop 4114).

Article **182**
Bill of weights of LC and AO in surface mails (including S.A.L. mails) and airmails – statistical period

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

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

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

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

Article **183**
Labelling of mails during the statistical period

During the statistical period, **bags** of surface mail **(including S.A.L. mail) and airmail, excluding M bags,** shall be provided, in addition to the ordinary labels, with a special C 28bis label in the form of the annexed **specimen.** (1)

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1) See art 181, note 1.

Article **184**
Checking of mails for the statistical period

The entries on the **C 15 bills** for the statistical period shall be checked by the office of exchange of destination. If that office finds an error in **the weights indicated,** it shall correct the bill and immediately notify the dispatching office of exchange of the mistake by means of a verification note in the form of the annexed specimen C 16. However, as regards the weight of a bag, the entry of the dispatching office of

exchange shall hold good unless the corrected weight **differs** by more than **200** grammes **from** the weight entered on the C 28bis **label.**

Article **185**
Preparation of statistical statements **for calculating the proportions of LC and AO**

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

2 On the basis of the C 15bis statistical statements **of mails received relating to one** and the same administration of origin, the administration of destination shall prepare and send as soon as possible to **each administration concerned, separately for surface mails and airmails,** a recapitulative **statistical** statement **of weights of LC and AO bags dispatched during the statistical period,** in the form of the annexed specimen C 15ter. (1) This **recapitulative statistical** statement will enable the **proportions of the weights of LC and AO bags contained in the surface mails and in the airmails to be determined.**

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

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

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1) See art 181, note 1.

Article 186
Revision of the proportions resulting from the annual statistics (1)

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

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

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

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

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1) When the 1989 Washington Congress created this art, it based itself on 1984 Hamburg Conv, Det Regs, art 190 concerning revision of the accounts resulting from the statistics for determining transit charges and terminal dues (II Congress/C 5 – Rep 6, prop 3577.91 and 3590.1). See also art 181, note 1.

Chapter III

Revision of the rates of terminal dues (1)

Article 187
Revision of the rates of terminal dues for LC and AO items. Correction mechanism (Conv 73, 74) (1)

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

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

- **LC rate = [(Average number of items per kg x 0.10) + 0.88] x 1.43;**
- **AO rate = [(Average number of items per kg x 0.10) + 0.88] x 1.43.**

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

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

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1) The 1989 Washington Congress introduced a correction mechanism for increasing the separate LC and AO terminal dues rates if the number of items per kg of LC and/or AO is higher than the world average (II Congress/C 5 – Reps 6 and 7, props 3577.92, 3577.93, 3577.94 and 3577.95). See also art 73, note 1.

Article 188
Special statistical count for the application of the correction mechanism (1)

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

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

3 During the observation days, the office of exchange of origin shall enter, separately for suface mails (including S.A.L. mails) and for airmails, the number and weight of LC items and/or the number and weight of AO items on a C 17 bill in the form of the annexed specimen. This C 17 bill shall be attached to the C 12 letter bill of the mails concerned. If the dispatching office of exchange fails to prepare the C 17 bill, the office of exchange of destination shall prepare it as a matter of course in accordance with the results of its own analyses.

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

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

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

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1) See art 187, note 1.

Chapter **IV**

Preparation, **transmission**, approval and **settlement of terminal** dues **and transit charges** accounts (1)

Article **189**
Preparation, transmission and approval of transit charges and surface-mail **(including S.A.L. mail) and airmail** terminal dues accounts
(Conv 77, 78; Det Regs 101 to 103) (1)

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

2 The detailed accounts shall be prepared as follows:

a Transit charges. On a form conforming to the annexed specimen C 20, on the basis of the total weight of the categories (LC/AO + M bags) as appears from the **C 12ter quarterly** statements; (1) (2)

b Terminal dues. On a form conforming to the annexed specimen C 20bis, on the basis of the difference between the weights of mail received and dispatched for each category (LC/AO and M bags **or LC, AO and M bags**) as appears from the C 12ter, **AV 5bis and, where applicable,** C 15ter statements, **or on the basis of the difference between the amounts to be brought to account in relations using a different rate of terminal dues in each direction.** (1) (3) (4)

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

4 The debtor administration shall not be obliged to accept accounts that are not sent to it within eighteen months of the end of the year concerned. (5)

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

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

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1) The 1989 Washington Congress merged the provisions for the preparation and settlement of airmail terminal dues accounts with those concerning surface mail. The AV 12 airmail terminal dues detailed account was therefore abolished and provisional payments of terminal dues were expaned to cover those concerning airmail (II Congress/C 5 – Reps 7 and 9, props 3581.91, 3582.1 and 3584.1).
The C 17 annual statement of the weight of transit mails was also abolished. The C 20 detailed account of transit charges is therefore based direct on the C 12ter quarterly statement of weights of mails. As a result of these changes, Congress also amended the C 20 and C 20bis forms (II Congress/C 5 – Reps 7 and 9, props 3581.2, 3917.1, 3920.1, 3920.2 and 3920.5).
Furthermore, the 1989 Washington Congress also deleted the provisions relating to the adjustment of weight differences accepted after preparation of the detailed accounts and to the revisions of surface mail transit charges and terminal dues accounts (II Congress/C 5 – Rep 7, prop 3583.1).
Lastly, in resolutions C 68 and C 70 (reproduced at the end of this vol), the 1989 Washington Congress instructed the EC to undertake a study on the current provisions relating to the preparation and settlement of accounts, including keeping or expanding the IB's role in the settlement of accounts (II Congress/C 5 – Rep 7, props 3500.1 and 2000.12).

2) As regards the amount of exemption from payment of transit charges, see Conv, art 77, para 3.

3) As regards the amount of exemption from payment of terminal dues, see Conv, art 78, para 5.

4) See arts 185 and 187.

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 min time limit for keeping interantional services docs provided for at art 107.

Article **190**
Provisional payments of transit charges and surface-mail **(including S.A.L. mail) and airmail** terminal dues (1)

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

1) See art 189, note 1.

Article **191**
Special address for the transmission of forms **concerning transit charges and terminal dues**

Each administration **shall** notify other administrations, through the International Bureau, **of the special address to which all the forms entering into consideration for the settlement of transit charges and terminal dues (C 12ter, C 14, C 15ter, C 16, C 17ter, C 19, C 20, C 20bis and AV 5bis) must be sent.** (1)

1) This information is published in the Compendium (Conv).

Article **192**
General liquidation account. Role of the International Bureau (Gen Regs 113) (1) (2)

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

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

3 In the case provided for in paragraph 2, the statements shall be endorsed *"Aucune observation de l'Administration débitrice n'est parvenue dans le délai réglementaire"* (No comment received from debtor administration within the prescribed period).

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

5 Administrations may agree to settle their accounts through the International Bureau. (3) In this case, as soon as the detailed accounts between two administrations are accepted or regarded as fully accepted (article **189**, paragraph **5**), each of these administrations shall forward without delay to the International Bureau separate statements for transit charges and **for terminal** dues in the form of the annexed specimens C 21 and C 21bis respectively, indicating the total amounts of the accounts. At the same time a copy of each of the statements shall be sent simultaneously to the administration concerned.

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

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

8 At least twice a year the International Bureau shall prepare, on the basis of the statements which it has received and which are accepted or regarded as fully accepted, a general liquidation account of transit charges **and terminal** dues. (2)

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

10 The account shall show separately for transit charges and **for terminal** dues:
a the debit and credit of each administration;
b the debit balance or the credit balance of each administration;
c the amounts payable by the debtor administrations;
d the amounts receivable by the creditor administrations.

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

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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 prop 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 475 to 479 and 482 to 484, props 3581.2 and 3581.6/Rev 3).

2) See art 189, note 1.

3) 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.

Article **193**
Payment of transit charges **and terminal** dues (Det Regs 103)

1 If the amounts payable in respect of transit charges **or terminal** dues as a result of the general liquidation account of the International Bureau have not been paid within **three** months of the expiry of the prescribed period (article 103, paragraph 9) (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).

Section VI

Miscellaneous provisions

Chapter I

Article **194**
Routine correspondence between administrations

For the exchange of routine correspondence administrations may use a form conforming to the annexed specimen C 29. (1)

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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 **195**
Characteristics of postage stamps **and postal prepayment impressions**
(Conv 10, 14, 30; Det Regs 105) (1) (2) (3) (4) (5)

1 Postage stamps **and postal prepayment impressions** shall bear the name of the country of origin in roman letters (6) and their postage value in arabic numerals. They may also bear the word *"Postes"* (Postage) in roman or other letters. (7)

2 Postage stamps **and postal prepayment impressions** may be of any shape (8) provided that, in principle (9), their vertical or horizontal dimensions are not less than 15 mm nor more than 50 mm.

3 Postage stamps **and postal prepayment impressions** may be distinctively marked with punched perforations or embossed impressions produced by means of an embossing stamp, subject to the conditions laid down by the administration which has issued them, provided that those processes do not interfere with the clarity of the particulars prescribed in paragraph 1.

4 Commemorative or charity postage stamps (10) **may** bear an indication of the year of issue in arabic numerals. (11) **Similarly,** they may bear an inscription in any language to indicate the occasion for which they are issued. When a supplementary charge is payable in addition to their postage value, they shall be so designed as to leave no doubt about that value.

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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 10, note 9.

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 Fed Rep 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 circs 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 1989 Washington Congress added the words "postal prepayment impression" so that they could be regarded as a means of prepayment on the same footing as postage stamps and franking-machine impressions (II Congress/C 4 – Rep 9, prop 2592.1).

6) The use of roman letters was made compulsory by the 1964 Vienna Congress (II 1126, props 4125 and 4201).

7) 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).

8) 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).

9) 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).

10) Cf Conv, art 8, note 4.

11) 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 385, prop 2587.1). The 1989 Washington Congress amended this provision to make it optional to indicate the year of issue on postage stamps (II Congress/C 4 – Rep 9, prop 2592.2).

Article **196**
Characteristics of franking machine impressions (Conv 14, 30) (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 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 195, 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 **197**
Characteristics of franking impressions (printing press, etc) (Conv 14, 30) (1)

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

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1) See art 195, note 1.

Article **198**
Suspected fraudulent use of postage stamps **or postal prepayment** or franking impressions (Conv 10, 14; Det Regs 105, 195 to 197)

1 Subject expressly to the provisions of the legislation of each country, the following procedure shall be observed in reporting the fraudulent use, for prepayment,

of postage stamps **or postal prepayment**, postal franking machine or printing machine impressions:

a when, in outgoing mail, a postage stamp **or a postal prepayment** (1) or postal franking machine or printing machine impression on any item causes fraudulent use (presumption of being counterfeit or re-used) to be suspected and the sender is not known, the stamp or impression shall not be tampered with in any way and the item, accompanied by an advice in the form of the annexed specimen C 10, shall be sent to the delivery office in an officially registered envelope. A copy of the advice shall be forwarded, for information, to the administrations of the countries of origin and of destination. Any administration may ask, through notification of the International Bureau, for C 10 advices concerning its service to be sent to its central administration or to a specially appointed office;

b the item shall be delivered to the addressee, who shall be invited to see the evidence, only if he pays the charge due, discloses the name and address of the sender and places at the disposal of the postal service, after acquainting himself with the contents, either the entire item, if it is inseparable from the presumed corpus delicti, or the part of the item (envelope, wrapper, portion of letter, etc) which contains the address and the impression or stamp reported as suspect. The result of the interview shall be set down in an official report in the form of the annexed specimen C 11 signed by the postal official and by the addressee. If the addressee refuses, this shall be recorded on the document.

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

3 Administrations whose legislation does not permit the procedure provided for in paragraph 1, a and b, shall inform the International Bureau to that effect so that the other administrations may be notified. (2)

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1) See art 195, note 5.

2) This information is published in the Compendium (Conv).

Article **199**
International reply coupons (Gen Regs 115; Conv 14, 34; 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 the selling price on the reply coupons by means of a printing process or of asking the International Bureau for this price to be indicated at the time of printing;
c of indicating the name of the country by means of a printing process or a control imprint or of asking the International Bureau for this name to be indicated at the time of printing. (2)

3 There shall be no limit to the period of exchange for reply coupons. Post offices shall satisfy themselves as to the genuineness of the documents when they exchange them and check particularly the presence of the **watermark. Reply** coupons on which the printed text does not agree with the official text shall be refused as invalid. Exchanged reply coupons shall be marked with an impression of the date-stamp of the office exchanging them.

4 Exchanged reply coupons shall be returned to the International Bureau in packets of a thousand or a hundred, together with a statement in the form of the annexed specimen C 23 prepared in duplicate and showing their total number and value, which should be calculated according to the rate provided for at article **34**, paragraph 2, of the Convention. In case of change in this rate, all reply coupons exchanged before the date of the change shall be sent in a single consignment including, by way of exception, broken lots; they shall be accompanied by a special C 23 statement made out in the old value.

5 The International Bureau shall also take back damaged reply coupons sent together with a separate C 23 statement prepared in duplicate.

6 By way of exception, the International Bureau may take account of international reply coupons destroyed before sale or after exchange. In such cases, the C 23 statement, prepared in duplicate by the administration concerned, shall be accompanied by an official certificate of destruction.

7 The International Bureau shall keep the appropriate accounts, in which shall be entered:
a to the debit of each administration, the value of the reply coupons supplied as well as the amount of the allowance made to the administration under the preceding biennial period;
b to the credit, the value of the exchanged reply coupons returned to the International Bureau.

A statement of account shall be sent for approval to each administration concerned. If, within one month from the date of the dispatch of the statement, the International

Bureau has received no comment, the amounts on this statement shall be regarded as fully accepted.

8 The International Bureau shall prepare a biennial general liquidation account comprising:
a the debits and credits mentioned in paragraph 7;
b the allowances made to administrations by apportionment of the overall excess of the value of the reply coupons supplied over the value of the reply coupons exchanged during the biennial period, at the rate of 80 percent of the reply coupons supplied by the International Bureau and 20 percent of the reply coupons exchanged by administrations;
c the amounts payable and receivable by administrations.

9 The general liquidation account shall be sent to administrations together with an offset table which shall serve as the basis for settlements.

10 Articles **192**, paragraph 11, and **193** shall apply.

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1) The 1974 Lausanne Congress introduced centralized accounting for reply coupons at the IB (II 992, 993, 1075 to 1078 and 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). The 1989 Washington Congress converted the obligation of indicating the name of the country of origin on the reply coupon into an optional provision (II Congress/C 4 – Rep 9, prop 2596.2).

Article **200**
Accounting for customs and other charges with the administration of origin of items sent free of charges and fees (Conv 45; Det Regs 118, 143)

1 Accounting in respect of customs and other charges paid out by each administration on behalf of another shall be carried out by means of detailed monthly accounts in the form of the annexed specimen C 26, which shall be drawn up by the creditor administration in the currency of its own country. Parts B of the franking notes which have been retained shall be entered in the alphabetical order of the offices which have advanced the charges and in the numerical order given to them.

2 If the two administrations concerned also operate the parcel-post service in their relations with each other, they may, in the absence of notice to the contrary,

include in the accounts for the customs and other charges of that service those of the letter post.

3 The detailed account, accompanied by parts B of the franking notes, shall be forwarded to the debtor administration at the latest by the end of the month following that to which it relates. "Nil" accounts shall not be prepared.

4 The accounts shall be checked under the conditions laid down by the Detailed Regulations of the Money **Orders Agreement**.

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

Article **201**
Accounting for amounts due in respect of indemnity for letter-post items (Conv 63 to 67) (1)

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

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

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

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

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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 **202**
Forms for the use of the public

For the purpose of applying article **11**, paragraph 3, of the Convention, the following shall be considered as forms for the use of the public (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 **or correction** 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).

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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 **203**
Make-up of airmails (Det Regs 158 to 167, 204, 205)

1 Airmails **shall be** made up with bags either entirely blue or with wide blue bands and shall bear the indications referred to in article **159**, paragraph **5**. (2) For airmail correspondence in small quantities, envelopes in the form of the annexed specimen

AV 9, made either of strong blue paper or of plastic or other material and bearing a blue label, may be used. (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 **114, paragraph 1**.

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 **167**, paragraph **5**, shall be in the colours prescribed in article **167**, paragraph 1, a to d.

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

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

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1) New section introduced by the 1984 Hamburg Congress (see Conv, art 82, note 7).

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 Comm 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 207, para 3, b.
The IATA–UPU Contact Comm 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 docs 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 docs (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) 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).
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 **204**
Establishing and checking the weight of airmails (Det Regs 170, 203, 207)

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 85, note 8.

Article **205**
Sacs collecteurs (Det Regs 203, 204, 207)

1 Where warranted by the number of light-weight bags, envelopes or packets to be conveyed on the same sector, post offices responsible for handing over airmails to the airline undertaking the conveyance shall make up, as far as possible, *sacs collecteurs*.

2 The labels of *sacs collecteurs* shall bear in bold letters the indication *"Sac collecteur"*; the administrations concerned shall agree as to the address to be put on the labels.

Article **206**
AV 7 delivery bills (Det Regs 169, 207, 208, 216)

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 Administrations may agree among themselves to make systematic use of electronic mail or any other appropriate means of telecommunication for transmitting AV 7 delivery bills between the office preparing the document and the office receiving it. (8)

5 When airmails are sent by surface to an intermediate administration for reforwarding by air, they shall be accompanied by an AV 7 delivery bill for the intermediate office. An AV 7 delivery bill shall also be prepared for the country of destination in respect of airmails 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 min 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 5 copies (II 1626, prop 3588.1). See also the "Practical application formula for the direct transhipment of airmails by airlines", reproduced under Conv, art 83, 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 Comm, 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 170, para 10, 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 504, 505, prop 4600.2). For the decisions taken by adms in this respect, see the AV 1 List, section 1.

8) Provision introduced by the 1989 Washington Congress to permit rapid transmission of the AV 7 bill and reduce the min time necessary for transhipment operations (II Congress/C 6 – Rep 2, prop 4605.1).

Article **207**
Preparation and checking of AV 7 delivery bills (Det Regs 206, 208)

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 **166** shall be entered in separate columns on the AV 7 bill.

2 If the receiving administration finds that more than 10 percent of the mails from a particular origin do not reflect the information recorded on the AV 7 delivery bills,

including those cases where the AV 7 bill is missing, it may require the dispatching administration to list each bag and corresponding weight individually on all future AV 7 bills.

3 The following shall also be entered on the AV 7 delivery bill:
a mails included in a *sac collecteur* entered individually with an indication that they are so included;
b mails in AV 9 envelopes, made up in accordance with article **203**, paragraphs 1 and 5.

4 Any intermediate office or office of destination which notices errors in the entries on the AV 7 delivery bill shall immediately correct them and report them by C 14 verification note to the last dispatching office of exchange and to the office of exchange which made up the mail. (2) **Administrations may agree to make systematic use of electronic mail or any other appropriate means of telecommunication for reporting irregularities.** (3)

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 1. 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 3 months would be reasonable (1984 Hamburg Congress, II 506, prop 4601.3).

2) See art 170, para 10.

3) Provision introduced by the 1989 Washington Congress to simplify the settlement of irregularities and to expedite search procedures in cases of missing or excess bags (II Congress/C 6 – Rep 2, prop 4606.2).

Article **208**
Missing AV 7 **or C 18bis** delivery bill (Det Regs 204, 206, 207)

1 When a mail reaches the airport of destination – or an intermediary airport responsible for forwarding it with another carrier – without an AV 7 delivery bill, the administration under whose jurisdiction the airport comes shall automatically prepare one, duly countersigned by the carrier from whom the mail is received; it shall report this fact by C 14 verification note together with two copies of the AV 7 thus prepared to the office responsible for loading the mail and request the return of one copy duly authenticated.

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

3 Administrations may agree to make systematic use of electronic mail or any other appropriate means of telecommunication for settling cases where the AV 7 or C 18bis delivery bill is missing. (2)

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

5 If the airport of loading cannot be determined, the verification note shall be sent straight to the office of dispatch of the mail for it to forward the note to the office through which the mail transited.

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1) Provision introduced into the Acts by the 1989 Washington Congress to cover the new practice of using a substitute bill (see Conv, art 83, note 3).

2) Provision adopted by the 1989 Washington Congress to simplify and expedite settlement of such cases (II Congress/C 6 – Rep 2, prop 4607.2).

Article **209**
Transhipment of airmails (Conv 83; Det Regs 210)

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 **83**, paragraph 4, of the Convention. (1)

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

1) Para 2 was recast by the 1979 Rio de Janeiro Congress following the study on direct transhipment between different airlines (see Conv, art 83, 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 expressed doubts about the value of this documentation (II 1624, prop 3591.1).

2) Provision introduced by the 1989 Washington Congress at the request of the IATA–UPU Contact Comm to identify better bags for direct transhipment between two different airlines (II Congress/C 6 – Rep 3, prop 4608.1).

Article **210**
Steps to be taken when direct transhipment of airmails cannot take place as scheduled (Conv 83; Det Regs 209, 211) (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.

1) Art created by the 1979 Rio de Janeiro Congress following the study on the routeing and transhipment of airmail dispatches (see Conv, art 83, 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 83, note 3.

Article **211**
Steps to be taken in the event of an interrupted flight, or of diversion or missending of mails (Conv 89; Det Regs 210, 212) (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 **212**
Steps to be taken in the event of an accident (Conv 90; Det Regs 211) (1)

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

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

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

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

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1) The opinion was expressed in Comm 1bis of the 1947 Paris Congress that in certain cases 2 telegrams might be necessary: the first to be 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 **213**
Preparation and checking of AV 2 bills (Det Regs 158, 214, 215, 218)

1 When, in the conditions laid down in articles **214** and **215**, airmail correspondence **and priority items** à découvert **are** accompanied by bills in the form of the annexed specimen AV 2, **their** weights shall be shown separately for each group of countries of destination. The AV 2 bill shall be specially numbered in two consecutive series, one for unregistered items and the other for registered items. The number of AV 2 bills shall be entered in the corresponding item of table III of the C 12 letter bill. Transit administrations may request the use of special AV 2 bills listing in a set order the most important groups of countries. All AV 2 bills shall be inserted into the bag containing the C 12 letter bill.

2 The weight of à découvert correspondence for each group of countries shall be rounded up to the nearest decagramme when the fraction of the decagramme is equal to or greater than 5 grammes; it shall be rounded down to the nearest decagramme otherwise. (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 **and priority items** à découvert shall be forwarded by air, unless the surface route would be quicker; in appropriate cases, the AV 2 bill shall be prepared routinely and the irregularity pointed out to the office of origin by C 14 note.

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1) See Conv, art 85, note 8.

Article **214**
Airmail correspondence **and priority items** (1) in transit à découvert. Statistical operations (Conv 86, para 2; Det Regs 181, 213, 215, 218)

1 The air conveyance dues for airmail correspondence in transit à découvert provided for in article **86** of the Convention shall be calculated on the basis of statistics taken annually and alternately during **May and October**, such that the periods coincide with those for the **statistics provided** for in article **181**, paragraph 1. (2)

2 During the statistical period, à découvert transit airmail correspondence shall be accompanied by AV 2 bills, prepared and verified as laid down in article **213**; the

AV 10 bundle label and the AV 2 bill shall be overprinted with the letter "S". When there is no à découvert airmail correspondence, registered or unregistered, to be inserted in a mail which normally includes such correspondence, one or two AV 2 bills, as necessary, endorsed *"Néant"* (Nil) shall accompany the letter bill of the mail.

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

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

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

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1) See Conv, art 82, note 8.

2) 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 86, note 3 (1984 Hamburg Congress, II 504 and 657, prop 4610.2).

3) Provision introduced by the 1989 Washinton Congress to identify better airmail corr in transit à découvert (II Congress/C 6 – Rep 5, prop 4615.3).

Article **215**
Airmail correspondence in transit à découvert which is excluded from statistical operations (Conv 86, para 3; Det Regs 213)

1 Airmail correspondence in transit à découvert which is excluded from statistical operations in accordance with article **86**, paragraph 3, of the Convention and for which accounts are prepared on the basis of the actual weight shall be accompanied by AV 2 bills prepared and checked as laid down in article **213**. If the weight of missent airmail correspondence originating at one and the same office of exchange and contained in a dispatch from that office does not exceed 50 grammes, routine preparation of an AV 2 bill in accordance with article **213**, paragraph 4, shall not take place. (1)

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 1010, Congress – Doc 1, para 27).

Article **216**
Return of empty airmail bags (Det Regs 173, 206)

1 Empty airmail bags shall be returned to the administration of origin in accordance with the rules of article **173**. Nevertheless, a special mail shall be made up as soon as the number of empty bags reaches ten. (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 mails. (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 Comm 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 adms of member countries are recommended to extend as far as possible the reciprocal use of airmail bags by the conclusion of bilateral agreements.

Implementation

i The adms shall establish in advance, and in agreement with the airlines concerned, a plan showing as far as possible the services normally to be used for the return of empty airmail bags. The airlines shall

be consulted in advance regarding any change involving a noticeable increase in the weight of empty airmail bags to be conveyed.

ii In exchanges between countries, the adms shall specify a single office of exchange to which empty bags are to be returned.

iii Adms shall make up dispatches of empty bags in accordance with points 3 and 4 of the General principles.

iv Dispatches of empty airmail bags shall be provided with label 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 adm concerned as to when it will be able to take the consignment.

viii An intermediate adm reforwarding empty bags to the adm of origin may send them by any other airline with available capacity.

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 206, 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 **217**
Accounting for air conveyance dues

1 Accounting for air conveyance dues shall be effected in accordance with articles **85** and **86** of the Convention.

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

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1) The 1964 Vienna Congress, in instituting the method of statistical returns for accounts for airmail dispatches in transit à découvert (see Conv, art 86, note 3), envisaged this as an exceptional method for airmails (II 1186 and 1342, prop 5062).

Article **218**
Preparation of AV 3 and AV 4 statements of weights (Det Regs 219, 220) (1)

1 Each creditor administration shall prepare a statement in the form of the annexed specimen AV 3, monthly or quarterly as preferred, on the basis of the airmail particulars entered on the AV 7 delivery bills. Mails carried over the same air sector shall be entered on the AV 3 statement by office of origin, then by country and office of destination, and in chronological order of the mails for each office of destination. When the copies of the AV 3bis statement (2) are used for the settlement of air conveyance dues inside the country of destination in accordance with article **84**, paragraph 4, of the Convention, **AV 3bis statements of weights prepared on the basis of C 12 letter bills shall be used for letter post and AV 3 statements of weights prepared on the basis of AV 7 delivery bills shall be used for postal parcels.** (3)

2 For à découvert correspondence reforwarded by air, the creditor administration shall prepare a yearly statement in the form of the annexed specimen AV 4. This shall be done at the end of each statistical period as laid down in article **214**, paragraph 1, and based on the particulars appearing on the AV 2 "S" bills. The total weights shall be multiplied by **12 on** the AV 4 statement. If the accounts have to be prepared on the basis of the actual weight of à découvert airmail correspondence, AV 4 statements shall be drawn up as often as is provided for in paragraph 1 for AV 3 statements and on the basis of the corresponding AV 2 bills.

3 If, during an accounting period, a change occurring in the arrangements made for the exchange of airmail correspondence in transit à découvert results in a variation of at least 20 percent and exceeding 163.35 SDR in the total amounts to be paid by the dispatching administration to the intermediate administration, these administrations, at the request of one or the other, shall agree to replace the multiplier referred to in paragraph 2 by another valid only for the year in question.

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

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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 11 of the Conv and arts 218 and 219 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 510, prop 4615.1).

3) Clarification made by the 1989 Washington Congress following amendment of Conv, Det Regs, art 176, para 1 (II Congress/C 6 – Rep 5, prop 4620.2).

Article **219**
Preparation of AV 5 detailed accounts and AV 11 general accounts
(Det Regs 218, 220)

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 **218**, paragraphs 1 and 2 respectively.

2 The amounts to be included in the AV 5 detailed accounts shall be calculated:
a for closed mails, on the basis of the gross weights appearing on the AV 3 and AV 3bis statements;
b for airmail correspondence à découvert, according to the net weights shown on the AV 4 statements, increased by 5 percent.

3 When the air conveyance dues within the country of destination are to be settled, the administration of that country shall send the AV 5 accounts relating thereto for acceptance together with the AV 5bis statements of weights and the AV 3bis statements. (2)

4 Monthly or quarterly AV 5 accounts may be summarized by the creditor administration in a quarterly, half-yearly or annual recapitulative airmail account, as agreed between the administrations concerned. (3)

5 AV 5 detailed accounts may be summarized in a quarterly general account in the form of the annexed specimen AV 11, prepared by the creditor administrations which have adopted the offset system of settling accounts; this account may, however, be prepared half-yearly after agreement between the administrations concerned. (4)

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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) Provision adopted by the 1989 Washington Congress (II Congress/C 6 – Rep 4, prop 4621.1).

3) 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).

4) 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 **220**
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 218, 219) (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 of the date of dispatch of the accounts shall regard the accounts as fully accepted. (3)

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

5 Notwithstanding paragraph 4, the AV 11 general account may be prepared and dispatched without waiting for the AV 5 accounts to be returned, accepted, as soon as an administration which has all the accounts relative to the period concerned finds that it is the creditor. The check of the AV 11 account by the debtor administration and payment of the balance shall be made within a period of three months after receipt of the general account.

6 Whenever the statistics provided for in article **214**, paragraph 1, fall in October, annual payments for airmail correspondence in transit à découvert may be made provisionally on the basis of statistics compiled during May of the previous year. The provisional payments shall then be adjusted in the following year when the accounts based on the October statistics are approved or regarded as fully accepted.

7 If an administration is unable to carry out the annual statistical operations provided for in articles **214**, paragraph 1, and **218**, paragraph 2, it shall reach agreement with the administrations concerned to make the annual payment on the basis of the statistics of the preceding year and, if necessary, to use the special multiplier laid down in article **218**, paragraph 3. (4)

8 If the total of AV 5 detailed accounts does not exceed 16.33 SDR per annum the debtor administration shall be excused all payment. If the balance of an AV 11 general account does not exceed 16.33 SDR, it shall be carried over to the next AV 11 general account. If a balance not exceeding 16.33 SDR is outstanding at the end of the year, the debtor administration shall be exempted from all payment. (5) (6)

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

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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 Comm, 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 Comm 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 508, prop 2502.1);
- adopting recommendation C 71 (III 992 and 993) 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 507, prop 4617.1).

For the measures taken by the 1989 Washington Congress, see Conv, art 88, note 2.

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 4 to 3 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 4 and 2 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 214, para 1 (II 504, prop 4617.2).

5) For the differences not to be taken into account, cf Conv, Det Regs, art 101, para 2.

6) The 1984 Hamburg Congress assembled in para 8 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 507, props 4616.1 and 4617.1).

Section II

Surface airlifted (S.A.L.) mail (1)

Article **221**
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 **203**, 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 **167**, paragraph **5**, shall be in the colours prescribed in article **167**, 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 82, 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 503, prop 4000.7; see also Conv, art 82, note 4).

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 503, props 4000.7 and 4908.91).

Article **222**
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 **206**, 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 **223**
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 221, 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

Article **224**
Information to be supplied by administrations (Det Regs 225)

1 Each administration shall send to the International Bureau, on the forms sent to it by the latter, the necessary information concerning the operation of the airmail service. This information shall include, in particular, the following:

a as regards the internal service:
   i the districts and principal towns to which mails or airmail correspondence originating abroad are forwarded by internal air services;
   ii the rates per kilogramme of the air conveyance dues calculated in accordance with article **85**, paragraph 3, of the Convention and its date of application;

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

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

3 Administrations may agree to exchange direct any information about air services in which they are interested, particularly timetables and the latest times of arrival for airmail correspondence from abroad to catch various deliveries.

Article **225**
Publications to be supplied by the International Bureau (Det Regs 224)

1 The International Bureau shall be responsible for preparing the following **publications** and distributing them to administrations:
a *"Liste générale des services aéropostaux"* (known as *"Liste AV 1"*) (General List of Airmail Services or AV 1 List) published from the information supplied under article **224**, paragraph 1;
b *"Liste des distances aéropostales"* (List of Airmail Distances) drawn up in collaboration with the air carriers; (1)
c *"Liste des surtaxes aériennes"* (List of Air Surcharges) (article **224**, paragraph 1, b, **ix** and **x**).

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

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1) When airmail first began, the distances for calculating air conveyance dues (Conv, art 85, 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 Comm, 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 Comm 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 Comm 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 85, 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 **226**
Entry into force and duration of the Regulations

1 These Regulations shall come into force on the day on which the Universal Postal Convention comes into operation.

2 They shall have the same duration as that Convention unless **the Executive Council decides otherwise**. (1)

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

For the Executive Council:

T E LEAVEY

Chairman

A C BOTTO DE BARROS

Secretary-General

1) By virtue of Gen Regs, art 102, para 6.2, the EC may also amend the Det Regs in case of urgent necessity.

Annexes: Forms (1)

List of forms

No	Title or nature of form	References
1	2	3
C 1	Customs label	Art **117**, para 1
C 2/CP 3	Customs declaration	Art **117**, para 1
C 3/CP 4	Franking note	Art **118**, para 2
C 4	"R" Label combined with the name of the office of origin and the serial number of the item	Art **133**, para 4
C 4bis	**Recorded delivery**	**Art 134, para 4**
C 5	Advice of delivery/of payment/of entry	Art **138**, para 2
C 6	Collective envelope for redirection of letter-post items	Art **145**, para 1
C 7	Request – for withdrawal from the post – for alteration **or correction** of address – for cancellation or alteration of the COD amount	Art **148**, para 1
C 8	Inquiry concerning an unregistered item	Art **150**, para 1
C 9	Inquiry concerning a registered item, insured letter or postal parcel	Art **151**, para 1
C 9bis	Advice of redirection of a C 9 form	Art **151**, para 10
C 10	Advice concerning presumed fraudulent use of postage stamps **or postal prepayment** or franking impressions	Art **198**, para 1, a
C 11	Report concerning presumed fraudulent use of postage stamps **or postal prepayment** or franking impressions	Art **198**, para 1, b
C 12	Letter bill concerning exchange of mails	Art **160**, para 1
C 12bis	**Monthly** statement of **weights of mails**	Art **175**, para 1
C 12ter	**Quarterly** statement of **weights of mails**	Art **175**, para 2
C 13	Special list of registered items	Art **161**, para 1
C 14	Verification note concerning exchange of mails	Art **170**, para 2
C 15	**Statistical bill of weights of LC and AO**	Art **181, para 4**
C 15bis	Statistical statement of **mails received**	Art **185**, para 1
C 15ter	Recapitulative statistical statement of mails received	Art **185**, para 2
C 16	Verification note concerning statistical information	Art **184**
C 17	**Bill of items (special statistics)**	Art **188**, para **3**
C 17bis	**Statement of items (special statistics)**	**Art 188, para 4**
C 17ter	**Recapitulative statement of items (special statistics)**	**Art 188, para 4**
C 18	Delivery bill for surface mails	Art **169**, para 1
C 18bis	Delivery bill for surface airlifted mails	Art **169**, para **7**
C 18 S	**Delivery bill for mails of empty bags**	**Art 173, para 2**
C 19	Transit bulletin concerning mail statistics	Art **180**, para 1
C 20	Detailed account of transit charges	Art **189**, para 2, **a**
C 20bis	Detailed account **of terminal** dues	Art **189**, para 2, **b**
C 21	Statement of transit charges	Art **192**, para 1
C 21bis	Statement **of terminal** dues	Art **192**, para 1
C 22	International reply coupon	Art **199**, para 1
C 23	Detailed statement of reply coupons exchanged	Art **199**, para 4
C 24	Detailed statement of reply coupons supplied	Art **199**, para 1
C 25	Postal identity card	Art 106, para 2
C 26	Detailed monthly account of customs, etc, charges	Art **200**, para 1

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

1) The general notes relating to forms are given under Conv, art 11.

C 1 (Back)

CUSTOMS C 1 (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

Instructions

If the value of the contents exceeds 300 SDR or the equivalent in the currency of the country of dispatch, only the upper part of this label should be affixed to the item and customs declaration C 2/CP 3 should be completed. (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, Washington 1989, art 117, para 1 – Size 52 x 74 mm, colour green

Note. – Postal administrations are recommended to indicate the equivalent of 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 117, 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 117, 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).

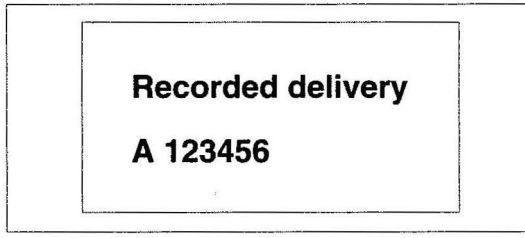
C 4 (1)



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

C 4bis (4)



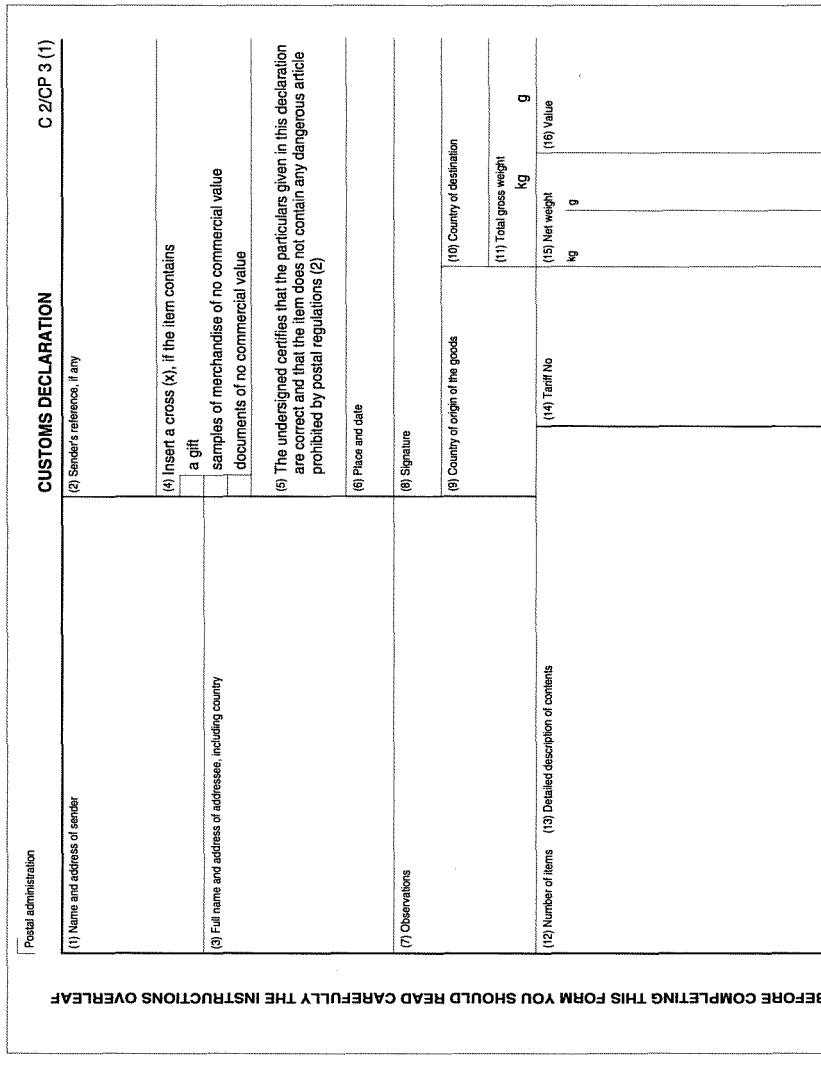
Convention, Washington 1989, art 134, para 4 –
Size: min 50 x 25 mm, max 70 x 30 mm, colour yellow

1) See art 133, notes 4, 5 and 8.

2) Max size set by 1979 Rio de Janeiro Congress (II 1589, prop 2904.1).

3) Note added by the 1984 Hamburg Congress in order to bring the regulations into line with modern methods of processing registered items (II 386, prop 2904.1).

4) Form adopted by the 1989 Washington Congress (II Congress/C 4 – Rep 6, prop 2000.14). See also Det Regs, art 134, note 1.



Convention, Washington 1989, art 117, para 1 – 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 Comm (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 117, note 8.

2) Provision amended by the 1989 Washington Congress to ask customers to certify with their signature that the item to be sent does not contain any dangerous articles (II Congress/C 4 – Rep 9, prop 2902.1).

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 detail; nor does it necessarily imply that the goods will be admitted free of duty in the country of destination:
- "samples of no commercial value" means: articles considered by Customs as being of negligible value, which are merely used in pursuit of orders for merchandise of the kind they represent;
- "documents of no commercial value" means: any medium intended to contain and actually containing information which, by virtue of its quantity or nature, is considered by Customs as being of negligible value

Item (5) Your signature on the front is regarded as implying that your item does not contain any dangerous article prohibited by postal regulations (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 117, note 12.

2) Bulk senders who make out the customs declarations at the same time as the other dispatch docs (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).

COUPON TO BE HANDED TO THE SENDER

C 3/CP 4 (1)
Part A

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		
Total after conversion		

Stamp of the office which has recovered the charges

Part to be filled in by the administration of destination

TOTAL OF CHARGES ADVANCED

Amount in figures, in the currency of the country of destination of the item

Office which has made the advance

Date

No of register

Signature of the official

Amount in figures after conversion

No in-register

Signature of the official who has converted the amount

Stamp of the office which has advanced the charges

Stamp of the office which has recovered the charges

Part A (Back)

Administration of origin

2 Also called "Commission charge"

Postal administration

C 3/CP 4

FRANKING NOTE

Part B

Nature of the item	No	Weight[1]

Insured value

Office of posting

Name and 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

Part B (Front)

1 For parcels only

Convention, Washington 1989, art 118, para 2 – 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).

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		

2 Also called "Commission charge"

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

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)

Postal administration of origin

ADVICE of delivery/of payment/of entry (1) C 5

To be filled in by the office of origin	
Office of posting	
No	Date of posting

On postal service

Stamp of the office returning the advice

To be returned by the quickest route (air or surface mail), à découvert and post free (2)

Return to (to be filled in by the sender)

Name

Street and No

Locality

Country

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

C 5 (Back)

To be filled in by the sender

☐ Registered item ☐ Recorded delivery (3) ☐ Unregistered parcel

☐ Letter – Priority (3) (4) ☐ Printed paper – Non-priority (3) (4)

Insured item Insured value

☐ Letter – Priority (3) (4) ☐ Parcel

Amount

☐ Ordinary money order (3) ☐ Inpayment money order ☐ Outpayment cheque

Name of addressee or title of giro account

Street and No Locality and country

To be completed at the place of destination

(5)
As a matter of priority this advice must be signed by the addressee or, if that is not possible, by another person authorized to do so under the regulations of the country of destination, or, if those regulations so provide, by the official of the office of destination, and returned by the first mail direct to the sender

Stamp of the office of destination

The item mentioned above has been duly

☐ delivered ☐ paid ☐ credited giro account

Date and signature of the addressee Signature of the official

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 55, note 2.

3) Amendments made by the 1989 Washington Congress (II Congress/C 4 – Rep 6, prop 2000.14, Congress/WP Forms – PV 6).

4) Only one entry should be used according to the mail classification system in force in the adm.

5) See Det Regs, art 138, note 5.

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, Washington 1989, art 145, 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

Office or service of origin

REQUEST C 7

☐ **for withdrawal from the post (I)**

☐ **for alteration or correction of address (II)** (1)

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

Office of destination or service designated as intermediary

☐ Request by post

☐ Request by telecommunications (page 2) (2)

To be sent as a registered item by the quickest route (air or surface). (3) 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 or correction of address (1)

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

Signature of sender

Stamp of the office or service where the request is handed in
Signature of the official in charge

Convention, Washington 1969, art 148, para 1 – Size 210 x 297 mm

Request by telecommunications (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 or correction of address (1)

☐ 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 the 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) (3)

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 or correction of address (1)	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 telecommunications (2) 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 "or correction" were added by the 1989 Washington Congress (II Congress/C 4 – Rep 4, prop 2907.1).

2) Amendment adopted by the 1989 Washington Congress (II Congress/C 4 – Rep 4, prop 2907.1). See Det Regs, art 108.

3) The words "by the quickest route (air or surface)" were added by the 1979 Rio de Janeiro Congress (II 1590, prop 2907.2).

Postal administration of origin

INQUIRY
Unregistered item

C 8 (1)

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

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

Reason for inquiry	☐ Item not arrived ☐ Contents missing ☐ Damage ☐ Delay	Date of arrival
Item under inquiry	☐ Letter ☐ Postcard ☐ Priority (1) ☐ Printed paper ☐ Small packet ☐ Newspaper ☐ Non-priority (1)	
Special indications	☐ Airmail ☐ Express ☐ COD ☐ Recorded delivery (2)	COD amount and currency No of item
Posted	☐ Exact date ☐ Approximate date	
Sender	Name and full address	
Addressee	Name and full address Name and address on the item	
Contents (precise description)	☐ Copy of invoice attached	
Description of external wrapping	The address was ☐ written on the item ☐ gummed ☐ tied on Size of the item and special marks Facsimile ☐ attached ☐ not attached The sender's name and address ☐ were given on the item ☐ were not given on the item	
Item found	The item should be sent ☐ to the sender ☐ to the addressee	

2 Particulars to be supplied by the sender

Posted	Date and time ☐ By the sender himself ☐ By a third party	Name of post office or location of letter-box
Postage prepaid	☐ For air transmission ☐ For surface transmission	
Special indications	☐ Airmail ☐ Express ☐ COD	COD amount and currency

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

Stamp of the office and signature	

Convention, Washington 1989, art 150, para 1 – Size 210 x 297 mm

4 Particulars to be supplied by the addressee C 8 (Back)

Has the item reached the addressee?	☐ Yes	Date ☐ No
How correspondence is normally delivered	☐ Called for at the post office	Name of post office Name of person who collects the items
	☐ Delivered to the place of address	☐ Handed directly to the addressee ☐ Handled 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

COD	Dispatch of amount	Date	No of money order
	The amount was sent ☐ to the sender of the item		
	☐ to the giro office	Name of giro office	No
	☐ The amount has been credited to the giro account		
Recorded delivery (2)	The item was duly delivered to the rightful owner		Date of delivery
	The item ☐ is being held at	Name of office	Reason
	☐ has been returned to the office of origin	Date	Reason
	☐ has been redirected	New address in full	
	Date		
	☐ The item has not been received at the office of destination. The addressee's declaration is attached		
	Signature		
Other detailed information			

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

Stamp of the office and signature

1) This form was recast by the 1989 Washington Congress. Amendments were made by the Congress Forms Working Party following the adoption by Congress of the coexistence of several mail classification systems.
The Form was also adapted to the possibility of claiming only the COD amount not received (II Congress/C 4 – Rep 9, props 2908.1 and 2908.2).

2) The 1989 Washington Congress created the new part "Recorded delivery" (II Congress/C 4 – Rep 6, prop 2000.14).

Postal administration of origin

INQUIRY
Registered item, insured letter or postal parcel

C 9 (1)

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

1 Particulars to be supplied by the inquirer

Reason for inquiry	☐ Item not arrived ☐ Contents missing (2) ☐ Damage ☐ Delay Date of arrival ☐ Attached advice of delivery not duly completed (2)
Item under inquiry	Registered item ☐ Letter ☐ Printed paper ☐ Small packet ☐ Priority (1) ☐ Non-priority (1) ☐ Insured item — Insured value — Weight (parcel) ☐ Letter ☐ Priority (1) ☐ Parcel Weight ☐ Ordinary parcel
Special indications	☐ Airmail ☐ S.A.L. (2) ☐ Express ☐ Advice of delivery Montant et monnaie ☐ COD
Posted ☐ Official's initials ☐ Receipt seen	Date — Office — No of item Routeing (does not concern letter-post items) — Amount of postage
Sender	Name and full address
Addressee	Name and full address
Contents (precise description)	☐ Copy of invoice attached
Description of external wrapping	Description (parcel) Facsimile of the address on the item ☐ attached ☐ not attached The sender's name and address ☐ were given on the item ☐ were not given on the item
Item found	The item should be sent (2) ☐ to the sender ☐ to the addressee

2 Particulars to be supplied by the service of origin

Mail in which the item was sent in the internal service of the country	☐ Air – Priority (1) ☐ Surface – Non-priority (1) Date	From For
Mail in which the item was sent abroad (to be completed by the office of exchange)	☐ Air – Priority (1) ☐ S.A.L. (2) ☐ Surface – Non-priority (1) No — Date	Dispatching office of exchange Office of exchange of destination
Office stamp	No of the bill/list Serial No ☐ Bulk advice	☐ Part VI of the letter bill (C 12) ☐ Special list (C 13) ☐ Dispatched list (VD 3) ☐ Parcel bill (CP 11 or CP 20) Signature

Convention, Washington 1989, art 151, para 1 – Size 210 x 297 mm

3 Particulars to be supplied by the intermediate services or by the service of destination in the case of return or redirection (see part 4, B) C 9 (Back)

Mail in which the item was sent	☐ Air – Priority (1) ☐ S.A.L. (2) No / Date	☐ Surface – Non-priority (1)	Dispatching office of exchange / Office of exchange of destination
	No of the bill/list / Serial No	☐ Part VI of the letter bill (C 12) ☐ Dispatch list (VD 3)	☐ Special list (C 13) ☐ Parcel bill (CP 11 or CP 20)
	☐ Bulk advice	Signature	
Mail in which the item was sent	☐ Air – Priority (1) ☐ S.A.L. (2) No / Date	☐ Surface – Non-priority (1)	Dispatching office of exchange / Office of exchange of destination
	No of the bill/list / Serial No	☐ Part VI of the letter bill (C 12) ☐ Dispatch list (VD 3)	☐ Special list (C 13) ☐ Parcel bill (CP 11 or CP 20)
	☐ Bulk advice	Signature	

4 Particulars to be supplied by the service of destination

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

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

Reply	The investigations made in our service have been unsuccessful. If the item under inquiry has not been received back by the sender, we authorize you to compensate the inquirer within the prescribed limits and to debit us in a CP 18 (3) or C 31 summarized account, as appropriate
	Reference
	☐ the full amount paid Reference
	☐ half of the amount paid (bulk advice)
Office stamp	☐ Because of the agreement between our two administrations, you have to compensate the inquirer (4)
	Any other comments
	Signature
This form must be returned to the office or service of origin given at the top of the front	

[1] See part 3 for routeing

1) Form recast by the 1989 Washington Congress to enable customers to complete it more easily. Amendments were made by the Congress Forms Working Party following the adoption by Congress of the coexistence of several mail classification systems. The form was also adapted to the possibility of claiming only the COD amount not received (II Congress/C 4 – Rep 9, props 2909.1 and 2909.2, Congress/ WP Forms – PV 7).

2) New additions made by the 1984 Hamburg Congress (II 377 and 386, props 3909.3, 3909.4, 3909.5 and 3909.6).

3) Conv, art 63, para 4 and art 64, para 4; Parcels, art 43, para 4.

4) Conv, art 68, para 3; Parcels, art 45, para 4.

Postal administration of origin

C 9bis

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	No
Special particulars	Insured value		
	COD amount		
Sender			
Addressee			

C 9 form redirected today to	Name of office

Information on the redirection of the item concerned

Mail	From	To	
	No of the mail	Date	
Entry	☐ 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, Washington 1989, art 151, para 10 – Size 210 x 297 mm

Postal administration of origin

C 10

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

Office dispatching the advice	Date of advice	Reference

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

Nature of presumed fraud

- ☐ Counterfeit postage stamp
- ☐ Counterfeit prepayment impression (1)
- ☐ Counterfeit franking machine impression
- ☐ Counterfeit printing press impression
- ☐ Already used postage stamp
- ☐ Already used prepayment impression (1)
- ☐ Already used franking machine 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, Washington 1989, art 198, para 1, a – Size 210 x 297 mm

1) New boxes added by the 1989 Washington Congress (II Congress/C 4 – Rep 9, prop 2910.1). See also art 195, note 5.

Postal administration of origin

C 11

Office preparing the report

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

To the administration of	Notes. To be sent by registered post to the administration of origin of the item	
	Date of report	Reference

Nature of item	Office of origin	
Date of dispatch	Weight of item	Postage prepaid
Name and address of addressee		

Nature of presumed fraud

- ☐ Counterfeit postage stamp
- ☐ Counterfeit prepayment impression (1)
- ☐ Counterfeit franking machine impression
- ☐ Counterfeit printing press impression
- ☐ Already used postage stamp
- ☐ Already used prepayment impression (1)
- ☐ Already used franking machine 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 14 of the Convention and to article 198 of its Detailed Regulations

Signature of addressee or his attorney	Stamp of the office preparing the report and date Position and signature of the official

Convention, Washington 1989, art 196, para 1, b – Size 210 x 297 mm

1) New boxes added by the 1989 Washington Congress (II Congress/C 4 – Rep 9, prop 2911.1). See also art 195, note 5.

Dispatching administration

LETTER BILL C 12
Exchange of mails
☐ **by air** (8)
☐ **by S.A.L.** (8)
☐ **priority** (7) ☐ **non-priority** (7) ☐ **by surface** (8)

Dispatching office of exchange	Date of dispatch	Mail No

Office of exchange of destination

Name of ship/Flight No

Transit administration(s) (1)

Number and weight of bags subject to transit charges and/or terminal dues (2)

LC/AO bags			M bags			Bags exempt from transit charges and terminal dues (3)
Number	Weight (8)		Number	Weight (8)		
	kg	g		kg	g	Number

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 items	Insured items
Number of bags containing		
Number of packets containing		
Number of special lists (registered items) or dispatch lists (insured items)		
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	Number of bags or packets

V. Official notes

	Number
Dispatching administration bags	
Bags returned belonging to the administration of destination	

☐ C 27 note enclosed in mail (4)

Other information (eg, number of IBRS items)

VI. List of registered items

Bulk entry

Presence of items (5) ☐ express ☐ airmail

Number of items inserted in this bag (6)

In letters

In figures

Individual entry

Number serial	of the item	Office of origin	Observations
1			
2			
3			
4			
5			
6			
7			
8			
9[1]			

Stamp of the dispatching office of exchange
Signature of the official

Stamp of the office of exchange of destination
Signature of the official

[1] Continue overleaf if necessary

Convention, Washington 1989, art 160, para 1 – Size 210 x 297 mm

C 12 (Back)

VI. List of registered items (conclusion)

No serial	of the item	Office of origin	Observations	No 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 75.
4) Addition made by the 1984 Hamburg Congress (II 384, props 2563.2 and 2912.2). See also Det Regs, art 168, para 3.
5) Addition made by the 1984 Hamburg Congress (II 383, props 2560.1 and 2912.1). See also Det Regs, art 165, para 4.
6) See Det Regs, art 161, para 2.
7) Amendments made by the Congress Forms Working Party following the adoption by the 1989 Washington Congress of the coexistence of several mail classification systems (II Congress/WP Forms – PV 7). Adms using the traditional classification system do not have to print the entries "priority" and "non-priority" on their forms.
8) The 1989 Washington Congress added the indication of the type of mail and the indication of the total weight (II Congress/C 5 – Rep 9, prop 2912.6/Rev 1).

Year

MONTHLY STATEMENT OF WEIGHTS Mails

- by S.A.L. (3) C 12bis (1)
- by surface (3)
- priority (3)
- non-priority (3)

Dispatching administration	Administration of destination
Dispatching office of exchange	Office of exchange of destination
Transit administration(s) (2)	Month / Year

Weights of mails according to C 12 forms

Date of dispatch	No of mail	Office of origin	Office of destination	Weight LC/AO – Priority (3)/Non-priority		Weight M bags		Observations
1	2	3	4	5		6		7
				kg	g	kg	g	
Totals								

Office of destination
Place, date and signature

Convention, Washington 1989, art 175, para 1 – Size 210 x 297 mm

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1) New form adopted by the 1984 Hamburg Congress (II 456, prop 3912.91/Rev 1). See C 12 form, note 1.

2) From the indication of the transit adms, the central adm of destination will be able to draw up, as necessary, the C 12ter form by forwarding route (Det Regs, art 175, para 2).

3) Amendments made by the Congress Forms Working Party following the adoption by the 1989 Washington Congress of the coexistence of several mail classification systems (II Congress/C 5 – Rep 9, props 3912.2/Rev 1, 3912.3 and 3912.10). Adms using the AV 3bis form to summarize the weights of priority mails do not have to print the entries "priority" and "non-priority".

QUARTERLY STATEMENT OF WEIGHTS Mails

- ☐ **by S.A.L.** (2) C 12ter (1)
- ☐ **by surface** (2)
- ☐ **priority** (2)
- ☐ **non-priority** (2)

Dispatching administration	Transit administration(s)	
Administration of destination	☐ First quarter ☐ Second quarter ☐ Third quarter ☐ Fourth quarter	Year

Summary of C 12bis statements

Office of origin	Office of destination	Weight of LC/AO bags – Priority (2)/Non-priority		Weight of M bags		Observations
1	2	3		4		5
		kg	g	kg	g	
Total of weights to be entered on C 20bis detailed account and C 20 detailed account as applicable						

Administration of destination or of transit, as the case may be Place, date and signature	Seen and accepted by administration of origin Place, date and signature

Convention, Washington 1989, art 175, 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 456, 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.

2) New entries added by the 1989 Washington Congress (II Congress/C 5 – Rep 9, props 3912.11 and 3912.4). See also form C 12bis, note 3.

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

No serial	No of the item	Office of origin	Observations
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

No serial	No of the item	Office of origin	Observations
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, Washington 1989, art 161, para 1 – Size 210 x 297 mm or 210 x 148 mm

Postal administration of origin

VERIFICATION NOTE
Exchange of mails

C 14 (1)

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

1 Irregularities concerning bags or covers

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

The bags and covers described above

- 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 accept the substitute form attached)

- Delivery bill
- C 18
- C 18bis
- AV 7
- Letter bill
- AV 2 weight bill
- Special list

No

Number of registered items received

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

Irregularities concerning the tables of the letter bill	Entered	Received	Observations
Number of bags			
Weight of bags (details to be supplied in part 3 of form)			
III. Total registered items			
Special lists			
Dispatch lists			
Total insured items			
V. Bags returned, etc. Number			

To be sent by registered post

Convention, Washington 1989, art 170, para 2 – Size 210 x 297 mm

3 Irregularities concerning the weights of mail subject to terminal dues C 14 (Back)

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

4 Other irregularities

This form must be returned by registered post to

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

☐ Seen and accepted ☐ Seen and noted (2) ☐ Copy/copies attached (2)

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

1) Form recast by the 1989 Washington Congress (II Congress/C 5 – Rep 9, props 2565.5 and 2914.2).

2) Entries added by the 1989 Washington Congress (II Congress/C 4 – Rep 9, prop 2914.1).

Dispatching administration

STATISTICAL BILL OF WEIGHTS OF LC AND AO
Mails dispatched

C 15 (1)

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

Dispatching office of exchange	Month / Year Statistical period
Office of exchange of destination	☐ First mail ☐ Last mail

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

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

Stamp of dispatching office of exchange

Convention, Washington 1989, art 181, para 4 – Size 210 x 148 mm

1) Form recast by the 1989 Washington Congress as a consequence of the EC study on terminal dues which provides for determination of the proportions of LC and AO items in surface mails and airmails (II Congress/C 5 – Rep 9, prop 3915.1).

Administration of destination of mails

STATISTICAL STATEMENT
Mails received

C 15bis (1)

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

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

Summary of C 15 bills of weights

No of mail	LC bags			AO bags			Observations
	Number	Weight		Number	Weight		
1	2	3		4	5		6
		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, Washington 1989, art 185, para 1 – Size 210 x 297 mm

1) Form adopted by the 1984 Hamburg Congress (II 467, prop 3915.91/Rev 1). See Det Regs, art 185, para 1. The 1989 Washington Congress recast this form (II Congress/C 5 – Rep 9, prop 3915.2). See form C 15, note 1.

RECAPITULATIVE STATISTICAL STATEMENT C 15ter (1)
Mails received
☐ **by air**
☐ **by surface (including S.A.L.)**

Dispatching administration	Month	Year
	Statistical period	
Administration of destination		

Summary of C 15bis statistical statements

Dispatching office	Office of destination	Number and weight of bags received during statistical period						Observations
		LC bags			AO bags			
		Number	Weight		Number	Weight		
1	2	3	4		5	6		7
			kg	g		kg	g	

	Weight LC	a kg	Weight AO	b kg	Total weight	c kg
Proportion of LC and of AO to be entered on C 20bis ($LC = \frac{a \times 100}{c}$) and ($AO = \frac{b \times 100}{c}$)	LC	%	AO	%		

Administration of destination	Seen and accepted by administration of origin
Place, date and signature	Place, date and signature

Convention, Washington 1989, art 185, 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 467, prop 3915.92/Rev 1). The 1989 Washington Congress recast this form. (II Congress/C 5 – Rep 9, prop 3915.2, Congress/WP Forms – PV 7.) See also form C 15, note 1.

Postal administration of origin

C 16 (1)

VERIFICATION NOTE
Statistical information

Office of origin of note	Date of note	No	Mail No
Office of destination of note	Date of dispatch		Time
	Dispatching office of exchange		
	Office of exchange of destination		

Indication of weight of LC bags and AO bags

Findings and differences (2)	LC bags		AO bags	
	Number	Weight	Number	Weight
According to declaration of dispatching office		kg		kg
According to findings of office of destination		kg		kg
Difference		kg		kg

Observations

This form must be returned by registered post to

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

Convention, Washington 1989, art 184 – Size 210 x 297 mm

1) Form recast by the 1989 Washington Congress as a consequence of the EC study on terminal dues which provides for determination of the proportions of LC and AO items in surface mails and airmails (II Congress/C 5 – Rep 9, prop 3916.1, Congress/WP Forms – PV 7).

2) Table arising from the adoption of prop 3574.2 (1984 Hamburg Congress, II 467) 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 210).

Dispatching administration

BILL OF ITEMS (special statistics) C 17 (1)

Mails dispatched ☐ **by air** ☐ **by surface (including S.A.L.)**

Dispatching office of exchange	Statistical period	Year
Office of exchange of destination	☐ First mail ☐ Last mail	

Indication of number and weight of items subject to terminal dues

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

Stamp of the dispatching office of exchange

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

Stamp of the office that found the differences
Signature of official

Convention, Washington 1989, art 188, para 3 – Size 210 x 148 mm

1) The 1989 Washington Congress abolished the previous "Annual statement – weight of transit mails" and created this new form (II Congress/C 5 – Rep 9, prop 3917.1, Congress/WP Forms – PV 7).

Administration preparing the form

STATEMENT OF ITEMS (special statistics) C 17bis (1)
Mails
☐ **by air**
☐ **by surface (including S.A.L.)**

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

Summary of C 17 bills

No of mail	Date	LC items – Priority			AO items – Non-priority			Observations
		Number	Weight		Number	Weight		
1	2	3	4		5	6		7
			kg	g		kg	g	
Totals to be entered on C 17ter statement			kg	g		kg	g	

Office of exchange
Place, date and signature

Convention, Washington 1989, art 188, para 4 – Size 210 x 297 mm

1) New form introduced by the 1989 Washington Congress (II Congress/C 5 – Rep 9, prop 3917.91, Congress/WP Forms – PV 7).

Administration preparing the form

C 17ter (1)

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

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

Summary of C 17bis statements

Dispatching office	Office of destination	Number of items and weight						Observations
		LC items – Priority			AO items – Non-priority			
		Number	Weight		Number	Weight		
1	2	3	4		5	6		7
			kg	g		kg	g	
Number and total weight of items, per category		a	b	kg	c	d	kg	
Number of items per kg to be entered overleaf ($LC = \frac{a}{b}$) and ($AO = \frac{c}{d}$)		LC			AO			

Administration preparing the form	Seen and accepted by corresponding administration
Place, date and signature	Place, date and signature

Convention, Washington 1989, art 188, para 4 – Size 210 x 297 mm

Calculation of rates C 17ter (Back)

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

1) New form introduced by the 1989 Washington Congress (II Congress/C 5 – Rep 9, prop 3917.92, Congress/WP Forms – PV 7).

Postal administration of origin

C 18 (1)

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 (2)			Shipping company								
			Name of ship							Date of sailing	
			Port of disembarkation								
			Number of			Gross weight of bags, etc					
No of mail	Office of origin	Office of destination	LC/AO bags – Non-priority/ Priority (3)	M bags	CP bags and loose parcels[1]	LC/AO – Non-priority/ Priority (3)		M		CP[2]		Observations or, if containers are used, indication of No of container / No of seal
1	2	3	4	5	6	7		8		9		10
						kg	g	kg	g	kg	g	
Totals												

Stamp of the dispatching office of the mail, date and signature

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

[1] The presence of loose parcels must be mentioned in the "Observations" column
[2] To be used if necessary

Convention, Washington 1989, art 169, para 1 – Size 210 x 297 mm

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1) Form recast by the 1989 Washington Congress (II Congress/C 5 – Rep 9, prop 2918.1, Congress/ WP Forms – PV 7).

2) The words "or forwarding route" were added by the 1979 Rio de Janeiro Congress (II 1593, prop 2918.1).

3) The title of this col must be adapted by the adm depending on the mail classification system chosen.

Postal administration of origin

Office of origin of the C 18bis bill

C 18bis (1) (2)

DELIVERY BILL
Surface airlifted mails

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

Airport of direct transhipment	Airport of offloading

No of mail	Office of origin	Office of destination	Number of			Gross weight of bags, etc						Observations or, if containers are used, indication of	
			LC/AO bags – Non-priority (3)	M bags	CP bags and loose parcels[1]	LC/AO – Non-priority (3)		M		CP		No of con-tainer	No of seal
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 loose parcels must be mentioned in the "Observations" column

Convention, Washington 1989, art 169, para 7 – 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 cols 3a and 3b to enter the weight of LC/AO bags and the weight of M bags respectively (1984 Hamburg Congress resolution C 75).

2) Form recast by the 1989 Washington Congress (II Congress/C 5 – Rep 9, prop 2918.2, Congress/WP Forms – PV 7).

3) See form C 18, note 3.

Postal administration of origin

DELIVERY BILL
Mails of empty bags

☐ **by surface**
☐ **by S.A.L.**

C 18 S (1)

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

No of mail	Office of origin	Office of destination	Number of sacks of empty bags	Gross weight[1]		Observations
1	2	3	4	5		6
				kg	g	
Totals						

EMPTY BAGS

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

[1] To be filled in if the carrier requires the information

Convention, Washington 1989, art 173, para 2 – Size 210 x 297 mm

1) New form introduced by the 1989 Washington Congress (II Congress/C 5 – Rep 9, props 2568.1 and 2918.91, Congress/WP Forms – PV 7). In practice, the section concerning the weight must be completed only for S.A.L. mail.

Dispatching administration

Dispatching office

TRANSIT BULLETIN
Mail statistics

C 19

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

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

Continue overleaf if necessary

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

Convention, Washington 1989, art 160, 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)	Countries to which the transit charges must be paid
1	2	3	4	5
4th transit				
5th transit				
6th transit				
7th transit				
8th transit				

Stamp of the office of destination

C 20 (1)

DETAILED ACCOUNT
Transit charges

Creditor administration	Year of account
Debtor administration	

Summary of C 12ter statements

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

Total	
+ amount from overleaf	
Transit charges Total amount receivable	

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

Convention, Washington 1989, art 189, para 2, a – Size 210 x 297 mm

C 20 (Back)

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

1) Form recast by the 1989 Washington Congress (II Congress/C 5 – Rep 9, prop 3920.5, Congress/WP Forms – PV 7).

DETAILED ACCOUNT
Terminal dues

C 20bis (1)

Year of account

Creditor administration	Debtor administration

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

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

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

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

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

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

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

Convention, Washington 1989, art 189, para 2, b – Size 210 x 297 mm, colour yellow

Determination of weight of LC and AO mail received C 20bis (Back)

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

Determination of weight of LC and AO mail dispatched

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

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

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

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

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

1) Form recast by the 1989 Washington Congress (II Congress/C 5 – Rep 9, prop 3920.2, Congress/WP Forms – PV 7).

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	
		Administration preparing the statement	Corresponding administration
Sums due ☐ provisional ☐ final		SDR	SDR
Provisional payment made			
Paying administration			
	Totals		
	Deduction		
Creditor administration	Balance		

Observations, if any

Administration preparing the statement
Signature of official

Convention, Washington 1989, art 192, para 1 – Size 210 x 297 mm

1) Form recast by the 1984 Hamburg Congress (II 476, prop 3921.6).

Postal administration

C 21bis (1)

STATEMENT
Terminal dues

Date of statement

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

Year for which sums are due		Carried forward from the C 20bis detailed accounts	
		Administration preparing the statement	Corresponding administration
Sums due ☐ provisional ☐ final		SDR	SDR
Provisional payment made			
Paying administration			
	Totals		
	Deduction		
Creditor administration	Balance		

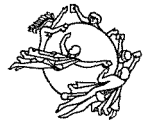
Observations, if any

Administration preparing the statement

Signature of official

Convention, Washington 1989, art 192, para 1 – Size 210 x 297 mm, colour yellow

1) Form recast by the 1984 Hamburg Congress (II 476, 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 a priority item or an unregistered letter sent by air to a foreign country.[1] (2)

Control stamp of the country of origin (optional) (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, Washington 1989, art 199, 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 34, notes 6 to 10.

3) The 1989 Washington Congress added the word "(optimal)" (II Congress/C 4 – Rep 9, prop 2922.1/Rev 1). See Det Regs, art 199, note 2).

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 0.74 SDR exchanged for postage stamps and sent to the International Bureau		SDR

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

Convention, Washington 1989, art 199, para 4 – Size 210 x 148 mm, colour white

UNIVERSAL POSTAL UNION
International Bureau

C 24

DETAILED STATEMENT
Reply coupons supplied

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

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

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

(1) (2) (3)

Postal administration of .....

C 25

POSTAL IDENTITY CARD

Photograph

UNIVERSAL POSTAL UNION

No	Valid until
Surname	
Forename(s)	
Occupation	
Nationality	
Address	
Holder's signature	

Postage stamp
(Partly on the photo)

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

C 25 (Back)

Description

Date and place of birth		
Height	Hair	Eyes
Complexion	Special marks	

Issuing office	Official's signature

1 This card, issued exclusively by the postal service, is recognized as proof of identity for post office business

2 Postal administrations are not liable for the consequences of the loss, theft, or fraudulent use of this card

---

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	No of the franking note	Office which made the advance	Amount of each franking note		Observations
1	2	3	4	5		6
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total						

Creditor administration
Place, date and signature

Convention, Washington 1989, art 200, 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

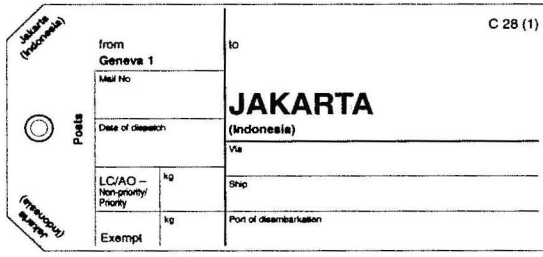
Mail	☐ Surface letter mail	☐ Air letter mail
	☐ Surface parcel mail	☐ Air parcel mail
	No	Dispatching office
	Date of dispatch	Office of destination
Method of conveyance		No
	☐ By flight	Name of ship
	☐ By ship	
	☐ By	
Signature		

To be filled in by the office of destination

Arrival	Office which received the mail	
	Date of arrival	Time
Method of arrival		No
	☐ By flight	Name of ship
	☐ By ship	
	☐ By	
Other information		
Signature		

To be returned to	Name of office
	Other address

Convention, Washington 1989, art 168, paras 3 and 4 – Size 210 x 297 mm



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



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

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



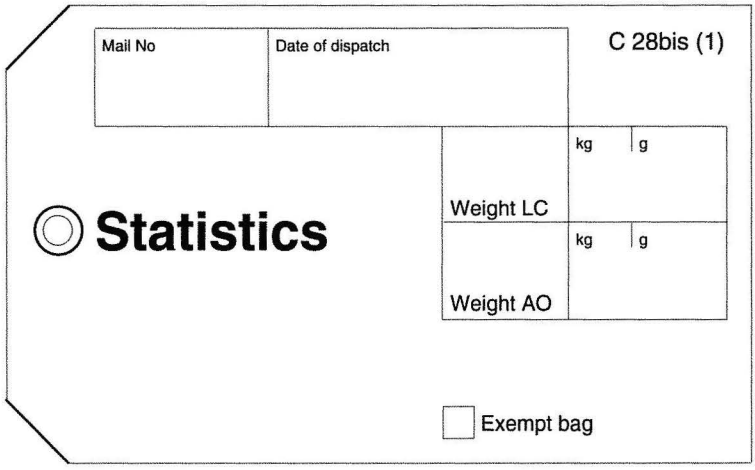
Convention, Washington 1989, art 167, para 1 – Size 125 x 60 mm, colour green

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

---

1) Form amended by the 1989 Washington Congress as a consequence of prop 2562.4 which provides for the weight of each bag to be indicated. Since all the mails are numbered, the indication of the date of dispatch is no longer necessary to identify the mail, but this indication may sometimes be useful for the operational services of the adm of origin. Adms' latitude to slightly modify the text and sizes of the form should also make it possible to delete the heading about the date of dispatch if the adm of origin considers that it is not necessary (II Congress/C 5 – Rep 9, props 2562.9, 2562.4 and 2928.2).

2) To be printed on the basis of the mail classification system used.



Convention, Washington 1989, art 183 – 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) and amended by the 1989 Washington Congress (II Congress/C 5 – Rep 9, prop 3928.2).

Dispatching administration	C 29 **ROUTINE CORRESPONDENCE** Date / No Reply to No / Date
Administration of destination	A letter written on this form does dot require any preamble or salutations. The address of the addressee is necessary only if an envelope with a transparent panel is used
Subject	

Convention, Washington 1969, art 194 – Size 210 x 297 mm

C 30

LC – Priority (1)

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

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

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

C 30

AO – Non-priority (1)

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

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

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

R ☐ **LC – Priority**(1) ☐ **AO – Non-priority**(1)

Number of registered items

C 30

Dispatching administration

Portugal

Dispatching office

Lisboa

Dispatching official

Office of destination

ANKARA

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

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

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

1) To be printed according to the classification system used.

Creditor administration

C 31 (1)

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

Date of account

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

Serial No	Letter-post items		Letters authorizing recoveries (name of office, date, reference No of debtor administration)	Amount
	Item No and office of origin	Destination		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	Seen and accepted by the debtor administration
Place, date and signature	Place, date and signature

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

Convention, Washington 1969, art 201, 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

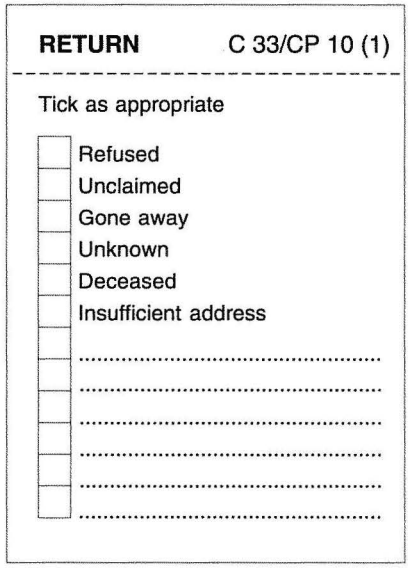
C 32 (1)

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, Washington 1989, art 151, para 12 – Size 210 x 297 mm

1) Form adopted by the 1979 Rio de Janeiro Congress (II 1548, prop 2930.92).



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

1) Form created by the 1984 Hamburg Congress (II 353 and 540, props 3543.3 and 5535.2).

Postal administration of

C 33/CP 10bis (1)

Office preparing the report

INFORMATION ABOUT A SEIZED POSTAL ITEM

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

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

Description of seized item

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

Information about the seizure

Reason for seizure

☐ Hazardous materials ☐ Violates import regulations ☐ Obscene articles

☐ Narcotics ☐ Violates public/moral/religious precepts ☐ Other

Applicable regulation — Article / Paragraph / Section

☐ UPU Convention ☐ UPU Postal Parcels Agreement

☐ National legislation (specify)

Consequently, we have seized

☐ the entire contents of the item

☐ the part of the item specified below which violates current regulations:

In witness whereof we have prepared this report in duplicate, in order that effect may be given to it in accordance with article 41, paragraph 8, of the Convention (Washington 1989)

Stamp and signature of customs official	Stamp and signature of head of office at which seizure took place

Reserved for the office of origin of the item

Comments, if any

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

Convention, Washington 1989, art 147 – Size 210 x 297 mm

1) Form created by the 1989 Washington Congress (II Congress/C 4 – Rep 2, prop 2933.91). See Conv, art 41, note 18.

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

Convention, Washington 1989, art 110 – Size 210 x 297 mm

VD 2



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

1) See art 137, 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		

No serial	No of the mail	Office of origin	Place of destination	Amount of insured value	Observations
1	2	3	4	5	6
				SDR	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Stamp of dispatching office of exchange Signatures of officials	Stamp of office of exchange of destination Signatures of officials

Convention, Washington 1989, art 163, para 1 – Size 210 x 297 mm

Postal administration

REPORT
Insured letter

VD 4

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 The item is sealed by (1) ☐ wax seals ☐ security tapes (1) ☐ (1) ☐ The item is unsealed (1) 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, Washington 1989, art 170, para 8 – 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

1) New boxes added by the 1989 Washington Congress (II Congress/C 4 – Rep 9, prop 2904.1).

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, Washington 1989, art 225, para 1, a)

Convention, Washington 1989, art 225, para 1, a – Size 210 x 297 mm

Dispatching administration

AV 2

BILL
Weight of à découvert airmail correspondence

Dispatching office of exchange	Date of bill / No
	Airmail correspondence ☐ unregistered
Office of exchange of destination	☐ registered
Administration of destination of the mail	Mail / No ☐ surface ☐ air Date of dispatch / Time

Notes. The weight of correspondence à découvert and, where applicable, for a specific zone, is rounded off to the nearest ten grammes, upward for fractions above 5 grammes, downward for those below
During the statistical period put a large capital letter "S" at the top of this form

Groups of countries for which the conveyance dues are the same	Net weight LC/AO	Observations
1	2	3

Stamp of dispatching office of exchange	Stamp of office of exchange of destination

Convention, Washington 1989, art 213, para 1 – Size 210 x 297 mm

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 No 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, Washington 1989, art 218, 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 C 12 letter bills

Date of dispatch	No of mail	Office of origin	Office of destination	Weight LC/AO – Priority		Weight M bags (1)		Observations
1	2	3	4	5		6		7
				kg	g	kg	g	
Totals								

Office of destination
Place, date and signature

Convention, Washington 1989, art 176, para 1 – Size 210 x 297 mm, colour yellow

1) Col created by the 1984 Hamburg Congress (II 457, 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 – Priority	LC/AO – Priority	LC/AO – Priority	LC/AO – Priority	
1	2	3	4	5	6	7
		g	g	g	g	
Totals						
To be multiplied by 12[1]						
To be carried forward to AV 5 form						

[1] In the case of AV 4 statements for correspondence sent during statistical periods

Convention, Washington 1989, art 218, 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	Categories of items	Weight carried during the month or months of						Total weight		Cost of conveyance per kg		Total conveyance dues payable	
1	2	3		4		5		6		7		8	
		kg	g	kg	g	kg	g	kg	g	SDR		SDR	
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	LC/AO												
	CP												
	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, Washington 1989, art 219, para 1 – Size 210 x 297 mm

Administration of destination of the airmails

AV 5bis (1)

STATEMENT OF WEIGHTS OF AIRMAILS RECEIVED
Airmail terminal dues

Administration of origin of the airmails	First quarter / Second quarter / Third quarter / Fourth quarter	Year

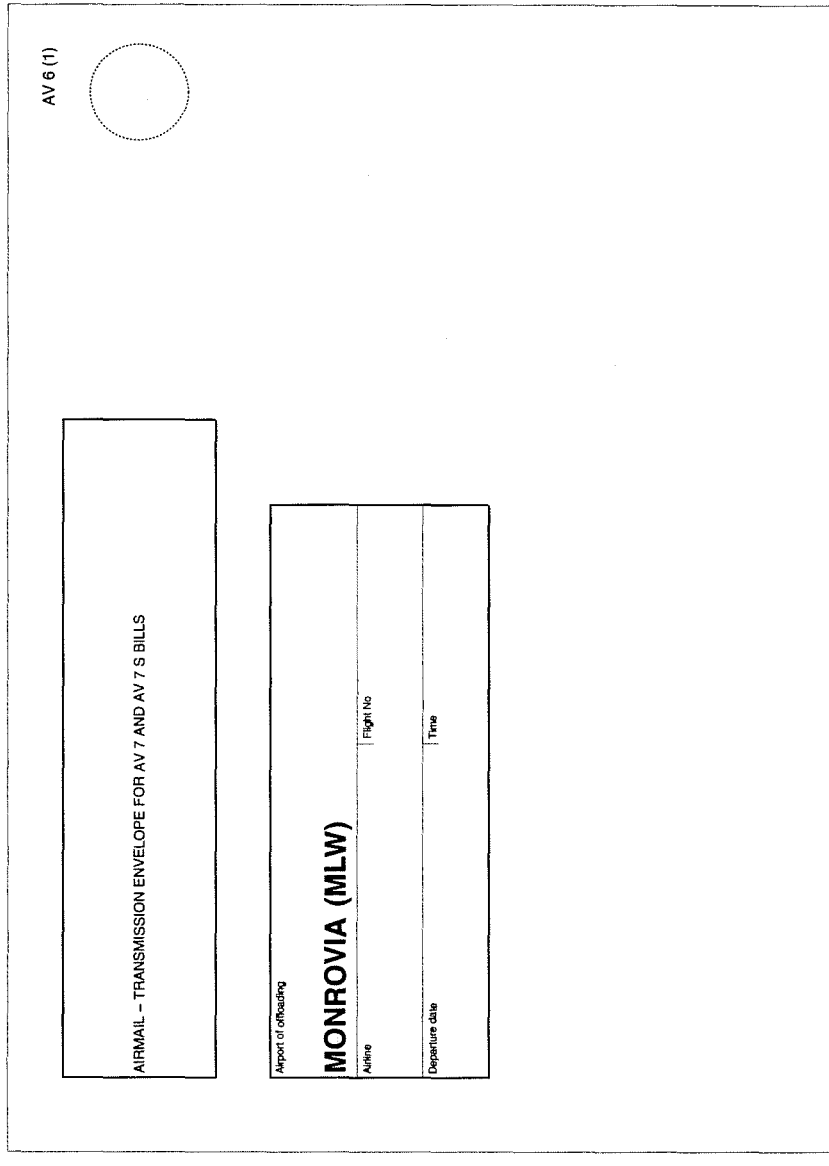
Summary of AV 3bis statements

Office of origin	Office of destination	Weight of LC/AO bags – Priority		Weight of M bags		Observations
1	2	3		4		5
		kg	g	kg	g	
Total of weights to be entered on C 20bis detailed account						

Administration of destination of the airmails Place, date and signature	Seen and accepted by the administration of origin of the airmails Place, date and signature

Convention, Washington 1989, art 176, para 2 – Size 210 x 297 mm, colour yellow

1) Form recast by the 1984 Hamburg Congress (II 457, prop 3955.3/Rev 1).



Convention, Washington 1989, art 206, para 2, c – Size 229 x 162 mm, colour light blue

1) See art 206, 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	(2)	Airport of offloading
LONDON-HEATHROW (LHR)		**MONROVIA (MLW)**

No of mail	Office of origin	Office of destination	Number of			Gross weight of bags, etc						Observations
			LC/AO bags and covers[1]	(3) M bags	CP bags and unclosed parcels[2]	LC/AO		(3) 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, Washington 1989, art 206, para 1 – Size 210 x 297 mm

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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 83, note 3.

3) Cols created by the 1984 Hamburg Congress (II 469, prop 3962.3/Rev 1).

Airline originating substitute bill

Airport of origin of substitute bill

SUBSTITUTE DELIVERY BILL

☐ AV 7 ☐ C 18bis

Date of substitute bill

AV 7/C 18bis (1)

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

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

II. Actual conveyance of mails

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

III. Stamps and signatures

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

Convention, Washington 1989, art 208, para 2 – Size 210 x 297 mm

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

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

1 When airmail or S.A.L. mail is received at an airport without an accompanying AV 7 or C 18bis, the airline receiving the mail shall prepare on the basis of the AV 8, AV 8bis, CP 24 and/or CP 24bis label(s), a substitute delivery bill conforming to the specimen developed jointly by the UPU and IATA

2 The number of copies to be prepared will vary with the circumstances of each case. In addition to the number of copies required by the preparing airline for its internal records and accounting, the following copies will be required:

- one copy for the administration of origin
- two copies for the administration of destination or, if the mail is handed over to an intermediate administration, for the intermediate administration
- if the mail is directly transhipped to another airline or airlines, three copies for each additional airline involved

3 It will be the responsibility of the administration receiving the mail with a substitute document to provide the necessary copy to the administration of origin as an annex to a C 14 verification note documenting the arrival of the mail without the original bills

4 It will be the responsibility of the airlines to print the substitute documents in the format of the specimen agreed upon. The original and copies shall be white in colour

5 The postal administration shall accept the substitute delivery bill, properly endorsed by the receiving office of exchange, for the settlement of accounts with the airlines

1) Form created by the 1989 Washington Congress (II Congress/C 6 – Rep 2, prop 4607.1, Congress/WP Forms – PV 8).

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	Airport of offloading
LONDON-HEATHROW (LHR)	**MONROVIA (MLW)**

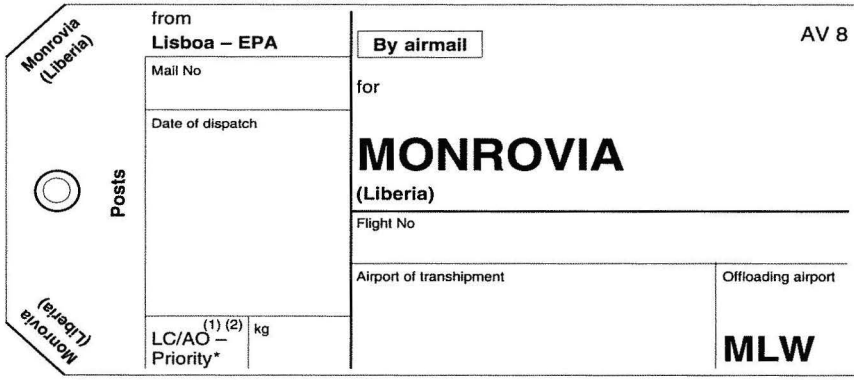
No of mail	Office of origin	Office of destination	Number of sacks of empty bags	Gross weight		Observations
1	2	3	4	5		6
				kg	g	
Totals						

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, Washington 1989, art 216, 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 216, note 1.



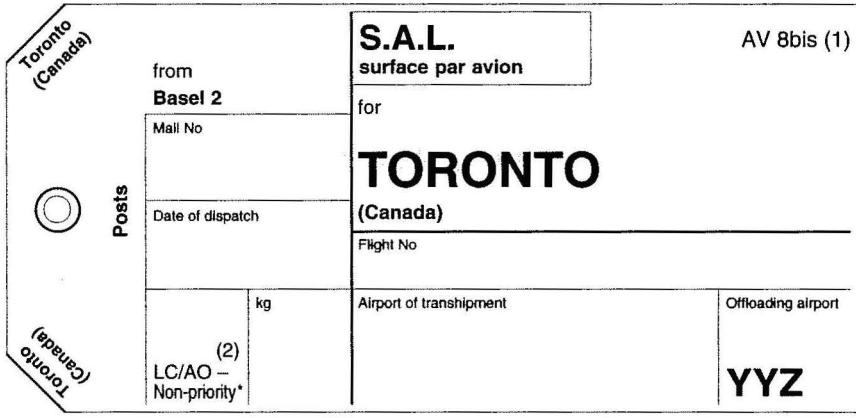
* On red labels: LC/AO – Priority
On white labels: LC/AO – Priority
On blue labels: AO
On green labels: SV

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

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

1) If M bags are sent by air, "LC/AO" should be replaced by "M".

2) "Priority" was added by the 1989 Washington Congress (II Congress/WP Forms – PV 8).



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

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

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

1) See art 221, note 4. Adms may use labels with distinctive borders.

2) "Non-priority" was added by the 1989 Washington Congress (II Congress/WP Forms – PV 8).



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

1) Form created by the 1989 Washington Congress (II Congress/C 6 – Rep 3, prop 4908.91, Congress/WP Forms – PV 7).

AV 9

Administration dispatching the mail

Dispatching office

AIRMAIL DISPATCH

No

Without documents

WEIGHT LC/AO

g

Flight No

Airport of transhipment

LONDON-HEATHROW (LHR)

AIRMAIL DISPATCH

for

MONROVIA (MLW)

(Liberia)

Convention, Washington 1989, art 203, para 1 – Size 250 x 176 mm or 353 x 250 mm, colour blue

AV 10

LC – Priority

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

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

R ☐ LC – Priority ☐ AO | Number of registered items | AV 10 By airmail

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination

MADRID AP

In case of irregularity, this label must be attached to the verification note (1)

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

LC – Priority | **Correspondence à découvert By airmail** | AV 10

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination of the mail

MADRID AP

No of group of countries of destination

In case of irregularity, this label must be attached to the verification note (1)

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

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

AO **Correspondence à découvert** **By airmail** AV 10

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination of the mail

MADRID AP

No of group of countries of destination

In case of irregularity, this label must be attached to the verification note (1)

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

R **LC – Priority** Number / Number **AO**

Registered items à découvert **By airmail** AV 10

Dispatching administration

Sweden

Dispatching office

Stockholm Flyg

Dispatching official

Office of destination of the mail

MADRID AP

No of group of countries of destination

In case of irregularity, this label must be attached to the verification note (1)

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

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

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

Name of creditor administration

Administration preparing the AV 11 account	Seen and accepted by the administration receiving the AV 11 account
Place, date and signature	Place, date and signature

Convention, Washington 1989, art 219, para 5 – Size 210 x 297 mm

Other decisions of the 1989 Washington Congress in relation to the Convention and its Detailed Regulations (1)

1) A complete list of the decisions of the 1989 Washington Congress, other than amendments to the Acts, is given in numerical order on pp 417–420 of vol III/1 of the Docs of that Congress.

Resolution C 10/1989

Regulations for printed papers

Congress,

Having noted
the work done by the Executive Council within the framework of the study on the classification of letter-post items,

Noting
that the majority of administrations which took part in the consultation conducted by circular letter No 3390.2(B)1491 of 29 May 1987 were of the opinion that articles 126 to 128 of the Detailed Regulations of the Convention (Hamburg, 1984) (now articles 128 to 130) should be shortened and the regulation of certain details left to the discretion of the administration of origin of the item,

Also noting
that the International Publishers' Association (IPA) thinks that article 19 of the Convention (Hamburg, 1984) (now article 20) should be modernized in order to admit as reduced-rate printed papers catalogues produced on CD ROM, floppy disks or cassettes as well as publications accompanied by audio or visual materials,

Instructs

the Executive Council to conduct a study aimed at modernizing and simplifying the regulations concerning printed papers.

(Proposal 2000.1, Committee 4, 1st meeting; Congress – Doc 78.1, 14th plenary meeting)

Resolution C 11/1989

Reconstitution of the CCC–UPU (Customs Co-operation Council – Universal Postal Union) Contact Committee and establishment of national postal–customs contact committees

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 must be continued;
- of the value of establishing national postal–customs contact committees,

Considering
that the cooperation between the UPU and the CCC which has existed since 1965 is in the best interests of both organizations,

Urges

member countries to do everything possible to establish national postal–customs contact committees the better to solve any local problems,

Authorizes

the Executive Council to reconstitute the CCC–UPU Contact Committee in order to continue the study of common problems.

(Proposal 2000.4, Committee 4, 5th meeting; Congress – Doc 78.1, 14th plenary meeting)

Resolution C 12/1989

Action to enhance the security and integrity of international mail

Congress,

In view of
- the fundamental responsibility of postal administrations to assure the inviolability of postal items;

- the need to develop international policies, standards and programmes to assist administrations in their joint efforts to fulfil this responsibility and to maintain the integrity of the international postal system;
- the desirability of updating the measures referred to in Lausanne Congress recommendation C 63;
- the role which the UPU can play with a view to coordinating this effort;
- 1987 UN General Assembly resolution 42/159 requesting that certain organizations in the UN system, including the UPU, consider what further measures could be taken to combat and eliminate terrorism,

Considering
- the increase in criminal acts committed against the international mails;
- the vulnerability of the international postal system to criminal acts committed through or against the Posts (theft, fraud, traffic in drugs, pornography);
- the specialized knowledge and skills required to counter criminal activity directed against the Posts and the limited resources available to counter this activity,

Aware
- of the social and business importance of maintaining public confidence in the security of postal items;
- of the advantages postal administrations with governmental status and public service orientation should have over private sector competition in assuring the security of mail,

Noting
recent trends towards increasing international cooperation to improve understanding of international mail security issues, including:
- the international study of postal crime conducted by INTERPOL between 1984 and 1986;
- the 1987 conference in Vienna on narcotics trafficking by all means, including the international Post, sponsored by the United Nations Fund for Drug Abuse Control (UNFDAC);
- the joint UPU–Customs Co-operation Council efforts relating to the conduct of seminars for postal staff on the detection of narcotics trafficking through the post, and the conduct of the first seminar, funded by the UNFDAC, in Bangkok in October of 1988;
- the PUAS-sponsored conference on mail security held in Mexico City in August 1988, the resulting Declaration on Mail Security which was adopted by the PUAS Consultative and Executive Council in September 1988, and the follow-up conference in Rio de Janeiro in August 1989,

Urges

members to assess the adequacy of national policies and current legislation governing the security and integrity of mail and to adopt appropriate changes as necessary to achieve improvements in this area,

Instructs

the Executive Council (EC) and the Consultative Council for Postal Studies (CCPS), within their respective areas of responsibility, and with the support of the International Bureau, to convene a group of experts in postal security and to develop and adopt initiatives regarding international policies, standards and programmes which can be undertaken prior to the next Congress.

(Proposal 2000.5, Committee 4, 1st meeting; Congress – Doc 78.1, 14th plenary meeting)

Resolution C 13/1989

Universal logo to identify the postal services

Congress,

Having noted
that, despite the fact that the UPU possesses its own symbol which is traditionally associated with the image of the Union, the postal services do not bear any modern marking likely to produce an impact on the market and enabling them, like EMS, to be identified in any region of the world,

Aware
of the need to adopt a unique symbol that will convey to users the ideas of speed, security and reliability,

Instructs

the Consultative Council for Postal Studies to carry out a study on the possibility of creating a universal logo that will enable the postal services to be identified.

(Proposal 2000.13, Committee 4, 1st meeting; Congress – Doc 78.1, 14th plenary meeting)

Resolution C 24/1989

Cooperation between the Executive Council and the Consultative Council for Postal Studies towards the establishment of telematics in the Universal Postal Union

Congress,

Noting
that telematics is enjoying an amazing boom at the present time and that it constitutes a fundamental element of the development of society and that its place in that development will continue to expand keeping pace with the gradual introduction throughout the world of information technology in every field of human endeavour,

Noting
that the communications structures which will form one of the bases of society in the 21st century will rely on the intensive use of telematics,

Believing
that, to play a major role in tune with the times, the UPU must keep abreast of this inevitable development in order to retain its share of the communications market by offering modern and competitive services to the customers of the Post,

Considering
on the one hand, the existence of ISO standard 9735 EDIFACT (Electronic data interchange for administration, commerce and transport) developed by the UN and adopted by the ISO,

Considering
on the other hand, the adoption of that standard by organizations which are the UPU's partners in trade (Customs Co-operation Council (CCC) and International Air Transport Association (IATA) among others),

Considering
the invitation extended to the UPU by the CCC to establish telematic interfaces between the two organizations,

Deeming
that the UPU must respond positively to the CCC's invitation and establish telematic links with Customs,

Deeming
that, in order to integrate harmoniously with all the links between all the organizations concerned, the UPU must initiate negotiations with those organizations which are its usual trade partners,

Instructs

the Executive Council, in conjunction with the Consultative Council for Postal Studies, to take appropriate measures for the gradual introduction of telematic links with the UPU's trade partners by the most expedient means, taking account of the interests of all the postal administrations of member countries, both developed and developing.

(Proposal 5000.3, 10th plenary meeting; Congress – Doc 78.1, 14th plenary meeting)

Recommendation C 31/1989

Use in the postal services of paper manufactured using non-polluting processes ("ecological" paper)

Congress,

Noting
that postal administrations are using an ever-increasing amount of paper,

Considering
that the environment is deteriorating throughout the world because of water and air pollution,

Recognizing
that the discharge of chloride causes serious damage to fish, algae, seaweed and other marine organisms,

Aware
of the need to reduce the use of products the manufacture of which is a source of pollution, for instance, paper bleached with chlorine,

Recommends

postal administrations to select for the needs of the postal services paper manufactured by processes that cause as little pollution as possible.

(Proposal 2000.2, Committee 4, 1st meeting; Congress – Doc 78.1, 14th plenary meeting)

Recommendation C 32/1989

Items for delivery free of charges and fees

Congress,

Considering
that the service for delivery of items free of charges and fees (FDD) is a valuable service for large business customers of the Post, which can use the service for

mailing products to their customers, without the need for the addressees to pay customs fees and similar charges,

Noting
that, although many administrations offer the FDD service for postal parcels, not all of them also offer the service for customers in the letter-post services,

Considering
that, for customers of the Post, the letter-post services often offer a service that is quicker, and especially simpler, in terms of customs documentation and procedures,

Recognizing
therefore, that this service in the letter post is an attractive service especially for customers who wish to send low value goods within the limits of the C 1 green label,

Recommends

postal administrations to include the service for delivery of items free of charges and fees as widely as possible in their range of letter-post services, and in their relations with other administrations that already offer the service.

(Proposal 2000.17, Committee 4, 5th meeting; Congress – Doc 78.1, 14th plenary meeting)

Recommendation C 33/1989

Conclusion of bilateral agreements on service targets

Congress,

Noting
the efforts to improve the quality of international postal service resulting from the Declaration of Hamburg,

Having noted
that the Executive Council has acknowledged the necessity of incorporating quality of service targets in the Convention,

Aware
of the importance of rapid and reliable postal transport in order to compete with private transport companies,

Recommends

- administrations of origin and destination to conclude a bilateral agreement regarding service targets for letter-post items based on a detailed analysis of operational and transport arrangements between the two administrations;
- administrations to agree on the measures that each will take in order to achieve the ultimate service targets;
- administrations to set up monitoring systems in order to identify where problems are occurring;
- administrations to conduct regular reviews of the bilateral agreements in order to monitor progress towards the ultimate target and to agree on what, if any, further measures are needed.

(Proposal 2000.21, Committee 4, 1st meeting; Congress – Doc 78.1, 14th plenary meeting)

Recommendation C 34/1989

Packaging used for the conveyance of postal items

Congress,

In view of
decision C 21 of the 1984 Hamburg Congress instructing 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,

Considering
the provisions of article 20, paragraph 1, c, of the Universal Postal Convention and of article 113, paragraphs 1, c and 2, of its Detailed Regulations (Hamburg 1984),

Basing itself
on the results of study 635 conducted by the CCPS,

Aware
of the difficulties involved in providing the packaging issue with greater standardization than currently exists,

Noting
the possibilities available to the administrations for applying the standards defined by the ISO,

Concerned to
facilitate the identification of postal markings as well as the handling and sorting of packing bags, cartons and boxes,

Recommends

that the postal administrations:

a use, for the closing of packing bags, either an adhesive or a self-adhesive closing mechanism, particularly for reasons of labour protection, the latter method to be used especially in cases where it is required that control of the content of an item shall be possible;

b ensure that the markings conform to the relevant provisions of the Universal Postal Convention and its Detailed Regulations with regard to the address area on packing bags, cartons and boxes;

c provide an area for stamps on packing bags, for technical and work method reasons, in accordance with the provisions of the Detailed Regulations of the Universal Postal Convention;

d provide, by mutual agreement, areas for markings and imprints on packing bags, cartons and boxes, in accordance with the provisions of the Detailed Regulations of the Universal Postal Convention, viz:
   - a specific area for technical postal markings;
   - a specific area for the postal category of the items;

e use a single common colour combination on packing bags, cartons and boxes making as big a contrast as possible between the colour of the packaging and the printed markings;

f
   and boxes, study the possibilities of using packing bags, cartons and boxes without any text printings;

g not require a separate wrapping in the international postal traffic for packing cartons and boxes;

h bring the above recommendations to the attention of their customers.

(Proposal 2500.5, Committee 4, 1st meeting; Congress – Doc 78.1, 14th plenary meeting)

Recommendation C 35/1989

Return to origin of airmail correspondence

Congress,

Taking note
of the results of the study carried out by the Executive Council in implementation of 1984 Hamburg Congress resolution C 82,

Noting
that, according to the results of that study, almost all administrations have no special difficulty in applying the new provisions set out in articles 80, paragraph 1, and 81, paragraph 1, of the Convention (Hamburg, 1984) concerning the redirection of airmail letters and airmail postcards by the quickest route (air or surface),

Observing also
that the cost of return to origin of airmail AO by the same route is low compared with the improvement in the service rendered to customers of the Post,

Recognizing
the impact on the quality of the international postal service, faced with pressure from the competition of the general introduction of the return to origin of airmail items by air,

Having adopted
the principle of systematic redirection of airmail correspondence by the quickest route, air or surface,

Recommends

administrations which do not already systematically use the air route for the return to origin of AO airmail items to use that route to the greatest possible extent in accordance with their economic circumstances.

(Proposal 4000.1, Committee 6, 1st meeting; Congress – Doc 78.1, 14th plenary meeting)

Decision C 46/1989

Make-up of items containing goods not to be opened without special precautions

Congress

Instructs

the Executive Council:
- to undertake, in cooperation with IATA, a study of proposal 2518.1 concerning the make-up of items containing goods not to be opened without special precautions;
- at the end of its work, to make any proposals under its new powers.

(Proposal 2518.1, Committee 4, 3rd meeting; Congress – Doc 78.1, 14th plenary meeting)

Formal opinion C 54/1989

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 (Hamburg, 1984) (now article 41) 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;
- that the technique known as "controlled delivery" is an effective means of helping to identify persons involved in trafficking,

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;

iii to approach the legislative authorities, in consultation with the customs services, to ensure that laws and regulations do not prevent the use of the technique known as "controlled delivery"; the Customs of the transit country, if necessary with the agreement of the competent authorities, must take appropriate measures to inform the customs authorities of the country of destination and, possibly, of the country of origin of the suspect mails.

(Proposal 2500.2, Committee 4, 5th meeting; Congress – Doc 78.1, 14th plenary meeting)

Resolution C 55/1989

New presentation of the List of Prohibited Articles

Congress,

Having taken cognizance of
the study conducted by the Executive Council in implementation of 1984 Hamburg Congress resolution C 54,

Noting
that the results of that study had revealed:
- the lack of a general system of methodical classification of natural or manufactured products, except for the Customs Co-operation Council's (CCC) Harmonized Commodity Description and Coding System;
- the suitability of the above-mentioned Harmonized System for satisfying the postal administrations' need for a master classification system for arranging in a logical structure products subject to conditional or total restrictions in international exchanges,

Approves

the attached model presentation of the List of Prohibited Articles,

Instructs

the International Bureau to distribute this model to all postal administrations, and

Invites

postal administrations to prepare the list of their prohibited articles, in collaboration with their customs administration, on the basis of the above-mentioned model.

(Proposal 2500.4, Committee 4, 6th meeting; Congress – Doc 78.2, 14th plenary meeting)

New presentation of the List of Prohibited Articles

Note presenting the Harmonized System for insertion in the end papers of the next edition of the List of Prohibited Articles

The Harmonized Commodity Description and Coding System is a systematic list of goods prepared by the Customs Co-operation Council in 1983.

The classification used in the Harmonized System is methodical, not alphabetical, and takes into account the origin or the kingdom of the products (animal, vegetable or mineral kingdom), the material from which the goods are made (plastic, rubber, wood) and, in the case of machinery and apparatus, the industry or sector which uses them.

The multipurpose nomenclature of the Harmonized System contains 1241 headings grouped into 96 chapters, divided into 21 sections. Products are identified by a 6-digit code: the first two digits indicate the number of the chapter where the heading is located, the next two show the heading within the chapter and the last two digits indicate the one or two-dash subheading (the absence of subheadings is indicated by a zero).

In addition to the structured nomenclature consisting of a list of headings classified systematically and subdivided, where necessary, into subheadings, the Harmonized System includes section and chapter notes (including subheading notes) together with the General Rules for the interpretation of the Harmonized System. The System entered into force on 1 January 1988 and provides a methodical classification for 5019 separate groups of goods; this should make it possible to classify, without difficulty, articles and substances subject to restrictions which the Post must take into account.

NB. – The 35 pages provided as a model are not reproduced in this document but are annexed to proposal 2500.4 which was adopted by Committee 4 at its 6th meeting.

Resolution C 63/1989

Use of a symbol for literature for the blind

Congress,

Aware of the fact
that the present regulations do not provide for a distinct symbol for literature for the blind,

Considering
that, for this reason, such items are not always handled in the best possible way, particularly as regards customs clearance,

Instructs

the Executive Council:
a to conduct, with the cooperation of the international organizations concerned, a study aimed at determining whether the adoption of a distinct symbol for literature for the blind is called for;
b if appropriate, to propose to the next Congress a symbol which would ensure optimum quality of service for items of literature for the blind.

(Proposal 2000.20, Committee 4, 7th meeting; Congress – Doc 78.2, 14th plenary meeting)

Resolution C 64/1989

Indication of the reason for delayed delivery of items on the C 9 inquiry form

Congress,

Referring
to article 147, paragraph 7, of the Detailed Regulations of the Universal Postal Convention (Hamburg, 1984) (now article 151, paragraph 7), according to which "if ... 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",

Aware
of the importance of indicating the reason for the delayed delivery of a registered item or an insured letter on the C 9 form, in order to give a full and appropriate reply to the inquirer and avoid the detriment such delay is likely to cause both to the

inquirer and to the administrations, which may well see their customers turn to other firms that offer them a better service,

Noting
that it is very common to receive C 9 forms stating that the item has been delivered 30 days or more after the date of dispatch without any reason for the delay being given,

Considering
that this lack of information gives rise to a new delay because it obliges the administrations to investigate the reason for the delay and thus further postpones the time when the inquirer can receive a full reply,

Recommends

the postal administrations of member countries to instruct their offices on the need to complete all parts of the C 9 form and, in particular, to give the reason for the delayed delivery, retention or return to origin, in order to provide the inquirer with precise information.

(Proposal 2500.3, Committee 4, 7th meeting; Congress – Doc 78.2, 14th plenary meeting)

Resolution C 65/1989

Exclusion of dangerous goods from airmail

Congress,

Considering
the provisions of article 36 of the Convention (Hamburg, 1984) (now article 41) (especially paragraph 4, d) pertaining to the prohibition of transport of dangerous substances,

Having taken note
of the proceedings of the IATA–UPU Contact Committee concerning airmail conveyance of dangerous goods, proceedings which once again underscored the gravity of the risks attendant upon such transport,

Taking note
of the measures advocated by that Contact Committee and endorsed by the Executive Council with a view to excluding the insertion of dangerous goods in postal items through enhanced educational and awareness activities for the benefit of postal staff and users, among other means through the organization of displays, the distribution of films and the production of posters dealing with dangerous goods,

Aware
of the work that remains to be done by postal administrations in their activities to combat the transport of dangerous goods,

Urges

postal administrations:
- to strengthen measures aimed at preventing the insertion of dangerous articles in postal items and, where appropriate, at detecting at the time of posting items containing such articles;
- to develop to this end educational measures suited to the local situation, for the benefit of postal users and staff;
- to ensure wide dissemination of these measures and appropriate training of the staff, using the most effective modern technical methods (audiovisual or others),

Instructs

the Executive Council to continue to monitor this question closely during the five-year period 1990–1994.

(Proposal 4000.3, Committee 6, 2nd meeting; Congress – Doc 78.2, 14th plenary meeting)

Resolution C 71/1989

Methods for improving the return of empty mailbags

Congress,

Recognizing
that mailbags remain, and are likely to remain for some time, the principal means by which mail is carried throughout the world,

Noting
that the non-return of international mailbags can be for many countries, both developed and developing, detrimental to the efficient provision of services,

Urges

all administrations to return empty mailbags, both efficiently and promptly, to the countries to which they belong, by rigorously observing the requirements of article 168 of the Detailed Regulations of the Convention (now article 173),

Invites

all administrations to consider the conclusions and recommendations contained in the report of study 625 as carried out by the Consultative Council for Postal Studies and intended for publication as a Collection of Postal Studies brochure,

Recommends

a those administrations which have problems caused by the non-return of mailbags to consider setting up simple but cost-effective recording systems in order to ascertain:
   - the proportion of bags which are not returned;
   - whether that proportion can be considered as an acceptable loss;
   - which administrations may be principally responsible for the failure to return bags;

b those administrations which have such problems to make direct contact with the administrations concerned to seek the return of their bags or, failing that, applying the provisions of article 168, paragraphs 6 and 7 (now article 173, paragraphs 7 and 8), in order to obtain reimbursement;

c all administrations to consider the use of schemes for bag-sharing, or the reciprocal use of mailbags, as well as the use of one-trip mailbags, in order to increase the availability of mailbags;

d all administrations to consider the more extensive use of containers for conveying loose-loaded parcels, letters in letter trays or boxes and similar types of mail which do not require the use of mailbags.

(Proposal 2500.1, Committee 4, 9th meeting; Congress – Doc 78.2, 14th plenary meeting)

Resolution C 73/1989

Basic airmail conveyance rate

Congress,

Having taken note
of the Executive Council report on the work carried out in conjunction with IATA on the subject of the basic airmail conveyance rate,

Noting
that it appears from that work and from the work of previous years that it has not been possible to propose a rational system for fixing the basic airmail conveyance rate,

Considering
also the need to maintain in the Acts of the Union, for the settlement of accounts between administrations, a basic rate which takes account of updated economic data relating to the air transport market,

Taking note
of ICAO's offer to assist in developing a concept of airmail costs,

Instructs

the Executive Council:
i to gather, on the eve of each Congress, the most significant financial information obtained from IATA and ICAO to enable it to propose, if need be, an updating of the basic airmail conveyance rate (in accordance with a method to be developed);
ii to present, in any case, a report on its activities and, if appropriate, proposals for amending the Acts of the Union.

(Proposal 4000.4/Rev 1, Committee 6, 3rd meeting; Congress – Doc 78.2, 14th plenary meeting)

Recommendation C 74/1989

Bundling of "flat" envelopes

Congress,

Noting
that most administrations insert "flat" envelopes loose into bags, resulting in extensive mail preparation in the administration of destination,

Aware
that bundling of such items by the dispatching administration improves overall service levels,

Recommends

that administrations appropriately bundle "flat" envelopes dispatched abroad.

(Proposal 2000.7, Committee 4, 8th meeting; Congress – Doc 78.2, 14th plenary meeting)

Recommendation C 75/1989

Use of appropriate bundling materials

Congress,

Aware
that some bundling materials such as slippery twine are inadequate, particularly since this becomes brittle with use and breaks, resulting in extensive mail preparation in the country of destination,

Recommends

that administrations make use of more appropriate bundling materials.

(Proposal 2000.8, Committee 4, 8th meeting; Congress – Doc 78.2, 14th plenary meeting)

Recommendation C 76/1989

Increased containerization of mails

Congress,

Noting
the results of CCPS study 626 (CCEP 1988/C 2 – Doc 3.6a),

Recognizing
that bilateral tests have effectively demonstrated the benefits of using receptacles other than bags (such as trays) in the exchange of mails,

Urges

administrations to proceed with the development and use of such receptacles in their service for both internal and international operations, and

Recommends

that administrations which are already implementing or developing a containerization programme actively seek bilateral agreements for use of these receptacles in their international service.

(Proposal 2000.9, Committee 4, 8th meeting; Congress – Doc 78.2, 14th plenary meeting)

Recommendation C 77/1989

Reservations to chapter III of the Universal Postal Convention and part III of the Postal Parcels Agreement dealing with liability

Congress,

Noting
that reservations have been made with regard to the provisions of chapter III of the Universal Postal Convention and part III of the Postal Parcels Agreement dealing with liability,

Concerned
at the fact that these reservations not only are detrimental to postal administrations, in that they endanger their interests, but are especially and directly detrimental to users of the post, to whom these administrations are accountable,

Recognizing
the sovereign right of countries to submit reservations to the Acts, in accordance with UPU practice in the matter,

Keeping in mind
that, despite this sovereign right, countries must endeavour to refrain from submitting reservations of this kind,

Aware of the fact
that such reservations are dictated by internal contingencies or by the legislation of the countries submitting them,

Considering
recommendation C 51/Tokyo 1969, recommendation C 70/Lausanne 1974, decision C 20/Rio de Janeiro 1979 and resolution C 73/Hamburg 1984,

Recommends

i postal administrations to refrain from submitting reservations concerning the provisions of chapter III of the Universal Postal Convention and of part III of the Postal Parcels Agreement dealing with liability;
ii postal administrations which uphold the reservations they make to these provisions to do their utmost to get their appropriate national authorities to remedy their domestic problems or to adapt their national legislation leading to the submission of such reservations, so that the latter can be reviewed and withdrawn from the Final Protocols to the UPU Acts.

(Proposal 2000.11, Committee 4, 6th meeting; Congress – Doc 78.2, 14th plenary meeting)

Recommendation C 79/1989

Standardized electronic messages for dispatches

Congress,

Recognizing
the advantages of receiving and utilizing advance information on dispatches to enhance the procedures for tendering, transferring, receiving and verifying mail dispatches by both the postal administrations and the airlines,

Desiring
to define standardized formats for electronically transmitting the information pertaining to dispatches exchanged between postal administrations and the airlines,

Noting
that the frequent non-receipt of the delivery bill at the final destination gives rise to unnecessary staff expenditure for receiving the mail and processing inquiries,

Recommends

the use of the IATA IMP cargo standard as an intermediate format for the electronic transmission of dispatch messages, until such time as messages in the UN EDIFACT standard can be developed and approved,

Instructs

the Executive Council, on the basis of the recommendations of the IATA–UPU Contact Committee, to finalize development of standardized message formats, to be disseminated through the International Bureau, comprising the following data elements:

- administration of origin of the AV 7;
- exchange office of origin of the AV 7;
- exchange office of destination of the AV 7;
- AV 7 number (control mechanism generated by computer);
- transportation/routeing information:
  - air carrier(s);
  - flight number(s);
  - date;
  - origin/destination/transfer points;
- dispatch details:
  - dispatch number;
  - office of origin of the mail;
  - office of destination of the mail;
  - bag number (computer-generated control number);

- mail class and special category;
- weight of the bag;
- total number of bags by class;
- total weight by class,

Further instructs

the Executive Council to determine and specify the data to be included in:
a messages exchanged between the postal administrations of origin and the airlines;
b messages exchanged between postal administrations of origin, transit and destination.

(Proposals 4000.2 and 4000.5, Committee 6, 2nd meeting; Congress – Doc 78.2, 14th plenary meeting)

Recommendation C 80/1989

Philatelic code of ethics for the use of UPU member countries

Congress,

Referring
- to article 9 of the Convention (Hamburg, 1984) (now article 10), which specifies the terms under which postage stamps shall be issued;
- to article 192 of the Convention, Detailed Regulations (Hamburg, 1984) (now article 195), which specifies the characteristics of postage stamps,

Considering
the purpose of the Union and the aims which it pursues as expressed in the Preamble to and in article 1 of the Constitution,

Observing
- that postage stamps and postal products have a specific value when used for normal postal purposes;
- that they may also have a commercial value when used for philatelic purposes,

Recognizing
that the philatelic value of postage stamps and postal products depends:
- on the exclusive rights of postal administrations to issue postage stamps, as recognized by the Universal Postal Union;

– on the due observance, by administrations, of the relevant Acts of the Union;
– on the application by administrations of proper postal procedures in their services,

Noting
the desire expressed on various occasions by postal administrations for there to be available a recognized code of practice to be observed in regard to the issue and provision of postage stamps and products for philatelic purposes,

Recommends

the administrations of member countries of the UPU to observe the procedures described in the attached philatelic code of ethics for the use of member countries when issuing and providing postage stamps and postal items for philatelic purposes.

(Proposal 2000.18/Rev 1, Committee 4, 2nd meeting; Congress – Doc 78.2, 14th plenary meeting)

Philatelic code of ethics for the use of UPU member countries

The philatelic code of ethics for the use of member countries comprises the following recommendations:

1 Administrations creating philatelic products shall ensure that the use of the postage stamps and other means of denoting payment of postage does not lead to the creation of such postal products as would not result from the exercise of proper postal procedures. The following shall be recognized as philatelic products within the scope of this code:
– maximum cards;
– first day covers;
– presentation packs or albums;
– envelopes with embossed or preprinted stamps;
– cachets for special occasions and events and related products;
– stamps with surcharges, in conformity with article 192 of the Detailed Regulations of the Convention (now article 195).

2 Administrations shall not authorize such use of cancellation dies, handstamps or other official informative or operational markings as would not result from the exercise of proper postal procedures.

2.1 Administrations shall not permit the use of such cancelling or marking devices by persons other than their own employees.

2.2 In certain exceptional cases and provided that direct supervision is exercised by their employees, administrations may authorize the use of these cancelling or marking devices by persons other than their own employees.

2.3 Where administrations contract out part of their operational activity and in particular cancellation, the contract shall specify that the cancelling and marking devices shall be used for operational purposes only and in strict accord with the proper postal procedures of the administration concerned, which shall ensure that this rule is strictly observed.

3 In the sale of products for philatelic purposes incorporating postage stamps, administrations shall ensure that the handling of the postage stamp itself and the use of cancellation dies, handstamps, cachets and other marking devices are in conformity with their respective postal procedures.

4 For each issue of postage stamps, administrations shall ensure that these are printed in sufficient quantity to meet potential operational requirements and foreseeable philatelic needs. In employing cancellation dies, handstamps and cachets for special occasions or events, administrations shall ensure that a sufficient quantity of philatelic products is available to meet requirements.

5 Administrations shall not permit or facilitate the sale to the public of postage stamps or philatelic products incorporating postage stamps in the country of issue at other than face value. Nor shall they sell such postage stamps in territories other than the territory of issue below face value.

6 Administrations shall, wherever possible, ensure that products for philatelic purposes incorporating postage stamps are available in sufficient quantity to satisfy the requirements of all those wishing to purchase them.

7 Whilst administrations have no control over the use of postage stamps or articles entrusted to the postal service for postal or philatelic purposes once they have been sold, they shall nevertheless:

7.1 Not support or acquiesce in any artifice intended to enhance sales of their postage stamps or products incorporating postage stamps by suggesting a potential scarcity of these products.

7.2 Avoid any action which might be taken as declaring approval of or conferring official status on products of unofficial origin incorporating postage stamps.

7.3 In the event that they appoint agents to market their philatelic products, instruct such agents to observe the same procedures and practices as those of the administrations themselves. Administrations shall not permit agents to operate or alter their proper postal procedures nor to control philatelic procedures.

7.4 Specifically prohibit the sale or disposal by their agents of their postage stamps or products incorporating postage stamps below face value. In remunerating their agents, administrations shall obviate as far as possible any need for agents to sell postage stamps or philatelic products incorporating postage stamps above face value. Due allowance may be made for national or local variations in sales and other taxes which may be pertinent.

Decision C 82/1989

Labelling of mails

Congress

Instructs

the Consultative Council for Postal Studies to study proposals 2562.7, 2562.10, 2555.4 as part of a comprehensive review of questions relating to security.

(Proposals 2562.7, 2562.10, 2555.4, Committee 4, 8th meeting; Congress – Doc 78.2, 14th plenary meeting)

Decision C 83/1989

Transfer of mails

Congress

Instructs

the Executive Council to study proposal 2564.2.

(Proposal 2564.2, Committee 4, 8th meeting; Congress – Doc 78.2, 14th plenary meeting)

Decision C 90/1989

International business reply service

Congress,

Recognizing
that the traditional UPU methods allowing customers to include prepayment in their mailings are expensive, inconvenient and unsuited to the needs of modern business customers,

Aware
- that many administrations offer prepaid business reply services in their domestic services;
- and that there is a significant demand from business customers for these services to be extended into the international postal service,

Recognizing
that a number of CEPT administrations have already gone some way to meet this demand, by successfully operating a prepaid international business reply service (IBRS) since 1986, on the basis of the attached provisions,

Noting
that the demand for this service has also prompted competitors, including at least one international one, to introduce a similar system,

Decides

that administrations which choose to operate the IBRS service shall so do in conformity with the attached provisions,

Urges

all administrations to consider the possibility of participating in this service, in order to make it as worldwide a service as possible,

Instructs

the Executive Council to examine, modify and update the attached provisions and to adapt them, as the need arises, to further developments in customer requirements or improved operating or accounting procedures.

(Proposal 2000.16, Committee 4, 3rd meeting; Congress – Doc 78.2, 14th plenary meeting)

Introduction of an international business reply service (IBRS)

Explanatory document by Great Britain

Executive summary

1 An international business reply service (IBRS) is needed to meet the demand from business users to be able to enclose prepaid reply cards and envelopes in their mailings to their overseas customers.

2 The traditional UPU methods for users to include prepayment in their mailings (by using international reply coupons or pre-stamped cards) are expensive, inconvenient and unsuited to the needs of modern business customers.

3 Many administrations operate business reply services in their domestic services and a number of CEPT countries have been operating a successful international prepaid reply service since 1986.

4 The system now proposed as an optional UPU service is based directly on the successful CEPT service.

5 It allows businesses to enclose in their mailings prepaid items, which their overseas customers can post back easily, without paying postage.

6 IBRS items:
a may be either postcards or envelopes;
b must conform to the conditions for standardized items, with the exception that IBRS envelopes may weigh up to 50 g;
c must conform to a standard design layout.

7 The service has simple operating and accounting procedures:
a a charge for each IBRS item returned is collected from the business firm;
b the administration which dispatches the returning IBRS items charges the receiving administration for the dispatching costs, in an annual account.

8 All IBRS items are handled as LC airmail correspondence, to ensure that the replies are sent back speedily.

9 A business reply service has already been developed by our international competitors, so an international postal reply service will be a vital weapon in retaining our customers.

10 The service is optional and limited to those administrations that wish to participate, but the more that join the service, the more effective it will be.

11 Congress is therefore invited to endorse the.proposal to base the new service on the existing successful CEPT service.

1 Introduction

1.1 This document explains the reason behind the proposal by Great Britain, supported by other administrations, for introducing an international business reply service (IBRS).

2 Why the UPU needs an international business reply service

2.1 Many users of the international postal services wish to encourage their correspondents to reply to them. In particular, business firms wish to encourage their customers and their potential customers in other countries to send back orders for goods or services, to respond to advertisements, to answer questionnaires, and so on; and to use the postal service for doing this.

2.2 The best way to encourage a correspondent to reply is by prepaying the postage on the reply item. A prepaid reply item is a positive incentive for a customer to respond to an inquiry or an offer from an overseas business.

2.3 Until now, it has only been possible for users of the international Post to offer two types of prepayment of postage:
a by enclosing an international reply coupon;
b by enclosing an envelope or card, fully pre-stamped for the intended country of posting.

2.4 These traditional methods may be satisfactory for very small mailings, or for individual and private correspondence, and they should be retained for these purposes. But they are quite unsuitable for the needs of modern commercial business customers, because:
a reply coupons have to be taken to a post office to be exchanged for stamps;
b for pre-stamped items, business customers have to acquire large numbers of stamps, of the correct postage, with different stamps for each country where the reply item would be posted.

2.5 Furthermore, they are very expensive for any business firm which intends to make a large mailing. Business firms normally expect only about 5 or 10 percent of the reply items to be sent back, but under these traditional systems, the company is obliged to prepay all the reply items, whether they are used or not.

2.6 A modern international business reply service (IBRS) has the following benefits:
a the person using the reply card or envelope can post it back immediately, with no need to go to a post office, and at no expense;
b this can significantly increase the response rate, ie, the number of items which are sent back to the business firm.

2.7 The service will allow business users to provide their customers with cards or letter envelopes up to 50 g on which the return airmail postage is prepaid. These items will have a standard design (see model at annex 1).

2.8 Although paragraphs 3.1 to 3.3 below explain the particular benefits of IBRS for international direct mail, there are also many other uses for the service. For instance, international market research firms can send questionnaires abroad and enclose an IBRS envelope for their respondents to return the completed questionnaire. Book, magazine and newspaper publishers can include IBRS cards for customers to renew their subscriptions. International mail order companies can include IBRS cards or envelopes for their customers to send in their orders for goods, and so on. International direct mail is an important use for IBRS, but there are many other benefits as well.

2.9 Many countries already operate successful business reply services in their domestic mail services. The British Post Office, for example, has over 90 000 domestic business reply service licences and delivers 435 million business reply items per year.

3 Encouraging international direct mail

3.1 An IBRS service will be an incentive for business users to conduct their advertising and publicity campaigns through the postal service. Direct mail is becoming an increasingly important service for postal administrations. It consists in sending advertising mailshots, carefully targeted to individual persons and addresses. Its success is shown by the following statistics:
a in Great Britain, over 10 percent of domestic letter-post traffic is made up of direct mail;
b in the major CEPT countries, direct mail traffic has been growing by an average of 6 percent per annum, over the last five years;
c in the United States of America, the number of direct mail items per head of population is five times as high as in Europe.

3.2 Business customers are especially interested in including prepaid business reply items in mailshots, because the reply items:

a stimulate increased responses from clients;
b enable the advertisers to judge the success of the mailshot, by measuring the level of response;
c permit the advertiser to build up an accurate list of interested overseas customers.

3.3 Great Britain does not expect that IBRS will in itself become a major service, but it will be a valuable additional service which will encourage international direct mail advertising. And direct mail itself is one of the biggest areas of potential traffic growth for letter mail.

4 Development of IBRS within CEPT

4.1 An international business reply service was introduced in September 1986, on an experimental basis, between a number of CEPT countries. The service has run efficiently and without any problems. The participating countries have all agreed to continue the service indefinitely.

4.2 The following countries all operate the IBRS service:

Belgium	Great Britain	Luxembourg	Portugal
Denmark	Greece	Monaco	Sweden
Finland	Iceland	Netherlands	Switzerland
France	Ireland	Norway	United Arab Emirates

Additionally, Cyprus and Spain provide a return service although they do not yet offer the service to their own customers. Brazil and New Zealand have agreed to join the service and will start to operate it very soon. A number of other administrations, both inside and outside CEPT, have recently expressed interest in joining the service.

4.3 The service being proposed to Congress is based directly on the successful CEPT service.

5 Developments among our competitors

5.1 Despite the success of the CEPT service so far, it is now important that as many additional administrations as possible join the service, as one of our major competitors, TNT, has introduced a similar reply service.

5.2 It is Great Britain's opinion that the UPU IBRS service will be a much better and simpler service for customers than the TNT service. However, the TNT service already operates to more countries than the current CEPT service. Great Britain therefore hopes that many other UPU administrations will be encouraged to join the proposed IBRS service.

6 How IBRS works: relations with the customer (the "licensee")

Note. – A simplified summary, showing the essential points of this section of the document, is given at annex 2.

6.1 *Conditions for granting a customer an IBRS licence*

6.1.1 When a business in one country (country A) wishes to provide prepaid reply items to its customers in another country (country B) the business must apply to its local post office, or to the postal administration's central offices, for an IBRS licence. The business is known as the "licensee".

6.1.2 The conditions of the licence include:

a the size, weight, dimensions, design layout, and other conditions of format, in conformity with the regulations of the administration and of the UPU;

b the requirement for the licensee to have the design of the item approved by the Post Office;

c the countries to which the service operates;

d the fee to be paid to the administration for each reply item that is delivered to the licensee;

e a general licence fee to cover the administrative costs of setting up the licence (establishing a customer account, setting up a traffic monitoring procedure, and so on).

6.2 *Specifications for IBRS items*

6.2.1 To keep the service simple, it is proposed to offer the customer two types of reply items:

– cards;

– envelopes weighing up to 50 g.

6.2.2 All IBRS items conform to the specifications for standardized items, as laid down in article 20 of the Convention (now article 22), with the exception of the increased weight limit of 50 g for envelopes.

6.2.3 Items also have to conform to a standard design layout to make them readily identifiable in sorting offices (see model at annex 1). The layout conditions are specified in annex 1bis.

6.2.4 The reason for permitting IBRS envelopes to weigh up to 50 g, rather than simply the first weight step of 20 g, is to permit licensees to enclose medium-size questionnaires, order forms, or similar items. But this is limited to 50 g, since:

a it is not possible to put more than about 50 g of paper inside the maximum dimensions of a standardized envelope;

b to permit items over 50 g would make the charging and accounting procedures too complicated.

6.3 *Dispatch and return of items to the licensee*

6.3.1 The licensee prints the cards or envelopes to the design approved by its postal administration.

6.3.2 The licensee in country A dispatches a mailing to its customers in another country or countries B. The items in the mailing each contain an IBRS envelope or card. IBRS envelopes and cards can only be enclosed in letter-post items dispatched to other administrations which participate in the service.

6.3.3 This prepaid envelope or card can be used by the licensee's customers in country B (the "respondents") to respond. The respondent simply posts the card/envelope back to country A in the same way as an ordinary item, but does not have to affix stamps or pay any postage charges.

6.3.4 The reply item is circulated back to country A and delivered to the licensee. The number of IBRS items delivered is continually recorded at the delivery office of the licensee, and the licensee is billed by the postal administration of country A, at regular intervals, for the items delivered.

6.4 *Billing of customers*

6.4.1 Administrations decide for themselves how they fix their charges to customers, both for the licence fee and for the handling fee for each item. Great Britain recommends that administrations should not fix these fees too high in the early stages of developing the service, in order to encourage more customers to use it.

6.4.2 Administrations may not, however, fix their IBRS charges to their customers at a level which is lower than the charges for the domestic business reply service.

7 How IBRS works: relations between participating administrations

Note. – A simplified summary, giving the essential points of this section of the document, is given at annex 3.

7.1 *Preliminary remarks*

7.1.1 Because IBRS is a new service, it may take some time before traffic builds up to significant levels. Administrations may, therefore, wish to consider the option of agreeing bilaterally not to apply any accounting procedures, perhaps for the first one or two years of the service, until there is sufficient traffic to justify accounting.

7.1.2 Alternatively, administrations may make separate bilateral arrangements, for different accounting procedures from those suggested in 7.4 below.

7.1.3 Those administrations which do wish to implement accounting procedures may refer to the following operational and accounting procedures, agreed by the administrations which currently operate the service.

7.2 Op*erational procedures*

7.2.1 Administrations wishing to account with each other in the IBRS service must monitor the number of items for inter-administration accounting purposes.

7.2.2 In order to achieve accurate monitoring, the administration in country B bags or bundles IBRS items separately from other mail, when dispatching items back to country A. The bundle labels must be clearly marked "IBRS/CCRI", followed by the number of items. If there are over 5 kg of IBRS items, they should be placed in a separate bag. The bag label must have the indication "IBRS/CCRI", followed by the number of items, clearly marked on the back of the label. The number of IBRS items must be notified on the C 12 letter bill. The bundles of IBRS items shall be enclosed in the bag containing the letter bill. The outward office of exchange must maintain a continuous record of IBRS items dispatched, to form the basis for accounting statements.

7.2.3 Country A may nominate a single inward office of exchange to receive dispatches containing IBRS items from other countries, in order to assist the monitoring process. Alternatively, some administrations, particularly those with large or difficult geographical territories, may nominate more than one inward office of exchange. Administrations are not obliged to nominate inward offices of exchange, but, if they do so, they must notify these offices to each other, and other administrations must respect these requirements when dispatching mails containing IBRS items.

7.3 Qua*lity of service*

7.3.1 In view of the competitive threat from similar new services, administrations must ensure that IBRS items are returned from one country to another as fast as possible. All IBRS items will be handled as airmail items. Dispatches of returned items must be made every day.

7.4 A*ccounting procedures*

7.4.1 As indicated in 7.1, administrations may agree bilaterally not to apply the following procedures, if they prefer to have no accounting arrangements, or if they prefer to make different arrangements.

7.4.2 Because the IBRS items are all prepaid items, the administration in country B will receive no revenue from customers posting the items. Country B will therefore need to charge country A a fee for each item returned to country A.

7.4.3 Each participating administration decides the amount to be charged for returning IBRS items for delivery to the licensee. Some countries may wish to calculate the specific costs incurred in sorting and dispatching an IBRS item. Others may wish simply to base the charge on the appropriate airmail postage rate between country B and country A, or to fix a charge closely related to the postage rate.

7.4.4 It is proposed that administrations may charge either:
a a single per item rate, to apply to all IBRS items; or
b two per item rates, one rate applicable to IBRS cards, and a higher rate for IBRS envelopes weighing up to 50 g.

7.4.5 The fees charged by each country for returning IBRS items for delivery to the licensee in country A are notified to the International Bureau, which publishes them in the Compendium of Information (Convention).

7.4.6 Country B maintains records, for accounting purposes, at its outward offices of exchange of the numbers of IBRS items dispatched to each administration. It is proposed that administrations send notifications of traffic levels to each other every three months, and that settlements should be made annually.

7.4.7 Payments are made annually by bilateral offsetting between administrations. The creditor administration sends an annual account to the debtor administration for settlement.

8 How to regulate the service offered within the UPU

8.1 Because IBRS is a comparatively new service, and one which is still developing, it is not yet considered appropriate to insert detailed provisions for the service into the Acts. This is for the same reason as led many administrations to defer the introduction of regulations for the EMS service; namely, to ensure that the service had sufficient flexibility in its early years to develop and adapt in line with improving operating circumstances and changing customer requirements. These are also good reasons why IBRS is not yet ready for detailed regulation in the Acts.

8.2 Great Britain is therefore submitting three documents to Congress.

8.2.1 The present document, which explains why an IBRS service is needed, and how the present CEPT service operates.

8.2.2 A proposal to insert a short article in the Convention, stating that administrations may agree to operate IBRS as an optional service and that the procedures for the service will be specified by the Executive Council.

8.2.3 A Congress decision, which would require administrations to operate the service on the basis of the procedures described in this document. It would also instruct the Executive Council to examine and update these procedures as appropriate.

8.3 The aim is to insert, in the Convention, a brief "enabling" article (proposed as article 30bis), which simply:
- allows administrations to participate in IBRS on an optional basis; and
- specifies that the provisions for the service will be laid down by the Executive Council.

8.4 This article in the Convention has the benefit of giving official status to the existence of the service. It provides a legal basis for operating the service, for those administrations which need this. And the existence of the article acts as encouragement to those administrations who may wish to join the service at a later date.

8.5 It is, nonetheless, necessary to specify standards for operating the service, for those administrations which wish to. Consequently it is proposed that the Congress decision endorse the general procedures under which the service already operates among the existing participating administrations, as described in this document. The Congress decision requires these procedures to be studied by the Executive Council, and modified and updated by the EC from time to time, in the light of further developments in customer requirements or improved operating and accounting procedures, and so on.

9 Conclusions

9.1 Congress is invited to:

- take note of the explanations concerning the service contained in the rest of this document;
- approve proposal 2030.91 for amending the Convention to allow the introduction of an international business reply service (IBRS) on an optional basis; and
- approve Congress proposal 2000.16 instructing the Executive Council to examine, modify and update the provisions for operating the service.

By air mail
Par avion

IBRS/CCRI N°:

NE PAS AFFRANCHIR

NO STAMP REQUIRED

REPLY PAID/RÉPONSE PAYÉE
GREAT BRITAIN/GRANDE-BRETAGNE

MESSRS. T. Smith & Co.
99 Temple Street
PRESTON
GREAT BRITAIN
PR1 1ZY

Annex 1bis

Specification for standard design layout of IBRS items

The address side layout of all IBRS items must conform with the following points:

i In the top right-hand corner the "NE PAS AFFRANCHIR" (NO STAMP REQUIRED) symbol must be printed. This must contain the symbol of the postage stamp, with a bold diagonal line superimposed, and the words "NE PAS AFFRANCHIR" (NO STAMP REQUIRED). Administrations may additionally allow a similar indication in another language.

ii Above the address, two solid horizontal bars must be printed. Each bar must be at least 3 mm thick, and the bars must be at least 14 mm apart. Between the bars there must be printed two lines of text. On the first line must be printed the words "RÉPONSE PAYÉE" (REPLY PAID). Administrations may additionally permit a similar indication in another language. On the second line must be printed the name of the country of destination. Both lines of text between the horizontal bars must be printed in capital letters.

iii The address of the IBRS licensee must be printed below the two horizontal bars.

iv An airmail indication must be printed in the top left-hand corner, in accordance with article 200 of the Detailed Regulations of the Convention (now article 114, paragraph 1).

v If an indication of the IBRS licence number is printed on the item, it must be shown in the top left-hand corner.

vi All the text and the symbols must be printed in a dark colour which contrasts clearly with the background of the envelope or card. In principle black or dark blue printing should be used, but administrations may permit other colours, provided that they result in dark printing contrasting clearly with a light background.

Annex 2

How the service works for the customer

Summary

This summary outlines the principal stages of the IBRS when used by the business customer: dispatching IBRS items to his customers overseas, receiving them back from his customers, and billing for the service by his postal administration.

Stage 1: country A

1.1 The customer applies to the administration of country A for an IBRS licence, and submits a design of the items for approval.

1.2 The administration ensures that the customer's application for a licence, and the proposed design of the items, conform to the requirements of the administration and of the UPU.

1.3 The administration grants the licence and charges the customer an annual fee for establishing the licence.

1.4 The customer prints the reply items in accordance with the terms of the licence.

1.5 As often as he wishes the customer (the licensee) dispatches mailings of items which enclose prepaid IBRS items for the addressees to send back to the licensee.

Stage 2: country B

2.1 The addressees receive items which enclose IBRS items.

2.2 The addressees post the prepaid IBRS items back to country A, without needing to pay postage.

Stage 3: country A

3.1 On their arrival, the office of delivery, maintains a record of all IBRS items returned to the licensee.

3.2 The items are delivered to the licensee.

3.3 The administration bills the licensee at regular intervals for the number of items returned.

Annex 3

Inter-administration operating and accounting procedures

Summary

This summary outlines the principal stages in the inter-administration operating and accounting procedures. Administrations may agree not to apply the accounting procedures, or to apply different accounting procedures.

Stage 1: country A

1.1 The administration dispatches the licensee's mailings of items which enclose prepaid IBRS items, to country B.

Stage 2: country B

2.1 The recipients of the mailing from country A post the prepaid IBRS items back to the licensee in country A.

2.2 The IBRS items are identified at the outward offices of exchange, in country B, and bundled or bagged separately.

2.3 The numbers of IBRS items contained in a dispatch are indicated on the C 12 letter bill.

2.4 The outward offices of exchange keep records of the numbers of IBRS items dispatched to each administration.

2.5 IBRS items are dispatched to country A (to the nominated inward office of exchange, where appropriate).

Stage 3: country B

3.1 Country B fixes the amount which it wishes to charge country A for dispatching each IBRS item back to country A. This amount is notified to country A.

3.2 Country B sends country A a statement every three months of the numbers of IBRS items dispatched to country A.

Stage 4

4.1 The creditor country sends an annual account to the debtor country for settlement.

Universal Postal Convention and Detailed Regulations

Alphabetical Index

NB. – The figures and letters in small types placed above the line refer to the paragraphs and subparagraphs of the various articles. The roman figures refer to the Final Protocol

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